

**BUILDING PERMIT  
APPLICATION REQUIREMENTS**

1. Map and parcel number for the property.
2. Copy of Septic Approval (Approval for Construction).
3. Contractor Registration Number.
4. Fire Chief Signature is required from all Districts or Precincts for commercial/industrial development. A Precinct map is available to review at Town Hall.

**North Conway Fire District:**

Pat Preece, Fire Chief 356-5327

**Center Conway Fire Department:**

Glenn Merrill, Fire Chief 447-5671

**East Conway Fire Department:**

Richard Marr, Fire Chief 344-5192

**Conway Village Fire District:**

Steve Solomon, Fire Chief 447-2681

**Redstone Fire Department:**

Neil Henry, Fire Chief 662-6118

5. If precinct water or sewage is required, a signature of the person in charge of those precincts will be required. A Precinct map is available to review at Town Hall.

**North Conway Water Precinct:**

David Bernier, Superintendent 356-5382

**Conway Village Fire District:**

Gregg Quint, Superintendent 447-5470

6. Signature from the **Kearsarge Lighting Precinct Commissioners (603-520-9834, 603-387-5595 or 603-986-8787)**, if the structure is being built in the lighting precinct.
7. All other signatures can be obtained at the Town Office.
8. If a new building is being constructed on a town road, a driveway permit is required from the Town Engineer. If a new building is being constructed on a state accepted road, a driveway permit is required from the State.
9. For any structure, other than a one- or two-family dwelling or their accessory/utility structures, an accurate set of building plans must be submitted. Depending upon the magnitude of the proposed work, these plans may include floor plans, wall sections, exterior building elevations and plumbing, wiring, mechanical and fire protection details. The Town Code Enforcement Official shall make the determination, as to which plans are necessary.
10. It is the owner's responsibility to submit an accurate plot plan. This plan must show the building location and setbacks from street and lot lines. All setbacks must be as described within the Conway Zoning Ordinance.

11. **CERTIFICATES OF OCCUPANCY**

**Residential:** A certificate of occupancy is **not** necessary for a one- or two-family dwelling.

**Commercial:** Any commercial or three or more family building or structure must obtain a Certificate of Occupancy prior to occupying the premises or any remodeled space. This permit is issued by the Building Department and will be signed by the Building Inspector, Fire Chief, and Planning Director.

12. All Building Permit applications must be signed and dated by both the owner and the contractor.

All the above requirements must be completed before this application can be processed or a Building Permit issued. Should you have any questions, we are more than willing to help.

**APPLICATION FOR A BUILDING PERMIT**

**BUILDING INSPECTOR  
447-3811**

MAP \_\_\_\_\_  
PARCEL \_\_\_\_\_

PERMIT ISSUED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
BY \_\_\_\_\_  
FEE \_\_\_\_\_ CASH \_\_\_\_\_  
CK# & NAME \_\_\_\_\_

**Please be advised that this is not a building permit. This is your application and work shall not proceed until a numbered permit has been issued.**

OWNER OF PROPERTY \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ TOWN OF CONWAY REGISTRATION # \_\_\_\_\_  
PLUMBERS NAME \_\_\_\_\_ PLUMBERS LICENSE # \_\_\_\_\_  
ELECTRICIANS NAME \_\_\_\_\_ ELECTRICIANS # \_\_\_\_\_  
SEPTIC SYSTEM APPROVAL # \_\_\_\_\_ ENERGY CODE APPROVAL # \_\_\_\_\_

**REASON FOR PERMIT:**

NEW HOME \_\_\_\_\_ ADDITION \_\_\_\_\_ GARAGE \_\_\_\_\_ DECK \_\_\_\_\_ POOL \_\_\_\_\_  
MOBILE HOME \_\_\_\_\_ \*REMODEL \_\_\_\_\_ ROOFING \_\_\_\_\_ SHED \_\_\_\_\_ DEMO \_\_\_\_\_  
SIDING \_\_\_\_\_

If a "remodel", is this a non-conforming structure: Yes \_\_\_ No \_\_\_. Is this presently, or will it become, rental property? \_\_\_\_\_

SIZE OF STRUCTURE \_\_\_\_\_ EXPECTED DATE OF COMPLETION \_\_\_\_\_

WRITTEN DESCRIPTION OF PROJECT (BE SPECIFIC): \_\_\_\_\_  
\_\_\_\_\_

(PLEASE PROVIDE A SCALE DRAWING OF THE PROPOSED CONSTRUCTION ON THE BACK OR SUBMIT ARCHITECT/ENGINEERS PLAN AND SPECIFICATIONS)

**NOTE:**

For new structures or footprint expansions, a general plot plan showing the location of the building or work area in relation to property lines, including location of driveway and roads must be provided. For all projects, a floor plan, building elevation and building cross section must be provided.

