



Town of Belmont, NH

BUILDING PERMIT APPLICATION

- Applications and Assistance are available in the Town Hall Land Use office (603-267-8300x3).
- Completed applications are usually processed within **14 business days**. Building construction plans are required.
- New or upgraded driveways, including (re)paving an existing driveway require a permit.
- Applicant is responsible to assure all information correct.
- Permits **expire** if not substantially acted upon and **at least one inspection has not occurred within 6 months**.

INSPECTIONS REQUIRED: Applicant is required to call the Building Inspector for all required inspections (setback, foundation, framing, rough plumbing, rough electrical, insulation and final). Failure to obtain a “certificate of occupancy/use”/final inspection for ALL completed construction can/will delay the issuance of this/future permits. Fees are due with application, checks made payable to “Town of Belmont”. Fees for approved applications are non-refundable.

- Land Owner’s Name: _____ Tele: _____
Mailing Address: _____ e-mail: _____
 - Building Owner’s Name (If different): _____ Tele: _____
Mailing Address: _____ e-mail: _____
 - Applicant’s Name (If different): _____ Tele: _____
Mailing Address: _____ e-mail: _____
 - Contractor: _____ Tele: _____
Mailing Address: _____ e-mail: _____
 - Plumber: _____ Lic.#: _____ Tele: _____
 - Electrician: _____ Lic.#: _____ Tele: _____
 - Mechanical Installer: _____ Lic.#: _____ Tele: _____
 - Location of work: Street # & Name: _____ Tax Map #: _____ Tax Lot #: _____
 - Total lot acreage: _____ Total lot frontage on Class V Road or better: _____ Zoning District: _____ Is this a condominium? YES NO
 - Is lot located:
 - YES NO Under a Current Land Use (CLU) Assessment (portion to be developed)? If “YES” an existing CLU map must be on file with town and **a revised copy must accompany this application.**
 - YES NO In 100 year Flood Plain (check maps in Town Hall)?
 - YES NO Within 250’ of a public water body? (Attach copy of NH DES Shoreland Permit)
 - YES NO Within Belmont Aquifer Protection Zone?
 - List all uses and structures currently on property: _____
 - Explain any work proposed for driveway(s): _____
 - Briefly explain current proposal(s): _____
 - Type of Proposed Improvement (Check all that apply)

<input type="checkbox"/> New structure	<input type="checkbox"/> Addition	<input type="checkbox"/> Demolish on site*
<input type="checkbox"/> Foundation only	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Relocate off site* <input type="checkbox"/> Other(specify): _____
- Asbestos, lead paint and/or hazardous materials encountered must be disposed of by a licensed professional**
- *Demolition/Relocation applications must be signed by land **and** unit owner (even if same). **Attach** Tax Collector’s removal permit.
- Is this a: ___ **proposed** project; or ___ an **after-the-fact** application (work already started)?
 - Building/construction plans attached? YES NO
 - Plot plan with dimensions attached? YES NO



Removals and Demolitions:

Type of Structure: _____ Size: W _____ x L _____

For Manufactured (Mobile) Homes: Model Name: _____ Mfg Year: _____

Demo on site

Relocate off site By (person) _____ To (Location) _____

- Applications for demolitions and relocations must be signed by Structure Owner and Land Owner (even if the same)
- Must be accompanied by the Town Clerk/Tax Collector's authorization to move.
- Structures cannot be demolished or relocated until all permits are approved.



First Proposed Structure/Addition: _____

Proposed Use: Residential & Residential Accessory Projects

- Single Family Two-Family Multi-family No. of units _____ Accessory Building Garage
- Accessory Dwelling Unit (Requires questionnaire) Pool (Seasonal or Permanent) (Seasonal limited to 5/1-10/1 annually)
- Addition (Type) _____ Other: _____

OR

Commercial, Industrial & Institutional Projects

Describe Use & Structure: _____

Manufactured (Mobile) Home: H.U.D. #: _____ Mfg name: _____ Mfg year*: _____

Was there previously a unit on this site: Yes No

If so: Owner's Name: _____ Date removed _____

*Applications for used units must be accompanied by the Town Clerk/Tax Collector's authorization to remove unit from prior location (issued by Town where unit was previously located).

