

LAND USE & BUILDING INSPECTOR'S OFFICE CLOSED TO THE WALK-IN PUBLIC BEGINNING WEDNESDAY, MARCH 18, 2020 (UNTIL FURTHER NOTICE)

The Town of Belmont stands committed to the continued health and optimal safety of our residents as well as our employees, and we intend to do our part to "flatten the curve" of the COVID-19 pandemic. To that end, we have decided that effective **Wednesday, March 18, 2020, Town Hall will be closed to the public until further notice** (*For further information regarding this matter and the full press release with contact information please [click here](#)*).

However, this does not mean we will not be working. Most resident questions, permit applications and other services can be addressed online or via phone or email, and as a last resort, you may schedule an appointment in Town Hall with the appropriate Town personnel to complete your transaction. Land Use staff will be working on-site and we will continue to be at your service during normal business hours (7:30 am to 4:00 pm, Monday - Friday).

During this time of closure, we recommend initiating inquiries and permit submissions via phone by calling the Land Use Office at 603.267.8300X119 or emailing: landuse@belmontnh.org.

BUILDING PERMITS

Remote Building Permit Application Process:

1. **OBTAIN FORMS:** Obtain necessary guidance, regulations, codes and permit applications online [here](#) or by calling the Land Use Office at 603.267.8300 X119
2. **COMPLETE FORMS:** Complete applications including required attachments such as plans, sketches, photos etc., and submit using the following methods:
 - a. Scan complete application and attachments and email to permits@belmontnh.org, or
 - b. Mail complete application and attachments to: Town of Belmont Building Department, PO Box 310, Belmont, NH 03220
 - c. Place complete application and attachments in drop box located at the front entrance to Town Hall.
 - d. Fax the completed application and attachments to 603.267.8307.
3. **PAYMENT OF FEES:** Land Use Office staff will initially process your permit and contact you with a fee amount. Fees can be paid as follows:
 - a. Mail payment in the form of check or money order to: Town of Belmont Building Department, PO Box 310, Belmont, NH 03220, or
 - b. **PAYPAL:** Applicant will be invoiced at time of application review.
4. **RECEIVE APPROVAL OR DENIAL:** Upon receiving payment, Land Use and Building staff will perform their review and communicate the outcome of your application via phone, mail or email. Approved applications will be accompanied with further instructions regarding approval conditions and required inspections. Denied applications will be accompanied with further instructions regarding additional information, changes and or ZBA relief that may be necessary.

Quick Links to some of our most commonly accessed building documents:

- [Standard Building and Demolition Permit Application](#)
- [Building Fee schedule](#)
- Additional building department applications and forms, including electrical, plumbing and mechanical permit applications can be accessed [here](#).

PLANNING BOARD Driveway Permits, Subdivision & Site Plan Review

Meetings

- The **3/23/2020** Planning Board meeting has been **cancelled**.
- The next Planning Board meeting is tentatively scheduled for **April 27, 2020**, subject to emergency conditions.

See Land Use Application Process steps below for information regarding the submission of applications to the Planning Board

ZONING BOARD of ADJUSTMENT Variances, Special Exceptions, Administrative Appeals & Equitable Waivers

Meetings

- The **3/25/2020** Zoning Board of Adjustment meeting has been **cancelled**.
- The next Zoning Board of Adjustment meeting is tentatively scheduled for **April 22, 2020**, subject to emergency conditions.

See Land Use Application Process steps below for information regarding the submission of applications to the Zoning Board of Adjustment

Remote Land Use & Driveway Permit Application Process:

1. **OBTAIN FORMS:** Obtain necessary guidance, regulations, codes and permit applications online [here](#) or by calling the Land Use Office at 603.267.8300X119
2. **COMPLETE FORMS:** Complete applications including required attachments such as plans, sketches, photos etc., and submit using the following methods:
 - a. Scan complete application and attachments and email to landuse@belmontnh.org, or
 - b. Mail application and attachments to: Town of Belmont Building Department, PO Box 310, Belmont, NH 03220
 - c. Place completed application and attachments in drop box located at the front entrance to Town Hall.
3. **PAYMENT OF FEES:** Land Use Office staff will initially process your permit and contact you with a fee amount. Payments can be mailed in the form of check or money order to: Town of Belmont Building Department, PO Box 310, Belmont, NH 03220
4. Upon receiving payment, Land Use and Building staff will perform their initial review and communicate information regarding the scheduling upcoming meetings and/or hearings.

Quick Links to some of our most commonly accessed planning and zoning documents:

- [Zoning Ordinance](#)
- Site Plan Review
 - [Application](#)
 - [Regulations](#)
- Subdivision
 - [Application](#)
 - [Regulations](#)
- [Land Use Fee schedule](#)
- [Application Review Committee Application](#)
- [Change of Use/Tenant Application](#)
- Additional land use applications and forms can be accessed [here](#).

We thank you for your cooperation and we look forward to assisting you.