

**TOWN OF LOUDON
OFFICE OF THE BUILDING INSPECTOR
8 COOPER STREET
LOUDON, NH 03307**

INFORMATION FOR COMMERCIAL / INDUSTRIAL BUILDING PERMIT APPLICANTS

- 1) THE BUILDING PERMIT YOU ARE BEING ISSUED IS VALID FOR A PERIOD OF ONE YEAR UNLESS THE FOUNDATION AND SEPTIC SYSTEM ARE COMPLETED. FRAMING AND EXTERIOR FINISH MUST BE COMPLETED WITHIN TWO YEARS FROM DATE OF ISSUE.
- 2) ALL ELECTRICAL, PLUMBING, GAS, HVAC, OIL BURNER Etc. PERMITS MUST BE PULLED BY THE CONTRACTOR. A COPY OF THEIR STATE ELECTRICAL, PLUMBING, OR GAS FITTER LICENSE IS REQUIRED.
- 3) CONSTRUCTION INSPECTIONS ARE REQUIRED AND ARE BASED ON THE ATTACHED CONSTRUCTION INSPECTION TABLE. **APPOINTMENTS FOR INSPECTIONS SHOULD BE MADE A MINIMUM OF TWO BUSINESS DAYS BEFORE NEEDED.**
- 4) UPON SATISFACTORY COMPLETION OF ALL INSPECTIONS, A CERTIFICATE OF OCCUPANCY WILL BE ISSUED BY THE BUILDING INSPECTOR TO THE PERMIT APPLICANT.
- 5) **THE BUILDING PERMIT APPLICATION MUST BE COMPLETELY FILLED IN PER SECTION 801.3 OF THE LOUDON ZONING ORDINANCE BEFORE ISSUANCE OF PERMIT. SECTION 801.3: NO APPLICATION FOR A BUILDING PERMIT SHALL BE ACCEPTED OR APPROVED UNLESS IT IS (1) FILED IN WRITING ON THE FORM PRESCRIBED BY THE SELECTMEN, (2) ACCOMPANIED BY THE REQUIRED PERMIT FEE, AND (3) ACCOMPANIED BY A DRAWING SHOWING THE LOT PLAN, THE LOCATION OF THE BUILDING OR USE ON THE LOT, ACCURATE DIMENSIONS OF THE LOT AND BUILDING OR USE; AND WHERE FOR HUMAN HABITATION OR USE, SHOWING LOCATION AND SPECIFICATIONS OF MEANS OF WASTE AND SEWAGE DISPOSAL, MEANS OF ACCESS TO SUCH LOT OR USE, AND SUCH OTHER INFORMATION AS THE SELECTMEN MAY DEEM NECESSARY TO PROVIDE FOR OBSERVANCE OF THE PROVISIONS OF THIS ORDINANCE, INCLUDING DOCUMENTATION OF CONSTRUCTION FROM THE NHWSPCC.**
- 6) A BUILDING PERMIT WILL NOT BE ISSUED UNTIL SECTION 801.4 OF THE LOUDON ZONING ORDINANCES ARE MET. SECTION 801.4: **NO APPLICATION FOR A BUILDING PERMIT SHALL BE APPROVED UNTIL STAKES OR MARKERS SHALL BE FIXED ON THE LOT TO INDICATE THE LOCATION OF LOT LINES AND ALL CORNERS OF BUILDING(S), STRUCTURES(S), AND ALTERATIONS PROPOSED.**
- 7) **CERTIFICATE OF OCCUPANCY:**
 - A) NO LAND OR BUILDING SHALL BE OCCUPIED, USED, OR CHANGED IN USE UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE BUILDING INSPECTOR STATING THAT THE PROPOSED USE OF SUCH LAND OR BUILDING COMPLIES WITH ALL PROVISIONS OF THE LOUDON ZONING ORDINANCE AND APPLICABLE BUILDING AND FIRE CODES.
 - B) A CERTIFICATE OF OCCUPANCY SHALL BE APPLIED FOR AT THE SAME TIME APPLICATION IS MADE FOR A BUILDING PERMIT AND SHALL BE ISSUED FOLLOWING AN INSPECTION OF THE PREMISES BY THE BUILDING INSPECTOR AND HIS FINDINGS THAT ALL PROVISIONS OF THE LOUDON ZONING ORDINANCE, PLANNING BOARD CONDITIONS, BUILDING CODE AND FIRE CODES HAVE BEEN MET.
 - C) A WATER TEST FOR BACTERIA MUST BE DONE AND RESULTS SUBMITTED TO THE BUILDING DEPARTMENT BEFORE THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.



TOWN OF LOUDON
APPLICATION FOR BUILDING PERMIT
Commercial / Industrial Building

Landowner(S)/Applicant(S) Name: _____

Landowner(S)/Applicant(S) Address: _____

Specific lot location if different than landowner address: _____

Home Phone: _____ (Cell) _____ email: _____

Lot Size: _____ Acres _____ Frontage (Ft) _____

Loudon Tax Map Reference: Map # _____ Lot # _____

Are there any wetlands on the property? ☐ Yes ☐ No Size of wetlands _____

Location of wetlands on property: _____ 75' Buffer Maintained ☐ Yes ☐ No

Is any portion of this lot within the FEMA designated flood plains? ☐ Yes ☐ NO

➡ ***Is this lot or any portion of this lot under Current Use Assessment per RSA 79-A?***

() YES** () NO ** If YES, provide details, including copy of Current Use map

APPLICATION WILL AUTOMATICALLY BE DENIED IF APPLICANT FAILS TO COMPLETE CURRENT USE ASSESSMENT INFORMATION ABOVE

Required Documentation Include With This Application:

- ☐ Copy of Septic System Design Plan as Submitted & Approved By W.S.P.C.C.
- ☐ Copy of W.S.P.C.C. Approval for Construction #: _____
- ☐ Copy of Deed
- ☐ Driveway Permit (obtain from Road Agent or NH Dept. of Transportation)
- ☐ Surveyed plan showing: Lot Lines, All setbacks, location of proposed building(s), and wetlands
- ☐ Floor Plan (Including Basement Plan If Applicable)
- ☐ Land marked with stakes or markers.
- ☐ Engineered Building Plans with stamp (include basement plan if applicable) with Design loads & wind loads referenced and a statement that the 2018 IBC code will be followed.
- ☐ Fire Protection Engineer Approval (Stamp on plans with approval letter)
- ☐ Planning & Zoning Boards Approval (attach copies of approvals with conditions)

Other Documentation as Needed With This Application:

- ☐ Current Use Map with proposed area to be disturbed (if applicable)
- ☐ Zoning Board approval (if required; attach copies of approvals with conditions)

Date of Zoning Board Approval: _____ Application Approved for: _____

Date of Planning Board Approval: _____ Application Approved for: _____

Note: Application will not be considered until Variance or Special Exception has been granted when applicable

Engineering Firm: _____ Phone #: _____

Fire Protection Engineer Firm: _____ Phone#: _____

Check Type of Construction and Appropriate Zoning

Commercial Building

- ☐ New Commercial Building
- ☐ Addition to existing Commercial Building
- ☐ Replacement of Commercial Building
- ☐ Commercial Accessory Building
- ☐ Other: _____

Industrial Building

- ☐ New Industrial Building
- ☐ Addition to existing Industrial Building
- ☐ Replacement of Industrial Building
- ☐ Industrial Accessory Building
- ☐ Other: _____

DESCRIPTION OF BUILDING (I.E.: Hotel, Mall, Office Building, Include # of stories etc.)

Total square footage of building: _____ Total square footage of office / sales is: _____

Foundation Size: _____ Foundation drains to daylight: ☐ Yes ☐ No

Type of Construction (Wood Frame, Brick, Metal, etc.): _____

Building setback from property lines: (attach map showing all setbacks)

Front: _____ **Rear:** _____ **Left Side:** _____ **Right Side:** _____

- * Front Setback Minimum 60 feet for buildings and 30 feet for parking areas
- * Side setbacks minimum of 30 feet
- * Rear setbacks minimum of 40 feet

CONDITIONS FOR ISSUANCE OF PERMIT

PERMITS ISSUED ARE SUBJECT TO THE FOLLOWING RESTRICTIONS AND LIMITATIONS:

- 1) Permit expires one (1) year from date of issue unless foundation and septic system are completed.
 - 2) Building permits are not transferable between owners or contractors.
 - 3) Framing and exterior finish must be completed within two (2) years from date of issue
 - 4) Building is not to be occupied until a Certificate of Occupancy is issued by the Town of Loudon
- ➡ **Permit fees are based upon \$1,200.00 + \$.40 per square foot for Commercial / Industrial Buildings**
- ➡ **Permit fees are based upon \$.40 per square foot for Commercial / Industrial Renovations & Additions**

