

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

INFORMATION FOR RESIDENTIAL 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, OIL BURNER 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, IN DUPLICATE, 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 NHWSPPC.
- 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.
 - 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 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.

EFFECTIVE 1/1/03: ON-SITE TOILET FACILITIES ARE REQUIRED.

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

TOWN OF LOUDON
APPLICATION FOR RESIDENTIAL BUILDING PERMIT
New Construction, Additions, Renovations, Accessory Buildings

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

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

Phone: _____ (Home) _____ (Cell) _____ (Other)

Loudon Tax Map Reference: Map _____ Lot _____

Specific Lot Location: _____

Lot Size: _____ Acres _____ Frontage (Ft) _____ Depth (Ft)

➡ **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

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 NN Dept. of Transportation)
- ☐ Sketch (with dimensions) showing location of proposed building(s), setbacks, and all buildings on lot
- ☐ P.U.C. Energy Code Compliance (approved) – if applicable
- ☐ Floor Plan (include basement plan if applicable)
- ☐ Land marked with stakes or markers
- ☐ Current Use Map with proposed area to be disturbed (if applicable)
- ☐ Park Owner's approval (if in approved Mobile Home Park/if applicable)
- ☐ NH D.E.S. –Air Resource Asbestos Demolition/Renovation Notification Form if applicable
- ☐ Zoning Board approval (if required; attach copies of approvals with conditions)

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

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

Check Type of Construction:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> New Residential | <input type="checkbox"/> Renovations |
| <input type="checkbox"/> Addition to existing residence | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Replacement of residence | <input type="checkbox"/> Other |
| <input type="checkbox"/> Residential Accessory Structure | |
| <input type="checkbox"/> Mobile Home (in approved park) | |

Check Appropriate Zoning:

- ☐ Village
- ☐ Rural Residential
- ☐ Agricultural/Forestry Preservation

WILL THIS BUILDING BE YOUR PERMANENT RESIDENCE FOR AT LEAST ONE YEAR? () YES () NO
I understand a fine of \$10,000 will be levied for providing a false "YES"

DESCRIPTION OF BUILDING, ADDITION, REPLACEMENT

Description of intended permit (i.e.: new residence, addition, garage, shed, pool, etc.) _____

If permit is for an addition or accessory structure, the information below applies only to the new construction and not the existing structure(s):

Foundation size: _____ Foundation type: _____
(i.e.: poured concrete, block, etc.)

of square feet of living area: _____ Total square footage of building: _____

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

Front: _____ Rear: _____ Sides: _____ Other: _____

Type of construction (wood frame, etc.): _____

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) Framing and exterior finish must be completed within two (2) years from date of issue
- 3) **Building is not to be occupied until a Certificate of Occupancy is issued by the Town of Loudon**
- 4) If applicable, impact fees must be collected prior to Certificate of Occupancy being issued

→ Permit fees are based upon \$500.00 + \$.20 per square foot of living area (New residential)

→ Permit fees are based upon \$.20 per square foot for non-living area (residential)

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.	NHWSPCC	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	