



Town of Sanbornton

Zoning Enforcement Office

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Application to Construct a Structure - What You Should Know

The following provides a general overview of who does what during the “Application to Construct a Structure” approval process and the construction phase of your project. This overview describes the various roles of the Town’s Zoning Enforcement Office, Zoning Board of Adjustment and the Fire Department.

- 1) The **Zoning Enforcement Office** is responsible for enforcing The Town’s Zoning Ordinance and variances issued by the Zoning Board of Adjustment and issues permits to construct structures on your property. For assistance, please contact the Towns Zoning Enforcement Officer at: 1.603.393.1669 or visit the Towns Web site at: [Zoning Enforcement | Sanbornton NH](#)
 - a. The first step of your project is to submit a completed "Application to Construct a Structure" to the Zoning Enforcement Office for review and approval. The Application To Construct a Structure can be found at: [final_combined_1.4.23_0.pdf \(sanborntonnh.org\)](#)

If the Zoning Enforcement Office determines that your proposed project does not meet Town zoning requirements you will be directed to apply to the **Zoning Board of Adjustment** (ZBA) to request a variance from a specific zoning requirement. Supporting information can be found at: [Zoning Board of Adjustment | Sanbornton NH](#). The variance request application is found at: [Microsoft Word - Variance \(sanborntonnh.org\)](#)

The ZBA will review your variance request of the specific Zoning Ordinance as it relates to your property/construction project. The ZBA does not issue permits to construct the structure. Hence, once the ZBA completes their review you must contact the Zoning Enforcement Office to complete the necessary permitting process as follows:

- i. If the ZBA grants a variance, you must then contact the Zoning Enforcement Office to receive final approval of your construction project.
- ii. If the ZBA denies the requested variance, then you must redesign the location of the structure/project to meet Town zoning requirements and then reapply to the Zoning Enforcement Office to obtain approval of the construction project.

Please note that during construction, any change from the approved project that will violate Town zoning requirements must be pre-approved by the Zoning Enforcement Office prior to

initiating the change. To avoid potential enforcement actions, you must contact the Zoning Enforcement Office to review the proposed deviation and obtain any necessary approvals prior to starting the change.

- 2) The Towns **Fire Department** is responsible for enforcing State Fire Safety codes, conducts Mechanical Inspections during the construction phase of your project and issues a Certificate of Occupancy upon determining that your project has been completed in accordance with these codes. For assistance, please contact the Fire Chief at 1.603.286.4819. Life Safety Inspection/Certificate of Occupancy requirements are found at: [lifesafetyinspectionrules_2.pdf \(sanborntonnh.org\)](#).

Please note that the Town of Sanbornton does not regulate building codes (i.e., IBC, IRC, IEC IMC IPC, etc.). It is the responsibility of the contractor and owner to comply with all state and federal building codes. However, there are specific State Fire Code requirements that you must adhere to which incorporate building code requirements. Hence, State Fire Code requirements must be addressed with the Fire Department during the planning and construction phase of your project.

See Attached: **Zoning Permitting and Fire Department Certificate of Occupancy Review and Approval Process Flow Chart**

Zoning Permitting and Fire Department Certificate of Occupancy Review and Approval Process Flow Chart