➡ **EFFECTIVE 1/1/03: ON-SITE TOILET FACILITIES ARE REQUIRED BEFORE CONSTRUCTION BEGINS.**

➡ **EFFECTIVE 12/09: CONSTRUCTION HOURS ARE LIMITED TO 6 A.M. – 6 P.M. MONDAY - FRIDAY**

I UNDERSTAND THE FOLLOWING:

1) ANY VIOLATION OF THE ABOVE TERMS AND CONDITIONS, OR WILLFUL MISREPRESENTATION OF ANY INFORMATION ON THIS APPLICATION WILL RESULT IN LEGAL ACTION AGAINST ME AND WILL SUBJECT ME TO FINES OF UP TO \$275 PER DAY PLUS LEGAL EXPENSES FOR EVERY DAY THE VIOLATION CONTINUES.

2) THE TOWN'S CONTRACTED ASSESSOR WILL VISIT THE PROPERTY FOR VERIFICATION/ASSESSING PURPOSES.

3) THE BUILDING INSPECTOR WILL VISIT THE PROPERTY AS NEEDED.

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

Fees due: _____ Date Fees Paid: _____ Receipt #: _____

Disposition of Application: _____

Comments/Conditions: _____

Building Inspector: _____

Date Issued: _____ Permit Number: _____

INSPECTION SCHEDULE

REQUIRED MINIMUM 2 DAYS NOTICE

DESCRIPTION	WHEN MADE	INSPECTOR	CONTACT TO SCHEDULE INSP.	Inspector ✓
SITE VISIT: MUST HAVE CONSTRUCTION AREA STAKED OUT AND CLEARLY MARKED BOUNDARY LINES	PRIOR TO ANY CONSTRUCTION	BLDG. INSPECTOR	798-5584 BUILDING DEPT. 8 COOPER STREET	
DRIVEWAY PERMIT: MUST BE FILLED OUT & HANDED IN WITH BUILDING PERMIT. DRIVEWAY LOCATION SHALL BE STAKED IF NOT IN PLACE.	PRIOR TO ANY CONSTRUCTION THE ROAD AGENT SHALL INSPECT THE DRIVEWAY ACCESS TO THE ROAD & ASSIGN AN ADDRESS	ROAD AGENT	798-5584 BUILDING DEPT. 8 COOPER STREET	
FOUNDATION: INCLUDES FOOTINGS, SLABS, FOUNDATION WALL, PIERS, DAMPPROOFING & DRAINAGE	REBAR INSPECTION REQUIRED PRIOR TO POUR & FINAL INSPECTION PRIOR TO BACKFILLING	BLDG. INSPECTOR	798-5584 BUILDING DEPT. 8 COOPER STREET	
ROUGH FRAMING, PLUMBING, GAS, ELECTRICAL, CHIMNEY & FIREPLACES: INCLUDES STRUCTURE ENCLOSED WITH ALL WALLS, CEILING & ROOF FRAMING EXPOSED. ROOFING, FIREPLACES & CHIMNEY'S SHOULD BE COMPLETED. HEATING, PLUMBING & ELECTRICAL WORK ROUGHED IN.	PRIOR TO APPLYING INSULATION & NON-STRUCTURAL INTERIOR & EXTERIOR WALL FINISH. PRESSURE TEST FOR PLUMBING AND GAS REQUIRED.	BLDG. INSPECTOR	798-5584 BUILDING DEPT. 8 COOPER STREET	
INSULATION: MUST BE ENERGY CODE COMPLIANT AND HAVE AN APPROVED ENERGY CODE APPLICATION.	PRIOR TO SHEETROCK. FIRE BLOCKING REQUIRED	BLDG. INSPECTOR	798-5584 BUILDING DEPT. 8 COOPER STREET	
ANYTHING DEALING WITH SEWAGE DISPOSAL SYSTEM.	PRIOR TO BACKFILLING SEPTIC TANK & PIPE SYSTEM.	NHWSPPC	271-3503 NH DES WEBSITE SUBSURFACE SYSTEM BUREAU	
FINAL INSPECTION: INCLUDES COMPLETED BUILDING READY FOR OCCUPANCY. ALL PLUMBING, ELECTRICAL & HEATING EQUIPMENT WILL BE INSTALLED AND OPERATING. THE DRIVEWAY SHALL BE COMPLETED AND INSPECTED BY THE ROAD AGENT	UPON COMPLETION, BUT PRIOR TO OCCUPANCY OR USE	BLDG. INSPECTOR ROAD AGENT	798-5584 BUILDING DEPT. 8 COOPER STREET	