

Instructions to Complete An “Application to Construct a Structure”

General Procedures

1. Complete all sections of the application, or the application will be returned. Information to complete the application is found in the Town’s Master Plan and Zoning Ordinance. These are available at www.sanborntonnh.org.
2. Sign the application. The application must be signed by the property owner of record and the owner can appoint an agent to manage the project. The application will be returned if not signed by the property owner.
3. Submit a check for the appropriate fees. This must be included with the application or the application will be returned. Make checks payable to the “*Town of Sanbornton.*”
4. Post the Approval. Once you have received approval for the construction project, the approval must be posted in a location that is visible from the road during all construction activities.
5. Obtain a Certificate of Occupancy from the Town’s Fire Department, if necessary. Occupancy is not allowed until a Certificate of Occupancy is issued.

Notes:

- a. Incomplete applications will be returned for completion by the owner or agent.
- b. For assistance in completing the application please contact the Town’s Zoning Officer via phone (1-603-393-1669) or email (Zoning@SanborntonNH.org).
- c. Other State, Federal or Local permits/approvals may be required and must be submitted with your *Application to Construct a Structure*. You are responsible for identifying and obtaining any necessary State, Federal or Local permits/approvals.
- d. Pursuant to State law, the Town of Sanbornton has thirty (30) days from the date of submission of a completed application to act to approve or deny the application.
- e. Construction cannot start until the application is approved by the Zoning Enforcement Officer.
- f. Approvals expire two years from date of issue if construction has not started. Only one renewal for one additional year is permitted. Otherwise a new application is required to include all associated fees.
- g. For assistance with obtaining a Certificate of Occupancy contact the Town’s Fire Department at: 1-603-286-4819.
- h. For assistance with obtaining a Driveway Permit contact the Town’s Highway Department at: 1-603-286-8252.

OTHER PERMITS OR APPROVALS THAT MAY BE REQUIRED

A. Construction on Class VI Roads/Town of Sanbornton

If you propose to construct a new building on a Class VI (non-maintained) Town road, the applicant must first submit a request to the Board of Selectmen (BOS) for approval. The request will be reviewed by the Planning Board prior to BOS review. Following approval by the BOS, the owner must sign a "Class VI Road Release" with the town agreeing to maintain access, and absolving the Town from any loss or damage. The applicant shall be assessed a fee to cover the cost of Recording at the Belknap County Registry of Deeds.

B. Shorefront District/Town of Sanbornton

Uses of land within 300' of a lake or pond shall be conducted in accordance with the provisions of Article 14 of the Sanbornton Zoning Ordinance. The NHDES Shoreland Water Quality Protection Act also has specific requirements.

C. NHDES Shoreland Water Quality Protection Act Permit

All permit applications for construction within two hundred fifty (250') feet of any "Great Pond" (body of standing water 10 acres or greater) or a "4th Order Stream/River" require a permit from the NHDES (RSA 483-B). Contact NHDES for more information.

D. Historical Preservation District/Town of Sanbornton

Approval by the Historic District Commission (HDC) for construction within the Historical Preservation District must be secured before a construction permit is issued.

E. Driveway Permits/Town or State

Approval of a driveway on either Town or State roadways is required. For driveways on Town roadways contact the Sanbornton Highway Department. For entrances onto a State Road, contact the NH Department of Transportation.

F. Sewage Disposal (Septic) Permits/State

If you plan to construct a residential or commercial building or to increase sewage loading on an existing septic system, you must obtain approval from the NH Department of Environmental Service (NH DES) Subsurface Systems Bureau. If the proposed structure is within 250 ft. of the regional sewer system, it is mandatory that approval to connect to the sewer line be secured and connection made. Applications for connection to the sewer line are available at the Town Office.

G. Energy Code Approval/State

Compliance with the NH Energy Code is required for all new homes and "living space" additions. Permits are issued by the NH Public Utilities Commission (PUC). Certain modular/manufactured housing is pre-certified, in which case no PUC approval is needed.

H. Life Safety & Fire Prevention Code

For occupied residential and commercial structures, a set of plans showing driveway design, elevations, floor plan with locations of smoke and carbon monoxide detectors and a window schedule with EGRESS window locations will be required as part of the application. A "Certificate of Occupancy" inspection by the Sanbornton Fire Department will be required before the structure is occupied. Contact the Fire Department for more information.

