



# Town of Belmont, NH SOLAR ARRAY INSTALLATION 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: \_\_\_\_\_
- Electrician: \_\_\_\_\_ 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): \_\_\_\_\_
- Proposed Use:**

**Residential & Residential Accessory Projects**

Solar Panel(s) (Must complete exemption application at assessor’s office or total value will be added to property tax assessment)

**OR**

**Commercial, Industrial & Institutional Projects**

Solar Panel(s) (Must complete exemption application at assessor’s office or total value will be added to property tax assessment)

- Is this a: \_\_\_ **proposed** project; or \_\_\_ an **after-the-fact** application (work already started)?
- Total Value of Improvement: \$ \_\_\_\_\_ (**REQUIRED**)

**Solar Panel Permit Application Supplement**

**Check One:**

Ground Mount Array: \_\_\_\_\_ Roof Mount Array: \_\_\_\_\_

**Required Information:**

- \_\_\_ Aerial View or Site Plan of where the panels are to be located on the building or the ground. *For ground arrays the distance to all four property lines must be indicated on the site plan.*
- \_\_\_ Set of construction documents and plans
- \_\_\_ Copy of inverter manufacturer specifications
- \_\_\_ Copy of photovoltaic system module manufacturer specifications
- \_\_\_ Copy of manufacturer installation instructions
- \_\_\_ For ground mount array - engineering evaluation resistance to uplift of the supporting system along with a plot plan showing distance from array to property line and wetlands. For commercial properties site plan approval may be required.
- \_\_\_ For roof mount array- stamped structural engineering evaluation of existing roof. Engineer to certify existing structure is adequate to support additional roof loading (the number of panels used for the evaluation must be listed in the report).

**Please complete the following:**

Information about the solar PV system:

- Size of the system (kilowatts AC):   Size of the system (kilowatts DC):
- Number of solar panels:   Size (capacity) of the inverter in kilowatts:
- Size (sf) of Panels:

Number of arrays: \_\_\_\_\_

Total Square Footage of Array(s): \_\_\_\_\_

**Inspections:**

Trenches (if applicable); Service Attachments; Final

*A structural inspection will be required for ground mounts (footings) or roof applications when structural modifications are required to the existing roof support system.*

**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\*\*. (Mailing address: \_\_\_\_\_)  
**\*\*must include self-addressed stamped envelope with permit application\*\***

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

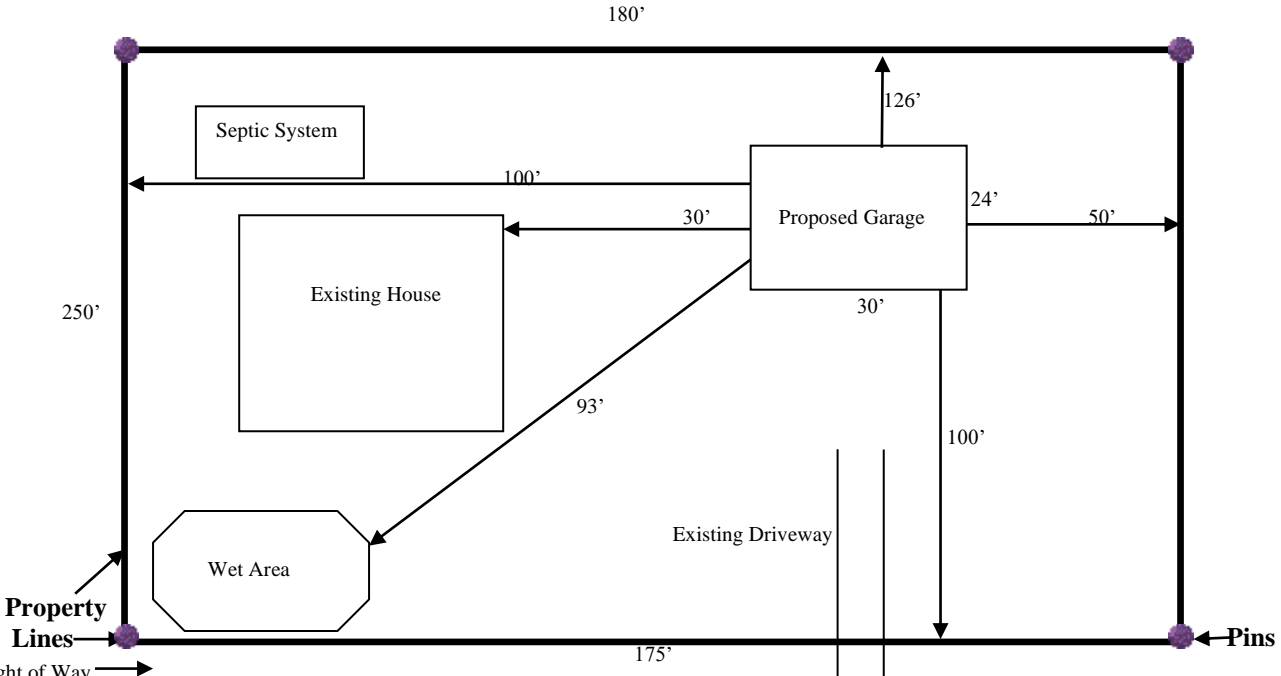
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**OFFICE USE ONLY**

Proposal complies with applicable Land Use Regulations.  
Planning Board Chairman (or authorized signer) \_\_\_\_\_ Date: \_\_\_\_\_  
Conditions: \_\_\_\_\_

Date Variance/Special Exception Granted: \_\_\_\_\_ Purpose/Conditions: \_\_\_\_\_  
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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
<b>Setback (distance from structure) in all directions to:</b> <b>All property lines</b> (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	

**COMPLETE PLOT PLAN**

***REFER TO INSTRUCTIONS AND EXAMPLE ABOVE – INCOMPLETE PLOT PLAN WILL DELAY PERMIT***



## 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
<b>Building Permits</b>				
A.	<b>Single and Two-Family Dwellings</b> \$250.00 + (0.03 per sf of footprint)	250.00	0.03 ( )	
B.	<b>Multi-Family Dwellings</b> \$350.00 + (0.10 per sf of footprint)	350.00	0.10 ( )	
C.	<b>Apartment Conversion</b> (of existing space w/in an existing dwelling)	75.00		
D.	<b>Manufactured Home</b>	100.00		
E.	<b>Recreational Vehicles</b> (=>320 sf) placed on a lot or site for use (per sf)	0.10		
<b>F. Residential:</b>				
<b>Open Deck (any size) &amp; Accessory Structure (&lt; 300 sf)</b>				
1.	Permit Fee	25.00		
2.	Per sf over first 100sf	0.03		
<b>G. Enclosed Addition (any size) &amp; Accessory Structure (=&gt; 300 sf)</b>				
1.	Permit Fee	50.00		
2.	Per sf over first 100sf	0.05		
<b>H. Alterations/Renovations w/in existing footprint/useable space</b>				
	Permit fee	35.00		
<b>I. Commercial, Industrial, Institutional (Primary) (\$500.00 + 0.25 per sf of footprint)</b>				
	<b>Additions</b> - Per sf of footprint	0.40		
	<b>Accessory Structure</b> (any size)	0.40		
<b>J. Alterations/Renovations w/in existing footprint/useable space</b>				
1.	Permit fee = \$30.00 + 0.20 per sf of footprint	30.00	0.20 ( )	
K.	<b>Cell Tower</b>	150.00		
<b>L. Pool</b>				
1.	Above ground and seasonal	25.00		
2.	In-ground	35.00		
M.	<b>Demolition* (No fee for #1 Membrane Structure below)</b>	25.00		
<b>N. Membrane Structure</b>				
1.	With no utilities, floor/slab, constructed ends, or piers; can be on pavement	25.00		
2.	All other - permit fee:	25.00		
	per cent/per sf fee over first 100sf	0.03		
O.	<b>Sign</b> (No fee for Home Occupation Sign)	25.00		
P.	<b>Driveway</b>	25.00		
<b>Q. Retaining Walls (in excess of 4' in height)</b>				
1.	<100sf	25.00		
2.	>100sf	50.00		
R.	<b>Change of Use/Tenant Permit</b>	25.00		
S.	<b>Home Occupation Review</b>	0.00		
T.	<b>Electrical Permit*</b>	25.00		
U.	<b>Mechanical Permit*</b>	25.00		
V.	<b>Plumbing Permit*</b>	25.00		
W.	<b>Generator Permit</b>	25.00		

	SUB TOTAL			
	AFTER THE FACT MULTIPLIER		x2	

\*No charge for a Demolition, Electrical, Mechanical or Plumbing permit obtained as part of a Building Permit

**Office Use Only:**

Received: \_\_\_\_\_

Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Method: Check \_\_\_ Cash \_\_\_ Other \_\_\_\_\_

1/13/2016