

**TOWN OF SANDWICH
APPLICATION FOR BUILDING PERMIT**

Date: _____

Section I. Please fill-in the applicable information ensuring to provide contact information.

Name of Owner(s): _____

Street Location: (please include street number): _____

Property Map: _____ Lot Number: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Builder/Contractor: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Section II. Please check the appropriate item(s). Refer to the Building Permit Procedures as indicated. If the permit application is for more than one item, some fees may be waived at the Selectmen's discretion.

_____ 1. **Road Access/Entrance** (See Building Permit Procedure #1): A Dredge & Fill Permit may be required for placement of culverts.

Fee: None (Inspection Required)²

_____ 2. **Driveway** (See Building Permit Procedure #2 and Zoning Ordinance 150-20): A Planning Board Steep Slopes Application may be required (Refer to Zoning Ordinance 150-5 and Article X).

Fee: \$50 (Inspection Required)²

_____ 3. **Septic System** (See Building Permit Procedure #3)

_____ New or Expanded System or New Septic Plan

Fee: \$100 (Inspection Required)²

_____ Repair or Replacement-in-kind of Existing System

Fee: \$50 (Inspection Required)²

_____ 4. **New Well** (See Building Permit Procedure #4 and Zoning Ordinance 150-13 B): Waiver may be required.

Fee: \$50 (Inspection Required)²

_____ 5. **Erect or Expand a Structure** (See Building Permit Procedure #5): Any new footprint, regardless of size, and any change in the footprint of an existing structure requires a building permit.

_____ New Dwelling

_____ Addition to an Existing Structure

_____ New Accessory Structure (Description) _____

- Purpose of structure of structure(s) checked above: _____
- Will there be an increase in the number of bedrooms or living space? _____
An increase in bedrooms and living space will require a septic system review (See Building Permit Procedure #3D)
- A Certificate of Compliance with NH Energy Code may be required. (See Building Permit Procedure #5A)
- Building Height: _____ (Zoning Ordinance 150-12)
- Total square footage of proposed project to include all affected areas: _____

Fee: \$50.00 plus \$0.05 per square foot (Inspection Required) ²

_____ 6. **Alter or Renovate an Existing Structure** (See Building Permit Procedure #6 and Zoning Ordinance 150-62C): Replacement-in-kind of building components does not require a building permit.

_____ No expansion or relocation of footprint or living space.

_____ Increase in the number of bedrooms, but no expansion of footprint. An increase in bedrooms will require a septic system review system. (See Building Permit Procedure #3D)

- Change of Usage will require a re-evaluation of the existing septic system (See Building Permit Procedure #3D)
- Provide a list of proposed renovation plans
- Total square footage of proposed project to include all affected areas: _____

Fee: \$35.00 plus \$0.05 per square foot

Section III. Respond with a **YES** or **NO**. Do not leave any questions blank.

1. Is this property in a Special Flood Hazard Area as designated by FEMA? _____
(Refer to Zoning Ordinance Section XII and Building Permit Procedure #5C)
2. Is this property located in the Historic District? _____ (Refer to Zoning Ordinance 150-7B and Building Permit Procedure #8A)
3. Is this property located in the Shoreland District? _____ (Refer to Zoning Ordinance 150-7D)
4. Is this property classified as having Steep Slopes? _____ (Refer to Zoning Ordinance Section X)
5. Is this property in Current Use? _____ Conservation Easement? _____
(Refer to Building Permit Procedure #7C)
6. Is this property located on a Class VI Highway? _____ (Not maintained by the Town). If yes, refer to Building Permit Procedure #5E.
7. Is this property located on a Private Road? _____ If yes, refer to Building Permit Procedures #5E.

Section III. (continued) Respond with a **YES** or **NO**. Do not leave any questions blank.

8. Will the surface, shoulders, ditches or slopes of said road be disturbed? _____ (e.g. installation of underground power). If yes, then an Excavation Permit is required. (Refer to RSA 231:184, 185, 186 and RSA 236: 9, 10 and 11.

Section IV. Attach a floor plan of the proposed structure and a site plan, which details the location of the proposed work, with footprint dimensions and their relation to side and back property lines, center line of road, any wetlands, and land placed in Current Use. The footprint of the proposed work must be clearly staked out on the site as well as all project related appropriate boundaries (wetlands, septic, wells, etc.) before the inspection will be conducted.

Section V. I(we) believe the proposed project conforms to the Sandwich Zoning Ordinance and other land use regulations in effect in the town. Permission is granted for an on-site inspection(s) by the Selectmen and other designated Boards and Agents of the Town.

Signature(s) of all Property Owners or Agent¹

Notes:

- 1: If an agent is representing the property owner(s), a letter or email from the property owner(s) to the Selectmen's Office giving approval to the Agent representing the property owner(s) must be received by the Selectmen's Office prior to the property inspection.
- 2: Building Permit issuance during snow cover: The Board of the Selectmen is unable to carry out the normal process of verifying the application is in compliance with the Town of Sandwich Zoning Ordinance. The property will be inspected once the weather improves. Any construction, if permit is conditionally approved, undertaken pursuant to this building permit is taken at your own risk. If, on inspection of the property, the zoning ordinance has not been met, the structure(s) may have to be removed.

I have read and acknowledge the above conditions:

Signature(s) of all Property Owners or Agent

TOWN USE ONLY

Fee: _____

Square footage: _____ X \$0.05 = _____

Total Fee Due: _____ Paid: _____ Received by: _____

Administration:

___ Completed application

___ Floor Plan Drawing

___ Site Plan Drawing

___ Energy Permit

___ Excavation Permit

___ Application to build on a Private or Class VI road

___ Removal from Current Use map

___ Foundation Only permit requested

___ Renovation Plans

___ Approval from Historic District Commission; Planning Board; Sewer Commissioners; NH Department of Environmental Services; and/or Zoning Board of Adjustment

Board/Commission: _____ Date Approved: _____

Building Inspection:

___ Floor plan drawing adequate

___ Site plan drawing adequate

___ Project clearly staked at site

___ Project meets zoning setbacks

Notes:

Date of Selectman/Compliance Officer Inspection: _____

Date of Fire Chief/Fire Department Inspection: _____

Foundation Only Approval: _____ Date Approved: _____ Date Denied: _____

Selectman/Compliance Officer: _____