I. Mechanical installations

All installation of LP or Natural Gas appliances and tanks, Oil appliances and tanks, woodstoves, outside wood boilers require a separate installation permit and inspection by the Sanbornton Fire Department. Contact the Sanbornton Fire Department for permit application. Under New Hampshire Law it is the obligation of the licensed installer to apply for the installation permit prior to the start of work.

USEFUL CONTACTS

Town of Sanbornton	State of New Hampshire
Board of Selectmen's Office 1-603--286-8303	<u>NH Department of Environmental Services</u> General Phone Number: 1-603-271-3503 -Septic System Permits -Shoreland Permits -Wetlands Permits -Demolition & Asbestos Removal Notifications
Zoning Enforcement Officer 1-603-393-1669	
Fire Chief (non-emergency) 1-603-286-4819	
Public Works Director (Driveway Permit) 1-603-286-8252	
Sanbornton Health Officer Office 1-603-286-8003	
Historic District Commission Office 1-603-286-8303	<u>NH Department of Transportation</u> -Driveway Permits in District 2 1-603-448-2654 -Driveway Permits in District 3 1-603-524-6667
Sanbornton Planning Board Office 1-603-286-8303	
Sanbornton Zoning Board of Adjustment Office 1-603-286-8303	<u>Public Utility Commission</u> -EC-1 Energy Code Permit 1-603-271-2431

Application Tracking #: _____; Date Received: _____; Fee Payed: _____

APPLICATION TO CONSTRUCT A STRUCTURE

PLEASE NOTE

1. Refer to application instructions. Incomplete applications will be returned - and will result in a delay of the project.
2. To complete this application see the Towns Master Plan & Zoning Ordinance.
These are available from the Towns website at: www.sanborntonnh.org
3. If you have questions, please contact the Zoning Department at: Zoning@sanborntonnh.org; or Phone: 1-603-393-1669

Section 1: Property Owner and Zoning Information

1A. Property Owner Information:

Name: _____

Mailing Address:

Street or PO Box: _____

City/Town: _____ Zip Code: _____

Telephone: _____

Email: _____

1B. Property Information:

Street Address: _____

Tax Map/Lot #: _____

Lot Size (acres): _____

Is Lot In Current Use? ☐ Yes ☐ No

Note: If you answered yes, identify the area to be removed from current use as a result of the structure construction.

A minimum of 1 acre is required to be taken out of current use for building purposes. Additional acreage may be required based on your project. Contact the Town's Assessing Department for assistance.

Town Zoning District (check all that apply, see Town's Master Plan for Zoning):

- ☐ General Agricultural
- ☐ General Residential
- ☐ Forest Conservation
- ☐ Historical Preservation
- ☐ Recreational
- ☐ Commercial

Note: Additional information may be requested based on a review of the Town's Zoning Overlay District.
(See the Town's Master Plan for Overlay District and restrictions)

Section 2: Project Information

2A. Brief Project Description: _____

2B. Identify all Structures associated with this project and provide all dimensions.

Note: You need to submit this application to demolish a building even if you are not rebuilding.

Prior to demolition you will need to have an asbestos survey completed
and include a copy of the NHDES Demolition Notification Form with your application.

☐ Demolition of a Structure (please identify all buildings to be demolished): _____

New Structure, (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Single Family Home | length: _____ feet x width: _____ feet |
| <input type="checkbox"/> Two Family Home | length: _____ feet x width: _____ feet |
| <input type="checkbox"/> Multi Family Home(3+) | length: _____ feet x width: _____ feet |
| <input type="checkbox"/> Apartment | length: _____ feet x width: _____ feet |
| <input type="checkbox"/> Accessory Dwelling | length: _____ feet x width: _____ feet |
| <input type="checkbox"/> Garage | length: _____ feet x width: _____ feet (Sq.ft. _____) |
| <input type="checkbox"/> Deck | length: _____ feet x width: _____ feet (Sq.ft. _____) |
| <input type="checkbox"/> Shed | length: _____ feet x width: _____ feet (Sq.ft. _____) |
| <input type="checkbox"/> Porch | length: _____ feet x width: _____ feet (Sq.ft. _____) |
| <input type="checkbox"/> In-Ground Pool or Spa | length: _____ feet x width: _____ feet (Sq.ft. _____) |
| <input type="checkbox"/> Solar Array* | length: _____ feet x width: _____ feet (Sq.ft. _____) |

*Please refer to the attached tables for Solar Energy System Requirements

☐ Home Addition (describe): _____
length: _____ feet width: _____ feet (Sq.ft. _____)

☐ Other (describe): _____
length: _____ feet width: _____ feet (Sq.ft. _____)

Please Total Sq.ft. = (_____)

Section 3: Other Permits/Approvals

3A. Review the list below. Provide copies of the required Permits with this application.

- ☐ Town DPW Driveway Permit
- ☐ NHDOT Driveway Permit Approval
- ☐ NHDES Septic System Approval
- ☐ WRBP Sewer Service Connection Approval
- ☐ NHDES SWQPA Permit Approval
- ☐ NHDES Alteration of Terrain Permit
- ☐ NHDES Dredge & Fill Permit
- ☐ NH PUC Energy Code Compliance Approval
- ☐ Zoning Board of Adjustment Variance
- ☐ Planning Board Approval
- ☐ Historic District Commission Approval
- ☐ NHDES Asbestos Demolition/Renovation Notification Form

Section 4: Applicant Acknowledgment

4A. The undersigned applicant/agent hereby agrees that:

1. The Town Zoning Enforcement Officer may request additional information to process application.
2. The Town Zoning Officer may inspect the location of any structure prior to approval of application or at any time during construction. (The Zoning Officer will contact you to schedule an inspection. You may also contact the Zoning Officer at any time to inspect the proposed location of any structure.) Prior to the inspection you must visibly mark the locations of all structures with stakes or flagging. If the structure location is not compliant with Zoning Setbacks a "Stop Work Order" will be issued and the project halted until compliance has been attained.
3. All information provided is accurate to the best of Applicant's knowledge.
4. All work will be done in accordance with the application as presented and approved.
5. All work will be done in adherence to the Town's Zoning Ordinance and pertinent Federal, State and local regulations and building codes.
6. Municipal officials may enter property for inspection purposes as required.
7. Unauthorized changes will result in revocation of this approval.
8. This approval expires two-years from the date of issuance. A resubmittal of a completed application is required to be submitted to continue any structural work not completed.
9. The Town's Zoning Department will forward a copy of this application to the Town's Fire Department if a Certificate of Occupancy or other inspections from the Town's Fire Department is required.
10. A Certificate of Occupancy must be obtained prior to occupancy of a structure.
The attached document "*Requirements for Inspection for Issuance of a Certificate of Occupancy*" provides details on your responsibility to obtain the Certificate of Occupancy.

4B. List the contractor or agent you want to manage your building project (if applicable):

Name: _____

Telephone: _____

Email: _____

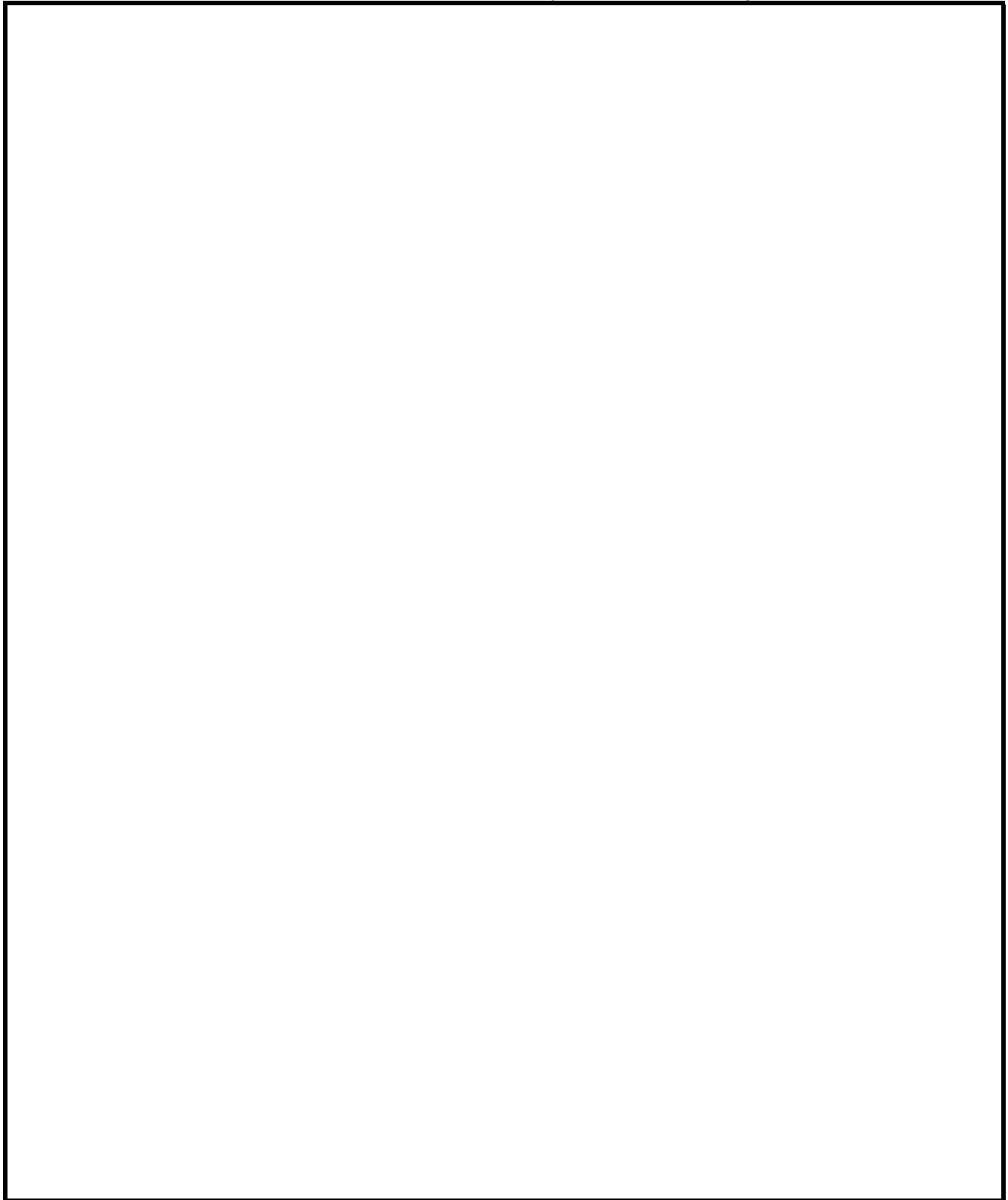
4C. The Property Owner must sign this to acknowledgement:

Property Owner Signature: _____ Date: _____

Use this sheet to create your Site Sketch if a site plan is not available.

You must show roads, driveways, existing structures, setbacks to all property lines, wetlands, streams, ponds, lakes, steep slopes, etc. as required for your zoning location.

Refer to the attached tables which identify the required zoning setbacks.

A large, empty rectangular box with a black border, intended for a site sketch. It occupies the majority of the page below the instructions.

Section 5: Application Fees

FEES DUE (check all that apply)

- ☐ Structure Demolition (if applicable) \$50.00
- ☐ Home/Dwelling (#Dwellings _____ X \$350.00 each) = _____
(homes, apartments, accessory dwellings, etc.)
- ☐ Other structures (Total Sq.Ft. _____ X \$0.30 per Sq.Ft.) = _____
(This fee is in addition to the fee for a new dwelling and includes any associated garage, sheds, decks, solar arrays, pools, etc.)

Total Fee Due: (_____)

Section 6: For Town Zoning Office Use Only

6A. Review By Zoning Officer: _____ Date: _____

- ☐ Application Incomplete. Returned to Applicant Date: _____
- ☐ Revised Application Received Date: _____
- ☐ Application Complete and Approved:

Town Permit Approval #: _____ Date: _____

**Use these tables to complete the *Application To Construct A Structure*
(see Town's Master Plan and Zoning Ordinance for more details)**

Minimum Lot Requirements and Setbacks

	FRONTAGE.	SETBACKS			LOT AREA
ZONE	in feet	front	rear	side	in Acres
General Agriculture	220	30	10	10	3
General Residential	200	30	10	10	2
Forest Conservation	600	35	35	35	6
Recreational	175	30	10	10	1 1/2
Historic Preservation:					
Village Historic	175				1 1/2
Rural Historic	220				3
Commercial	125	30	10	10	1/2

Buffer Zones: The following dimensions establish the buffer zones for Wetlands, Prime wetlands, and setbacks from all water courses, brooks, streams, and ponds, in the Town Watershed Protection area with the exception of Hermit Lake and Lake Winnisquam (which are regulated by the Shorefront District).

Buffer zone		Building	Septic	Commercial Excavation
a.	Prime Wetland	150	150	150
b.	Wetland	75	100	100
c.	Watershed Protection Area			
	i. year round streams, brooks and ponds	75	100	100
	ii. seasonal streams, brooks and ponds	75	100	50

1. The dimensions required in F.1 above, shall be horizontal dimensions from the wetland boundary and/or the high water mark of watercourses and water bodies.
2. Excavation below the high water mark of streams, brooks and ponds shall not be permitted within the Buffer Zone.

Solar System Setbacks from Property Lines

	Forest Conservation	General Agriculture	General Residential	Recreational	Historic Districts	Commercial
Residential Solar	35 FT Rear and Side 35 FT Front	10 FT Rear and Side 30 FT Front	10 FT Rear and Side 30 FT Front	10 FT Rear and Side 30 FT Front	10 FT Rear and Side 30 FT Front	10 FT Rear and Side 30 FT Front
Community Solar	75 feet	75 feet	75 feet	75 feet	Not Permitted	75 feet
Commercial Solar	150 feet	150 feet	150 feet	150 feet	Not Permitted	150 feet
Large Commercial Solar	175 feet	175 Feet	Not Permitted	Not Permitted	Not Permitted	175 Feet
Industrial solar	200 Feet	Not Permitted	Not Permitted	Not Permitted	Not Permitted	200 Feet
All Other Solar	250 Feet	Not Permitted	Not Permitted	Not Permitted	Not Permitted	250 feet



Fire Chief
Paul D. Dexter Jr.

Sanbornton Fire & Rescue

565 Sanborn Rd./P.O. Box 112
Sanbornton, NH 03269
Phone (603) 286-4819
Fax (603) 286-4023



Deputy Chief
Scott Taylor

Requirements for Inspection for issuance of a "Certificate of Occupancy" **(State Fire Code Part Saf-C6000)**

<https://www.nh.gov/safety/divisions/firesafety/legal/documents/Saf-C6000FireandLifeSafetyAdoptedRuleAugust252020.pdf>

STATE FIRE CODE: RSA 153:1 VI-a. "New Hampshire fire code" or "state fire code" means the adoption by reference of the Life Safety Code 2018 edition and the Uniform Fire Code NFPA 1, 2018 edition, as published by the National Fire Protection Association and as amended by the state board of fire control and ratified by the general court pursuant to RSA 153:5. The provisions of any other national code, model code, or standard referred to within a code listed in this definition shall be included in the state fire code unless amended in accordance with RSA 153:5.

<http://www.gencourt.state.nh.us/rsa/html/XII/153/153-1.htm>

APPLICATION PROCESS:

- First, submit an "Application to Construct a Structure" this is done through the Town of Sanbornton's Zoning Enforcement Office, the Zoning Administrator will determine if you meet any of the following criteria that will require the Fire Department to conduct inspections and/or issue a Certificate of Occupancy.
- The Town of Sanbornton's Fire Department enforces the "State Fire Code" on all the following applications.
 - New One & Two Family occupied structures to include Accessory Dwellings
 - Rental occupancies to include Accessory Dwellings
 - Commercial occupancies to include Assembly Occupancies which require a "Place of Assembly Permit" (Assemblies are inspected annually)
 - Additions that add bedrooms or meet the definition of "Substantial Rehabilitation"
 - Complete renovations that meet the definition of "Substantial Rehabilitation" ("means any improvement to a building or single-family dwelling which is valued at the amount greater than ½ of the assessed valuation of the building or dwelling")
 - Addition of an "Attached Garage" to an existing One- and Two-Family dwelling.
 - Addition of a "Detached Garage" that includes an Accessory Dwelling.
 - The erection of any outdoor tent that is 600sqft or larger, which may also require an assembly permit for more than 50 persons occupying the tent.
- Additional Mechanical Permitting and Inspections WILL be required "as applicable" during the construction, to include the following.
 - LP or Natural Gas installations (to include supply tanks)
 - Oil Furnace installations (to include supply tanks)
 - Standby Generators
 - Outside wood boilers
 - Woodstoves and Pellet Stoves
 - Monitored Fire Alarm systems (this is only for fire alarm systems that are monitored by a third-party, i.e., ADT, Simply Safe, Honeywell etc.)

(Permit to install and operate are available from the Sanbornton Fire Department and must be applied for by the vendor installing the system and can be found at

https://www.sanborntonnh.org/sites/g/files/vyhli3776/f/uploads/heatingappliancepermit2022_0.pdf

Erection of Outdoor Tents larger than 600sqft permit application can be found at

https://www.sanborntonnh.org/sites/g/files/vyhli3776/f/uploads/tentpermitapplication2022_0.pdf

Fire Alarm installation permit application can be found at

https://www.sanborntonnh.org/sites/g/files/vyhli3776/f/uploads/firealarmpermit2022_1.pdf

The Fee Schedule for inspections can be found at.

https://www.sanborntonnh.org/sites/g/files/vyhli3776/f/uploads/sanbornton_fire_department_fee_schedule2023_1.pdf

All permit applications and the Fee Schedule can also be found at the Sanbornton Central Fire Station at 565 Sanborn Rd., Sanbornton NH

INSPECTIONS REQUIRED:

- Final equipment operation stage for all mechanical installations
- Inspections are conducted on Wednesdays and Thursdays unless other arrangements have been made prior to installation.
- The installer will be present during the final inspection unless other arrangements have been made.
- If supply lines or tanks are to be buried inspection prior to covering must be conducted.
- Prior to occupancy of a commercial building or residential dwelling an inspection will be conducted, and a Certificate of Occupancy issued.

DOCUMENTS REQUIRED:

Residential & Commercial dwellings:

- Full set of construction plans to include elevations, floor plan, window schedule and location of smoke and carbon monoxide detectors.
- Drawings of the access (driveway) from the town road to the dwelling.
- Fire Alarm system – Full set of plans to show location of devices, main panel and keypad.

Mechanical Installations:

- Installation manual – provided to owner.
- A service tag will be affixed in the area of the oil burning equipment with the name of the installer, contact information, the date of install and that the equipment meets operation and combustion performance criteria.
- Copy of the “Permit to Install or Operate” shall be conspicuously posted near the appliance and be available at the time of the final inspection.
- For all LP or Natural Gas system installation, a copy of the “Gas Fitters” license is required when applying for the installation permit and a copy of the “Mechanical Business Entity License”

ISSUANCE OF 911 ADDRESS: To receive a 911 address you must first obtain a Driveway Permit from the Town of Sanbornton’s Highway Director; the application can be found at.

https://www.sanborntonnh.org/sites/g/files/vyhli3776/f/uploads/driveway_permit_0.pdf

The Fire Department will evaluate the location of the driveway to determine the appropriate sequential numbering on the road and issue a number, once the final location of the dwelling has been determined and the foundation is in the ground, ***the Fire Department must be notified to start the step in the process which is to then submit to NH E911 for their approval.*** The number will not be official until it is approved by NH E911.

The Town of Sanbornton’s “Ordinance for the establishment of a street numbering system” can be found at\

https://www.sanborntonnh.org/sites/g/files/vyhli3776/f/uploads/street_numbering_system_-_ordinance_0.pdf

GOVERNING CODES: *For all occupancies* <https://www.nh.gov/safety/divisions/firesafety/legal/index.html>

- 2018 NFPA 1, Fire Code as amended by Saf-FMO 300
- 2018 NFPA 101, Life Safety Code as amended by Saf-FMO 300
- 2016 NFPA 13, Standard for the Installation of Sprinkler Systems
- 2016 NFPA 13R, Standard for the Installation of Sprinkler Systems for Low-Rise Residential Occupancies
- 2017 NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- 2018 NFPA 30, Flammable and Combustible Liquids Code
- 2018 NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages as amended by Saf-FMO 300
- 2016 NFPA 31, Standard for Installation of Oil-Burning Equipment as amended by Saf-FMO 300
- 2018 NFPA 54, National Fuel Gas Code as amended by Saf-FMO 300
- 2017 NFPA 58, Liquefied Petroleum Gas Code as amended by Saf-FMO 300
- 2020 NFPA 70, National Electrical Code (NEC) with NH Amendments
- 2016 NFPA 72, National Fire Alarm and Signaling Code
- 2017 NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- 2016 NFPA 211, Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
- 2015 NFPA 720, Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment
- 2015 NFPA 914, Code for Fire Protection of Historic Structures
- 2018 International Building Code (IBC) with NH Amendments
- 2018 International Residential Building Code (IRC) with NH Amendments
- 2018 International Energy Conservation Code (IEC) with NH Amendments
- 2018 International Existing Building Codes (IEBC) with NH Amendments
- 2018 International Mechanical Code (IMC) with NH Amendments
- 2018 International Plumbing Code (IPC) with NH Amendments
- 2018 International Swimming Pool & Spa Code (ISPSC) with NH Amendments
- 2009 ICCA117.1 and FHA/UFAS as applicable

NOTE: This is a partial list of the adopted codes. The list is provided as a resource for some of the most frequently used codes. Refer to Chapter 2 of NFPA 1 for complete list.

For all questions pertaining to Fire Department permitting, inspections or E911, please contact Chief Paul Dexter at (603) 286-4819 or by email at pdexter@sanborntonfire.com

Yours if public safety,

Paul D. Dexter Jr.

Paul D. Dexter Jr.
Fire Chief / EMD