Total Value of Improvement: \$ _____ (**REQUIRED – estimate is acceptable.**)

Foundation Information:

- Concrete **and** Full Crawl Space
- Block Slab SonaTube
- Other Other: _____

NH Residential Energy Code:

For all Residential New Construction, Additions or Renovations involving Living Space, Applicant must submit a Certificate of Compliance Application (<https://tinyurl.com/28jdn6fd>) to the Town with this building permit application.

Principal Type of Frame:

- Wood frame Masonry (wall bearing) Structural steel
- Reinforced concrete Other: _____

Principal Type of Heating:

- Gas Solar Electric Coal* Oil* Interior Wood/Pellet*
- *Requires Fire Department permit**

Sewer/Septic Type:

- Town or community system (New Connection-attach copy of permit)
- Private (septic tank, etc) (NH DES Septic Approval #: _____) *Must attach copy of septic plan

Water Supply:

- Town or community system (New Connection-attach copy of permit)
- Private (well, cistern)

Dimensions:

	Existing	Proposed/New Structure Info	Total Structure/Addition Only
Number of stories	_____	_____	_____
Total building height	_____	_____	_____
Total square footage (exterior dimensions)	_____	_____	_____
Bldg width (include on sketch)	_____	_____	_____
Bldg length (include on sketch)	_____	_____	_____
Does upper story overhang lower story?	_____	_____	_____
Number of bedrooms	_____	_____	_____
Bathrooms (# of each) 1/2, 3/4, full	_____	_____	_____

Complete SEPARATE sheet on each proposed structure or addition included on this application (Use Additional Sheets as Necessary)



Next Proposed Structure/Addition: _____

Proposed Use: Residential & Residential Accessory Projects

- Single Family Two-Family Multi-family No. of units _____ Accessory Building Garage
- Accessory Dwelling Unit (Requires questionnaire) Pool (Seasonal or Permanent) (Seasonal limited to 5/1-10/1 annually)
- Addition (Type) _____ Other: _____

OR

Commercial, Industrial & Institutional Projects

Describe Use & Structure: _____

Manufactured (Mobile) Home: H.U.D. #: _____ Mfg name: _____ Mfg year*: _____

Was there previously a unit on this site: Yes No

If so: Owner's Name: _____ Date removed _____

*Applications for used units must be accompanied by the Town Clerk/Tax Collector's authorization to remove unit from prior location (issued by Town where unit was previously located).

Total Value of Improvement: \$ _____ (REQUIRED – estimate is acceptable.)

- Foundation Information:**
- Concrete **and** Full Crawl Space
 - Block Slab SonaTube
 - Other Other: _____

NH Residential Energy Code: For all Residential New Construction, Additions or Renovations involving Living Space, Applicant must submit a Certificate of Compliance Application (<https://tinyurl.com/28jdn6fd>) to the Town with this building permit application.

- Principal Type of Frame:**
- Wood frame Masonry (wall bearing) Structural steel
 - Reinforced concrete Other: _____

- Principal Type of Heating:**
- Gas Solar Electric Coal* Oil* Interior Wood/Pellet*
- *Requires Fire Department permit**

- Sewer/Septic Type:**
- Town or community system (New Connection-attach copy of permit)
 - Private (septic tank, etc) (NH DES Septic Approval #: _____) *must attach copy of septic plan

- Water Supply:**
- Town or community system (New Connection-attach copy of permit)
 - Private (well, cistern)

Dimensions:	Existing Structure Info	Proposed/New Structure/Addition Only	Total Structure/Addition Only
Number of stories	_____	_____	_____
Total building height	_____	_____	_____
Total square footage (exterior dimensions)	_____	_____	_____
Bldg width (include on sketch)	_____	_____	_____
Bldg length (include on sketch)	_____	_____	_____
Does upper story overhang lower story?	_____	_____	_____
Number of bedrooms	_____	_____	_____
Bathrooms (# of each) 1/2, 3/4, full	_____	_____	_____

Complete SEPARATE sheet on each proposed structure or addition included on this application (Use Additional Sheets as Necessary)

**MUST BE SIGNED BY LAND OWNER AND BUILDING OWNER
(For demolitions and relocations signatures in both places are required)**

LAND OWNER: I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto this property and take both land and aerial photos for the purposes of this discussion.

Land Owner's Signature: _____ Date: _____
(For Campground, Condominium or other non-individual form of ownership, signature of representative of Association required)

BUILDING OWNER: I hereby certify that the proposed work will conform to all applicable laws of this jurisdiction. In addition, all site work shall conform to NH Department of Environmental Services Regulations, and Best Management Practices shall be implemented to restrict any erosion or sedimentation. I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto this property and take both land and aerial photos for the purposes of this discussion.

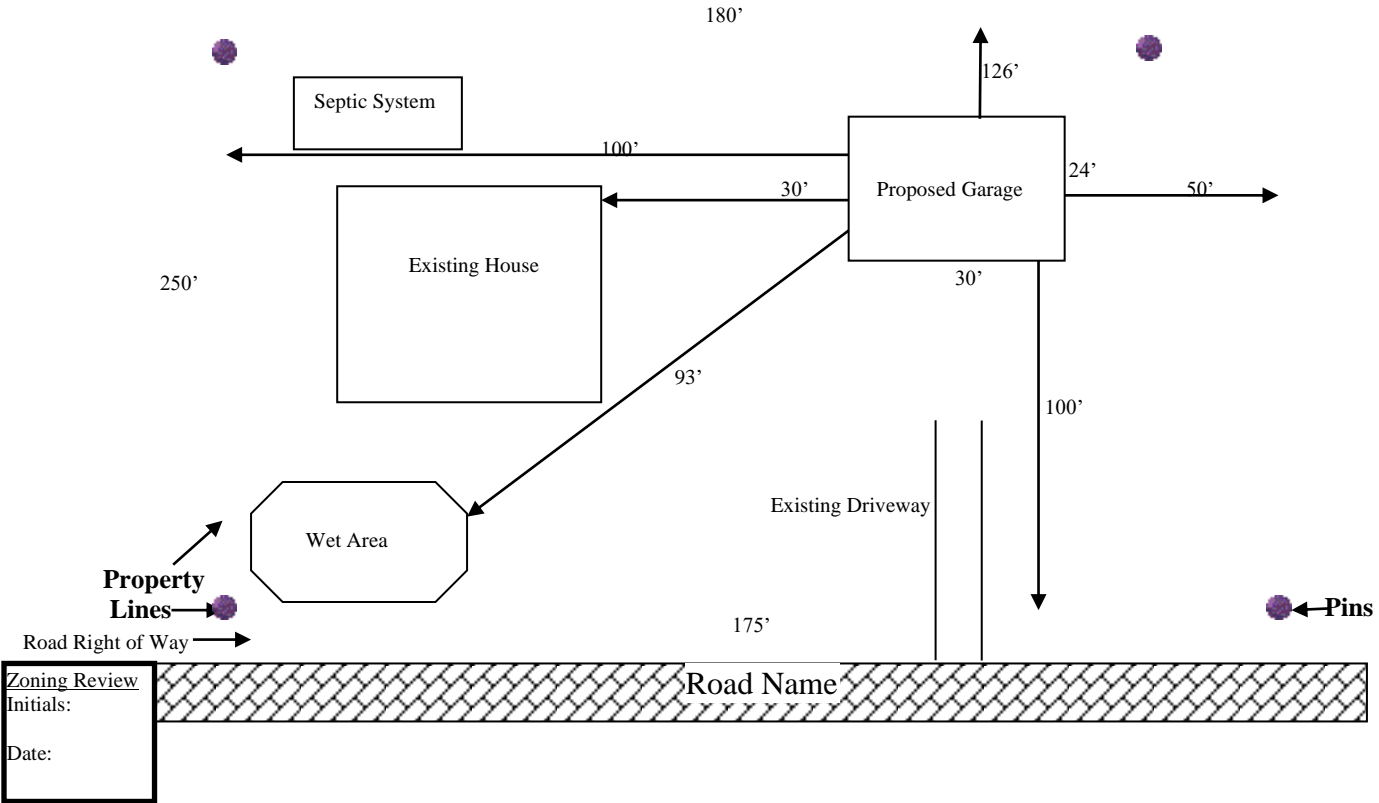
Building Owner's Signature: _____ Date: _____

CHOOSE ONE:

- E-Mail me the permit. (E-mail address: _____)
- Call me when ready and I will pick up. (Name/Tele. No to call: _____)
- Mail****must include self-addressed stamped envelope with permit application****

PERMIT MUST BE IN-HAND PRIOR TO BEGINNING PROJECT AND ON-SITE DURING PROJECT

Example Only - See Other Instructions on Reverse



Zoning Review
Initials:
Date:

PLOT PLAN INSTRUCTIONS

A Plot Plan to be provided below. Include the following information on each proposed structure/addition. A sample sketch is shown above.

North arrow	All proposed structures and additions showing overall dimensions
Boundaries of lot with dimensions in feet	Location of any wetlands, floodplain, streams, etc. on site
Include all proposed decks, landings, exterior stairs, porches and overhangs	Existing structures on lot: include septic system, drainage structures, wells and utilities
Names & locations of roads adjacent to lot	Location of any on-site or adjacent cemeteries or burial sites
Setback (distance from structure) in all directions to: All property lines (front setback is measured from property line, not from the road) All waterbodies and wetlands Location of existing & proposed driveways (Driveway application required for new/expanded/paving existing/change of use) Measuring Setbacks in campgrounds and manufactured home parks – Add the following: Nearest structure on adjacent sites (identify type of structure), roads, and exterior property lines of the park or campground	
Any additional information that will adequately describe the proposed work	
Additional Information required for Accessory Apartment and Home Occupation Applications	

COMPLETE PLOT PLAN

OFFICE USE ONLY

Proposal complies with applicable Land Use Regulations.

Planning Board Chairman (or authorized signer) _____

Date: _____

Conditions: _____

Date Variance/Special Exception Granted: _____

Purpose/Conditions: _____

Belmont Building Fee Schedule - Calculation Form

Calculation and Fee to be Submitted with Application

Fees for approved applications are non-refundable

After-the-fact building permit amounts doubled for first offense; tripled thereafter. Fees refundable only on denial of permit. Fees due upon application. No fee for structures =<16sf. Alterations/additions during construction are to be reviewed and may be subject to additional fees upon approval.

		Fees	Multiplier	Due
Building Permits				
A.	Single and Two-Family Dwellings	\$300.00	0.15 ()	
B.	Multi-Family Dwellings	\$400.00	0.15 ()	
C.	Manufactured Home	\$150.00		
D.	Recreational Vehicles (=>320 sf) placed on a lot or site for use (per sf)	\$120.00		
E. Residential				
1.	Open Deck (any size) & Accessory Structure (<300sf)	\$25.00	0.15 ()	
2.	Enclosed Addition (any size) & Accessory Structure (=>300sf)	\$75.00	0.15 ()	
3.	Alterations/Renovations w/in existing footprint/useable space	\$100.00	0.15 ()	
F. Commercial, Industrial, Institutional (New Construction)				
1.	Additions <2000sf	\$250.00	0.25 ()	
2.	Additions =>2000sf	\$500.00	0.25 ()	
3.	Accessory Structure (Any Size)	\$150.00	0.25 ()	
4.	Alterations/Renovations w/in existing footprint/useable space	\$100.00	0.25 ()	
G.	Cell Tower	\$500.00		
H. Pool				
1.	Above ground and seasonal	\$25.00	0.15 ()	
2.	In-ground	\$35.00	0.15 ()	
I.	Demolition* (No fee for Membrane Structure)	\$25.00		
J.	Membrane Structure	\$50.00		
K.	Sign (No fee for Home Occupation Sign)	\$50.00		
L.	Driveway	\$35.00		
M. Retaining Walls (over Four (4) feet in height)				
1.	<100sf	\$25.00	0.10 ()	
2.	>100sf	\$50.00	0.10 ()	
N.	Change of Use/Tenant Permit	\$25.00		
O.	Home Occupation Review	\$0.00		
P.	Electrical Permit*	\$75.00		
Q.	Mechanical Permit*	\$75.00		
R.	Plumbing Permit*	\$75.00		
S.	Generator Permit*	\$75.00		
SUBTOTAL				
AFTER THE FACT MULTIPLIER			X 2	
No charge for Demolition, Electrical, Mechanical or Plumbing permit obtained as part of a Building Permit				

Office Use Only:

Date: _____

Amount: _____

Cash

Check # _____

Date Stamp: