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 ACCOMPAINED 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

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

### PLANNING AND ZONING FEES

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

APPROVED BY THE BOARD OF SELECTMEN OCTOBER 27, 2010 • EFFECTIVE NOVEMBER 1, 2010
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)
☐ New Construction          ☐ Demolition of Structure
☐ Add to Existing Structure ☐ Relocate Structure (s)
☐ Alter Existing Structure  ☐ Foundation Only
☐ Repair/Repl. Exist Struct  ☐ 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 □ No
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: ___-____-___
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.
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)


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.**