

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

BUILDING INSPECTIONS

DEPARTMENT OF PLANNING AND LAND USE

47 CHERRY VALLEY ROAD

GILFORD, NH 03249

(603)-527-4727

FAX (603) 527-4731

1a. SETBACK, FOOTINGS & REBAR - Building Inspector (527-4727)

1b. FOUNDATION FORMS & REBAR - Building Inspector (527-4727)

1c. 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 - Building Inspector (527-4727)

2b. ELECTRIC TRENCH (Conduit) & ELECTRIC SERVICE

2c. ROUGH ELECTRICAL/ ROUGH PLUMBING INSPECTION - Building Inspector (527-4727)

3b. GAS PIPING Inspection must be done before insulation - Fire Department (527-4758)

3c. LP GAS TANK (Buried) – Inspection required before covering - Fire Department (527-4758)

4. CHIMNEY INSPECTION – Building Inspector (527-4727)

5. INSULATION 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 Operated by: Lakes Region Water Services (476-2348).

10. FINISH PLUMBING, ELECTRICAL INSPECTION & CERTIFICATE OF OCCUPANCY INSPECTION (FINAL) – Building Inspector (527-4727) (House number must be displayed properly and visible from the street) {Contact the Fire Department and the Public Works office for final inspections as well}

❖ **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.**



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

Date: _____

Information on the property

Street number: _____ Street name: _____

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

Owner of property mailing information

First name: _____ Last name: _____

Street/Box No.: _____ Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Applicant (if not the property owner)

First name: _____ Last name: _____

Street/Box No.: _____ Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Contractors, Professions, Licensed Trades, etc.

Business Name: _____

First Name: _____ Last Name: _____

Street/Box No.: _____ Address: _____

City/Town: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Project

- New Construction
- Remodel
- Alteration

- Addition
- Repair/Replace Existing
- Foundation Only

Dimensions (of proposed construction)

Lot frontage _____ ft.
Front setback _____ ft.
Rear setback _____ ft.
Left setback _____ ft.
Right setback _____ ft.
Height of building _____ ft.
Shorefront setback _____ ft.
Wetlands/surface water setback _____ ft.

Is the proposed construction located in the Floodplain Zone? _____

Proposed construction information

Number of stories	_____	Sewer Permit	_____
Number of bedrooms	_____	or Septic Permit	_____
Number of garage stalls	_____	Driveway Permit	_____
Number of fireplaces or woodstoves	_____	Shoreland Permit #	_____
Number of outdoor parking spaces created	_____		
Heat type:	_____		
Water supply type:	_____		

Other info: _____

Please provide a paragraph describing the proposed work:

Please 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 below:

Signature: _____ **Date:** _____

Owner authorization: _____
Signature of property owner or agent authorization by property owner described in this application must be submitted in writing.

Square footage calculation

Finished Basement: _____ sq. ft. 1st floor: _____ sq. ft. 2nd floor: _____ sq. ft.
Deck/Porch: _____ sq. ft. Garage: _____ sq. ft. Shed: _____ sq. ft.
Other: _____ sq. ft.

Total square footage: _____

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

Estimated start date: _____ Estimated finish date: _____

FOR OFFICE USE ONLY

Total Fees: _____ Check# _____
Received by: _____
Date: _____

- Denied
- Approved
- Approved with the following condition(s)

Building Inspector/Code Enforcement Officer Signature: _____
Date: _____

Notes: