

FOR RESIDENTIAL DWELLINGS AND ACCESSORY STRUCTURES

**TOWN OF GILFORD
DEPARTMENT OF PLANNING AND LAND USE
DIVISION OF BUILDING INSPECTIONS
47 CHERRY VALLEY ROAD
GILFORD, NH 03249
TEL. (603) 527-4727 - FAX. (603) 527-4731**

THE FOLLOWING MUST ACCOMPANY THE APPLICATION OR THE APPLICATION CANNOT BE PROCESSED:

[A] SITE PLAN SHOWING:

- 1. Property bounds. (In case of questionable property lines/setback lines, a certified plot plan may be required.)**
- 2. Location of structure on property with dimensions.**
- 3. Setback distances from property line(s).**
- 4. Location and extent of wetlands.**
- 5. Surveyed plot plan verifying location of home is not in area of slopes greater than 15%, nor agricultural soils.**

[B] PLANS REFLECTING:

- 1. Framing description, including all supports.**
- 2. Wall, floor, and roof materials.**
- 3. Insulation, materials and sizes.**
- 4. Window sizes (sash type and size).**
- 5. Foundation and footing description, materials, reinforcement and size.**
- 6. Front and side elevations.**
- 7. Floor plan(s).**
- 8. Sprinkler plan reflecting head location and associated equipment (Garden Hill and Farm View subdivisions only).**

(A) COPY OF DRIVEWAY PERMIT.

(B) COPY OF GUNSTOCK ACRES VILLAGE WATER DISTRICT APPLICATION FOR WATER SERVICE, IF APPLICABLE.

(C) COPY OF TOWN SEWER PERMIT OR STATE PERMIT TO CONSTRUCT A SEPTIC SYSTEM. NOTE: IF ADDING BEDROOMS OR UNITS, YOU MUST HAVE APPROVAL FROM THE STATE FOR ADDITIONAL LOADING TO SEPTIC.

(D) A SEPARATE PERMIT WILL BE REQUIRED FOR ELECTRICAL AND PLUMBING.

(E) IF A PERSON OTHER THAN THE OWNER MAKES THE APPLICATION, IT SHALL BE ACCOMPANIED BY A DECLARATION OF THE OWNER AUTHORIZING THE PROPOSED WORK.



TOWN OF GILFORD
DEPARTMENT OF PLANNING AND LAND USE
Fee Schedule

APPLICATION FEES ARE DUE UPON SUBMITTAL OF APPLICATIONS

BUILDING FEES

TYPE OF APPLICATION	FEE
Residential	
New and Additions	\$100 plus \$0.15 per gross sq. ft.
Repairs/Remodels/Alterations	\$50
Residential Accessory/Utility	
Structures (attached or detached garage, shed, barn, decks, porches, etc.)	\$0.15 per gross sq. ft.
Pools, fences, large tents, wind generator towers, etc.	\$40
Repair/Remodel	\$30
Commercial/Multi-Family	
New or Reconstruction	\$400 plus \$0.25 per gross sq. ft.
Repair/Remodel	\$150
Manufactured (Mobile) Homes	
New and Replacement	\$100 plus \$0.15 per gross sq. ft.
Repair/Remodel	\$50
Plumbing	
Residential	\$50 for buildings 4,000 sq. ft. and less, plus \$30 for each additional 4,000 sq. ft. charged in 4,000 sq. ft. increments
Commercial	\$100 for buildings 10,000 sq. ft. and less, plus \$75 for each additional 10,000 sq. ft. charged in 10,000 sq. ft. increments
Electrical	
Residential	\$50 for buildings 4,000 sq. ft. and less, plus \$30 for each additional 4,000 sq. ft. charged in 4,000 sq. ft. increments
Commercial	\$100 for buildings 10,000 sq. ft. and less, plus \$75 for each additional 10,000 sq. ft. charged in 10,000 sq. ft. increments
Demolition	\$50 Residential; \$100 Commercial
Signs	\$30 per sign (Each sign requires separate permit application)
Re-inspection Fee (to be paid prior to re-inspection)	\$50
After-the-Fact Application Fee (charged when work was started prior to issuance of permit)	Double the usual permit fee or \$75, whichever is greater

PLANNING AND ZONING FEES

TYPE OF APPLICATION	FEE
Subdivision	\$150 per lot
Boundary Line Adjustment	\$100
Recording Fee	\$25 plus \$30 per plan sheet
Conditional Use Permit	\$50
Site Plan with Building – Commercial	\$300 plus \$0.06 per building gross sq. ft.
Site Plan with Building – Residential	\$300 plus \$150 per dwelling unit
Site Plan without Building – Commercial	\$300 plus \$30 per acre charged in 1 acre increments
Amended Site Plan	\$200
Home Occupation Permit	\$100
ZBA Application	\$100
Misc. (Change of use, master signage plan, etc.)	\$40
Abutter Notification Fee (charged for each application)	\$8 per abutter
NOTE: Site Plan fees apply to Condo Conversions	
Wetland Application Fees (to Town Clerk)	\$16 Town of Gilford; \$100 State of New Hampshire
Copies of Full Size Plans	\$15 first sheet plus \$5 per sheet after first sheet



RESIDENTIAL BUILDING PERMIT APPLICATION

Town of Gilford ~ Department of Planning and Land Use
47 Cherry Valley Rd ~ Gilford, NH 03249
Phone: 603-527-4727 ~ Fax: 603-527-4731 E-mail: planning@gilfordnh.org

Application Data

Application Date: _____ - _____ - _____

Property Information

Street number: _____ Street name: _____

Unit/Apt. No.: _____ Tax Map-Lot #: _____

Owner Information

First/Business name: _____ Last name: _____

Telephone: (day) _____ (eve) _____

Street/Box No.: _____ Address: _____

City/Town: _____ State: _____ Zip: _____

Applicant (complete only if applicant is not the property owner)

First/Business name: _____ Last name: _____

Street/Box No.: _____ Address: _____

City/Town: _____ State: _____ Zip: _____

Professions, Licensed Trades, Contractors

Name: _____ Phone Number: _____ License # _____

Street/Box No.: _____ Address: _____

City/Town: _____ State: _____ Zip: _____

Improvement Type (check only one improvement type listed)

- | | |
|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition of Structure |
| <input type="checkbox"/> Add to Existing Structure | <input type="checkbox"/> Relocate Structure (s) |
| <input type="checkbox"/> Alter Existing Structure | <input type="checkbox"/> Foundation Only |
| <input type="checkbox"/> Repair/Repl. Exist Struct | <input type="checkbox"/> Other _____ |

Is the proposed construction or the property on which it is located in the Floodplain Zone?

Yes No If yes, specify zone _____

Dimensions

Lot frontage on public right-of-way (such as a street, road etc.) _____ft
Front setback of proposed construction (viewed from street) _____ft
Rear setback of proposed construction (viewed from street) _____ft
Left setback of proposed construction (viewed from street) _____ft
Right setback of proposed construction (viewed from street) _____ft
Building height of proposed construction (viewed from street) _____ft
Shorefront setbacks of proposed construction (viewed from street) _____ft
Wetlands/Surface water setback of proposed construction (viewed from street) _____ft

Number and Type of spaces (enter zero or applicable number)

Total number of stories in proposed construction _____
Number of new bedrooms in proposed construction _____
Number of new garages in proposed construction _____
Number of fireplaces or woodstoves in proposed construction _____
Number of outdoor parking places created in proposed construction _____
Number of dwelling units added in proposed construction _____

Area Tabulation (enter area value or zero for all listed categories)

Area on lot on which construction is proposed _____sq/ft
Building area (add all floors in proposed construction) _____sq/ft
Area of all new parking spaces created in this construction _____sq/ft
Area of basement _____sq/ft
Area of garage(s) _____sq/ft

Heat Type Hot Water Heater Oil Gas
Domestic Water Supply Municipal Private Well
Public Sewer Yes No

Construction Information

Estimated start date: _____-_____-_____ Estimated finish date: _____-_____-_____

Estimated cost of all materials and labor for proposed construction: \$ _____

Total Fees: _____ Rec By: _____ Date: _____

Please provide a sketch of the property indicating street(s), structure(s), and an ACTUAL dimensions between structure(s) and lot line(s) to enable a determination of SETBACKS and a paragraph describing proposed work.

[] Approved
[] Approved with conditions

[] Denied

Signature: _____ Date: _____-_____-_____

Description of Proposed Work (Paragraph)

In the space provided below, provide a sketch of the property indicating street(s), structure(s), and ACTUAL dimensions between structure(s) and lot line(s) to enable a determination of SETBACKS

Signature: _____ Date: ____ - ____ - ____

Signature of property owner or agent authorized by property owner described in this application, in writing.

DEPARTMENT OF PLANNING AND LAND USE
47 CHERRY VALLEY ROAD
GILFORD, NH 03249
(603)-527-4727 – FAX (603) 527-4731

1. **SETBACK, FOUNDATION, DRAINS & COATING INSPECTION** – If setback of foundation is marginal, it must be certified by a Licensed Surveyor. A foundation inspection is required prior to backfilling. Building Inspector (527-4727)
- 2a. **ROUGH FRAMING/ ROUGH ELECTRICAL/ ROUGH PLUMBING INSPECTION**
Usually a combined inspection. Building Inspector (527-4727)
- 2b. **GAS PIPING** Inspection must be done before insulation – Fire Department (527-4758)
- 2c. **LP GAS TANK** (Buried) – Inspection required before covering - Fire Department (527-4758)
3. **CHIMNEY INSPECTION** – Building Inspector (527-4727)
4. **INSULATION INSPECTION** – Building Inspector (527-4727)
5. **FINISH PLUMBING & ELECTRICAL INSPECTION** – Building Inspector (527-4727)
6. **WATER TEST** – Certification of potable water
7. **OIL/GAS BURNER/ APPLIANCE INSPECTION** – Fire Department (527-4758)
8. **DRIVEWAY INSPECTION** – Department of Public Works, Highway Division (527-4778)
9. **WATER SERVICE INSPECTION** – Gunstock Acres Village Water District, Wade Crawshaw (293-8580).
10. **CERTIFICATE OF OCCUPANCY INSPECTION (FINAL)** (will not be issued unless the house number is displayed properly and visible from the street)- Building Inspector (527-4727)

ALL OF THE ABOVE INSPECTIONS, WHICH PERTAIN TO YOUR SPECIFIC CONSTRUCTION, MUST BE COMPLETED BEFORE A FINAL CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

WHEN CALLING FOR INSPECTIONS CONTACT ANY STAFF MEMBER TO SCHEDULE AN APPOINTMENT AT LEAST TWENTY-FOUR (24) HOURS IN ADVANCE. PLEASE HAVE THE LICENSED PLUMBER, LICENSED ELECTRICIAN AND BUILDING CONTRACTOR ON SITE AT THE TIME OF PERTINENT INSPECTION.