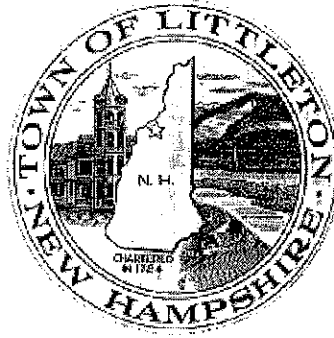


IMPORTANT POINTS TO REMEMBER WHILE COMPLETING BUILDING PERMIT APPLICATION

- ✓ Fill out form completely.
- ✓ Driveway Permit & 911 number both require **driveway area be clearly marked**. No permits will be issued if the driveway location cannot be found.
- ✓ Sewer Connection Application – Remember to **contact the treatment plant** at 444-5400 to schedule an inspection **PRIOR** to installation.
- ✓ Sketch of lot location requires listing **setbacks from all property lines**. A Table of Lot Requirements is included in this packet. Please check setback requirements and width at building site to insure compliance.
- ✓ No trench permits are issued between November 1st and May 5th.
- ✓ Check for posting of weight limits for some roads during the spring months.
- ✓ If you are not sure of your parcel ID or the zone your parcel is located in, please ask and we will be happy to assist you. You can also check online mapping available at www.townoflittleton.org.



Fees:

Driveway -
E911 -
Sewer Conn. -
Building Permit -

TOTAL \$

**TOWN OF LITTLETON
BUILDING PERMIT APPLICATION**

TAX MAP _____ ZONING DISTRICT _____ DATE _____

USE BY RIGHT ()
SPECIAL EXCEPTION () VARIANCE () DATE OF APPROVAL _____
PRINCIPAL BUILDING OR USE () ACCESSORY BUILDING OR USE ()

TYPE OF BUILDING PERMIT:

Residential/Modular Mobile home _____ (Model Manufacturer & No. _____)
 Residential Alteration New Commercial Commercial Alterations
 Demolition / Zoning Clearance

Owner _____

Mailing Address _____

Building Address _____ Phone _____

Estimated Cost of Project _____

Description of project _____

Complete only the following items that apply:

<input type="checkbox"/> One Family	<input type="checkbox"/> Two or more Family	Number of Bathrooms-Full _____
Number of Stories _____		Number of Bathrooms-Partial _____
Total Square Feet _____		Type of Heat _____
Type of Frame _____		Type of Water Supply <input type="checkbox"/> Public <input type="checkbox"/> Private
Carport/Garage <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Sewer <input type="checkbox"/> Public <input type="checkbox"/> Private
Basement Area <input type="checkbox"/> Yes <input type="checkbox"/> No		If Private - State Septic Approval No. _____
Number of Bedrooms _____		
Wetland Permit <input type="checkbox"/> Yes <input type="checkbox"/> No		In Special Flood Hazard Area <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Under Current Use Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Contractor _____ Phone _____

Owner Signature _____

Please stake out location of structure and property lines in anticipation of building permit review.

Reviewed by: Police _____ Fire _____ Highway _____ ZO _____

***Building Permits will be issued after driveway, sewer/septic approval, street number and any other approvals necessary have been issued.

Definitions:

Accessory Building or Structures: A building or structure located on the same lot as the principal building or structure, and which is considered incidental to those of the main building. Accessory structures include, but are not limited to, private garages, swimming pools, carports and storage sheds.

Accessory Use: a use that is clearly subordinate and incidental to the primary use of the property and is commonly associated with the primary use.

Dwelling, Single-Family: A building designed to occupied by one (1) family.

Modular Home: A factory fabricated dwelling over 24 feet in length and at least 24 feet wide designed and constructed without carriage or hitch collar, as stationary house construction, for placement upon a permanent foundation, to be permanently connected to utilities, for year round occupancy. It can consist of two or more components that can be separated when transported, but designed to be joined into one integral unit. (See figure 7)

Manufactured Housing: A detached, single family dwelling unit designed for long term occupancy; containing sleeping and living areas, a flush toilet and tub or shower bath, and kitchen facilities; equipped with plumbing and electrical connections; and designed for transportation after fabrication on streets or highways on its own wheels or detachable wheels, arriving at the site as a complete dwelling unit and ready for occupancy after minor or incidental unpacking, assembly operations, located on a permanent foundation, connection to utilities, and the like. Removal of the wheels and placement on a foundation does not change its classification. A travel trailer is not a mobile home.

Setback: The distance between the lot line and the building line. (See Figure 9)

Setback, Front Yard: The minimum horizontal distance between the **street easement line** (front lot line) and the main building or structure, (including a garage or any projection thereof other than steps) required to create a yard extending across the front of a lot between the side lot lines (also known as Front Yard).

Setback, Rear Yard: The minimum horizontal distance between the rear lot line (alley easement line, if one exists) and the rear of the main building (or any projections other than eaves, steps, unenclosed balconies or unenclosed porches) required to create a yard extending across the rear of the lot and measured between side lot lines. On corner lots, the rear yard shall be considered as parallel to the street upon which the lot has its least dimension. On both corner lots and interior lots, the rear yard shall in all cases be at the opposite end of the lot from the front yard (also known as Rear Yard).

Setback, Side Yard: The minimum horizontal distance between a side lot line and the side of the main building or structure, (including a garage or any projection thereof other than steps and two foot eaves) required to create a yard extending across the front of a lot between the side lot lines (also known as Side Yard).

In the space provided below, sketch the lot. Indicate the position on the lot of the building(s) to be constructed, labeling all setbacks on sketch and in the space provided and draw or attach the floor plan of the project, including the following:

Type of construction and overall dimensions

1. Exit doors
2. Means of escape from bedrooms
3. Location of LP cylinders
4. Location of furnace oil tank and furnace
5. Name and license # of electrician
6. Name and address of furnace installer

Building Permits will be issued after driveway, sewer/septic approval, street number and any other approvals necessary have been issued.



Got Permits?

A Quick Look at the Permits Needed for Development In or Near Water

Your land development project may require a state permit from the NH Department of Environmental Services above and beyond any local permits needed, and beyond those DES water-related permits listed here. For projects that do not require a permit, there may be standards you must follow during construction. Contact DES at the numbers below. A five-minute phone call could save you time and money!

Prior to ...	When working here ...	You need this approval ...	From ...	Contact ...
Installing a dock or other type of shoreline structure	Any surface water including its banks	Wetlands Permit or Notification	DES Wetlands Bureau	(603) 271-2147 wetmail@des.state.nh.us des.nh.gov/wetlands
Disturbing the bank of any waterbody, e.g., stabilization or construction	Within the banks of any surface water			
Adding sand to a beach or constructing a new beach	Adjacent to any surface water			
Dredge, fill or construction, e.g., culvert installation	Any wetland, tidal buffer zone, stream or sand dune			
Earth moving or excavation of 50,000 sq.ft. or more	Within 250 ft. of public waters or 4th order streams	All of these examples must meet Shoreland Protection Minimum Standards	DES Wetlands Bureau -- Shoreland Protection Section	(603) 271-2147 shoreland@des.state.nh.us des.nh.gov/cspa
Applying fertilizer				
Cutting vegetation				
Building a new residential structure	Within 150 ft. of public waters or 4th order streams	Must also be set back behind the primary building line		
Expanding or changing an existing nonconforming residential structure	Within the primary building line setback	Must obtain a waiver from DES		
Tree cutting	Anywhere	Must use best management practices for timber harvesting		
Earth moving or excavation with an impact greater than 50,000 sq.ft.	Within 250 ft. of public waters	Alteration of Terrain Permit	DES Site Specific Program	(603) 271-2303 des.nh.gov/sitespecific
Earth moving or excavation with an impact greater than 100,000 sq.ft.	Anywhere			
Executing a purchase and sales agreement on developed waterfront	Within 200 ft. of tidal waters or a great pond without municipal sewer	Site Assessment Study	DES Subsurface Systems Bureau	(603) 271-3501 des.nh.gov/ssb
Building a residential dwelling, adding bedrooms, or expanding living space	Anywhere not serviced by municipal sewer	Septic System Construction Approval and Operational Approval		
Subdividing land, for single family, condominium, apartment or campground		State Subdivision Approval		
Installing a well closer than 75 ft. to a property line	Anywhere	Must file a recorded well release		
Supplying water for 25+ people 60+ days per year	Anywhere not serviced by a public water supply	Water Supply Engineering Permit	DES Water Supply Engineering Bureau	(603) 271-2513 WSEBinfo@des.state.nh.us des.nh.gov/wseb
Building, reconstructing or making major repairs to a dam	On any dam	Dam Permit	DES Dam Bureau	(603) 271-3406 damsafety@des.state.nh.us des.nh.gov/dam

NH DES • PO Box 95 • 29 Hazen Drive • Concord, NH 03302-0095 (603) 271-3503 • www.des.nh.gov
 Further information is available from the DES Public Information Center at (603) 271-2975 and the DES website.

This chart is intended to include the most common land development project types.
 It is the responsibility of the landowner and contractor to understand the laws and rules of any given project.