



# Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

**FOR OFFICE USE ONLY**

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

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

Permit #: \_\_\_\_\_

Cash  Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

**Application fee is required for any application regardless of approval before processing**

**Work performed prior to getting a permit will result in double permit fees**

**Please allow up to 14 days for permits to be processed. Additional time may be needed if more information is needed to complete the permit or contacts cannot be reached.**

**Demo, Electrical, Gas, and Plumbing permits are all separate permits**

**Once a permit has been processed you will be notified by phone and or email.**

**Prior to occupancy water tests must be submitted (when using private well)**

**NH approved septic design needed before new home construction**

**Make sure you are familiar with all zoning ordinances for your project as those not in compliance will be denied**

**Denials can be appealed with the zoning board with supporting documents and denial for original permit**

**Incomplete permit applications may be denied if insufficient documentation is not provided**

**Setbacks are 50 ft from any public or private road and 20 ft from other sidelines some exceptions apply**

**Max building height 35 ft rural residential 24 ft in the village district**

**Septic must be 75 ft from any surrounding well**

**Projects located within 250 ft of water must contact the state and apply for a shoreland permit with them and the town if the state says its needed permit by notification included**

# Examples of projects requiring a permit

- Any living on non-living space structures
- Siding
- Roofing
- Windows/ door replacements where structure is modified
- Alterations where rough structure, electrical, gas or plumbing is changed
- Porches
- Decks
- Walls over 42”
- Insulation replacement over 200 sq. ft.
- Sheds over 120 sq. ft.
- Fences over 42”
- Pools and spas
- Demolition
- Shoreland

List is not all inclusive some exceptions may apply

## Necessary Items for permit processing

### Items need to process permits but not limited to are:

- All areas of permit filled out correctly
- All signature areas filled out by the **PROPERTY OWNER**.
- Drawings, surveys, pertinent documents, sketch of property. These are all examples of but not limited to things that are needed when submitting a permit
- Permits not paid for and picked up will be voided and destroyed after 45 days

It is the responsibility of the property owners, contractors and technicians to get the required permits submitted and processed before work and work has begun. Failure to do so will result in additional fees and delays. Work **MUST** be started within **3 months** of the permit being issued. All inspections must be requested well in advance allowing for part time inspections schedule.

### Inspections that may be needed, but not limited to are the following:

- Footings/Foundation
- Rough inspections
- Insulation
- Drywall
- Gas
- Finals/ Certificate of occupancy

**Make sure you are requesting inspections failure to do so may result in a work stoppage request**

**Inspections are performed on a part time basis and require advance notice in most cases please request inspections by phone, email or txt**

# Building Permit Application

Location of construction (Address): \_\_\_\_\_

Property owner: \_\_\_\_\_

Email if available: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Email if available: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

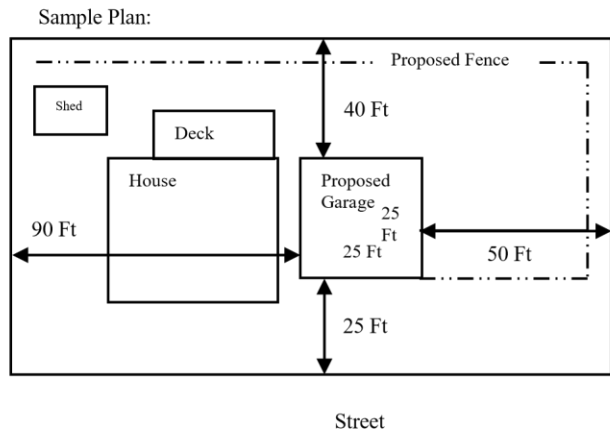
Estimated cost: \_\_\_\_\_ Sq. Ft. of construction: \_\_\_\_\_

Type of construction being done for permit and brief description (please list all):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Sketch Plan

## Instructions:

- 1) Show the Property lines and road(s).
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.
- 5) If installing a fence – show the location.



\_\_\_\_\_  
Signature of **Property Owner**

\_\_\_\_\_  
**Date**

# Construction Plan

## Instructions:

Provide sufficient information as to the proposed structure.

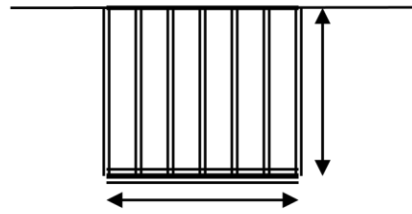
- 1) The Size.
- 2) If attached to the house, where and how?
- 3) Show Sketch below of how structure is to be framed.  
(Show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans. If you are only using a separate sheet please write "See Attached" in grid and still sign bottom.

Sample Plan:

Deck Framing

House



\_\_\_\_\_  
Signature of **Property Owner**

\_\_\_\_\_  
**Date**

# Middleton NH Valuation + Fee Schedule

## Value calculation:

Residential Building Permit	\$100 per square foot
Non-livable structures covered porches	\$60 per square foot
decks/sheds not on foundations	\$35 per square foot
Manufactured homes	Bill of sale required from company
Commercial Structures	Copy of cost of construction contract

Example: 2000 square ft. x \$100= \$200,000 divided by 1000= 200x\$10.00=\$2000  
(additional fees not included in calculation)

## Fees:

Building permit	\$50 plus \$10.00 per \$1000 of calculated value
Permit renewal fee	\$50 each
Building inspections	\$30 each
Electrical	\$50 plus \$50 for each inspection
Plumbing and gas	\$50 each and \$30 per each inspection
re-inspections	\$30 each electrical is \$50 each
Pool	\$50 plus \$30 per inspection (electrical is separate)
Demo	\$50 flat fee
Shoreland Permit	\$50 Flat fee
Stop work order	\$200.00 fee

**All expected fees must be paid before receiving your permit**

## Acknowledgement

It is the responsibility of the owner and technicians to obtain permits prior to work. The permit/permits must be posted in a conspicuous location. Permits not displayed can result in a stop order with associated fees.

Any deviation from the original submitted permit requires an amendment to be submitted and approved.

Permits expire 1 year from creation. However, permits can be extended an additional year, if needed, if requested prior to the permit expiration date. Fee required.

Any false statements submitted in the application can be grounds for the permit to be revoked and possibly even legal action taken if necessary.

You may proceed with the work applied for once the permit application is approved. **ALL PERMITS ARE NON TRANSFERABLE**

**Signature of Property owner**

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