**COMPLIANCE WITH INTERNATIONAL RESIDENTIAL CODE 2009**

By signing this application the property owner or contractor acknowledges that they understand that state law (RSA 155-A:1, IV) requires residential structures to be remodeled or constructed in accordance with the International Residential Code 2009.

Be advised that for sites with one or two family residential structures the Town of Conway conducts foundation inspections before and after foundation construction to confirm conformity with building setback requirements.

I hereby agree to comply with the Zoning Ordinance, Driveway Permit, Flood Plain Ordinance, Selectmen's Town Road Specifications, underground utility installation (if subdivision) and any other requirements in effect in the Town of Conway, per Page 2 hereof, at date of this application.

I hereby certify, under penalty of perjury, that the estimated cost of construction, alteration or remodeling (including labor and materials) is \$ \_\_\_\_\_.

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(Owner)

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(Contractor)

**REQUIRED SIGNATURES FOR A BUILDING PERMIT**

FIRE CHIEF \_\_\_\_\_ SUBDIVISION \_\_\_\_\_  
ZONING OFFICIAL \_\_\_\_\_ SITE PLAN \_\_\_\_\_  
KEARSARGE LIGHTING \_\_\_\_\_ PRECINCT-H<sub>2</sub>O/SEWER \_\_\_\_\_  
DRIVEWAY PERMIT \_\_\_\_\_ SHORELINE \_\_\_\_\_  
DREDGE/FILL/WETLANDS/FLOOD PLAIN PERMITS \_\_\_\_\_

**TYPE OF CONSTRUCTION:**

<u>FOUNDATION</u>	<u>BASEMENT</u>	<u>EXTERIOR WALLS</u>	<u>INSULATION</u>	<u>INTERIOR FINISH</u>
<input type="checkbox"/> Concrete	<input type="checkbox"/> Full	<input type="checkbox"/> Clapboard	<input type="checkbox"/> Foundation	<input type="checkbox"/> Drywall
<input type="checkbox"/> Cem. Block	<input type="checkbox"/> 1/2	<input type="checkbox"/> Wood Shingles	<input type="checkbox"/> Walls	<input type="checkbox"/> Plaster
<input type="checkbox"/> Stone	<input type="checkbox"/> None	<input type="checkbox"/> Stucco	<input type="checkbox"/> Roof	<input type="checkbox"/> Paneling
<input type="checkbox"/> Piers	<input type="checkbox"/> Finished	<input type="checkbox"/> Brick	<input type="checkbox"/> Attic	<input type="checkbox"/> Knotty Pine
<input type="checkbox"/> Slab	<input type="checkbox"/> Basement	<input type="checkbox"/> Alum		
		<input type="checkbox"/> Vinyl		
		<input type="checkbox"/> T-111		
		<input type="checkbox"/> Log		

<u>HEATING</u>	<u>PLUMBING</u>	<u>FINISHED FLOORING MATERIAL</u>
<input type="checkbox"/> Electrical Heat	<input type="checkbox"/> # Bathrooms	<input type="checkbox"/> Basement
<input type="checkbox"/> Hot Water Heat	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> 1st Floor
<input type="checkbox"/> Steam Heat	<input type="checkbox"/> # Kitchen Sinks	<input type="checkbox"/> 2nd Floor
<input type="checkbox"/> Hot Air	<input type="checkbox"/> Disposal	<input type="checkbox"/> 3rd Floor
<input type="checkbox"/> # Fireplaces		
<input type="checkbox"/> # Wood Stoves		
<input type="checkbox"/> Solar Heat	<u>SIZE &amp; TYPE OF SERVICE</u>	
<input type="checkbox"/> No Heat	_____	

**ENERGY CODE CONSERVATION RECOMMENDATIONS**

It is recommended by the Building Department that the following guidelines be followed in the construction of a single- and two-family house:

- Walls to be constructed using 2x6 studs
- Walls should have an insulation R Factor of .18.
- Roof and ceilings should have an R Factor of 30.
- Glass area should not exceed 13% of the wall area when using double glazed windows and doors and 20% of the total wall area when using triple glazed windows and doors. It is not recommended that single glazed windows and doors be used.

I, \_\_\_\_\_, representing \_\_\_\_\_ (Signature of builder or contractor) do hereby certify on this date \_\_\_\_\_ that all energy related components and systems installed in the structure located at \_\_\_\_\_ (Map \_\_\_\_\_ Parcel \_\_\_\_\_) meet or exceed the standards of the New Hampshire Energy Code with amendments effective April 2010. Any person who violates the provisions of the Energy Code shall be guilty of a misdemeanor.

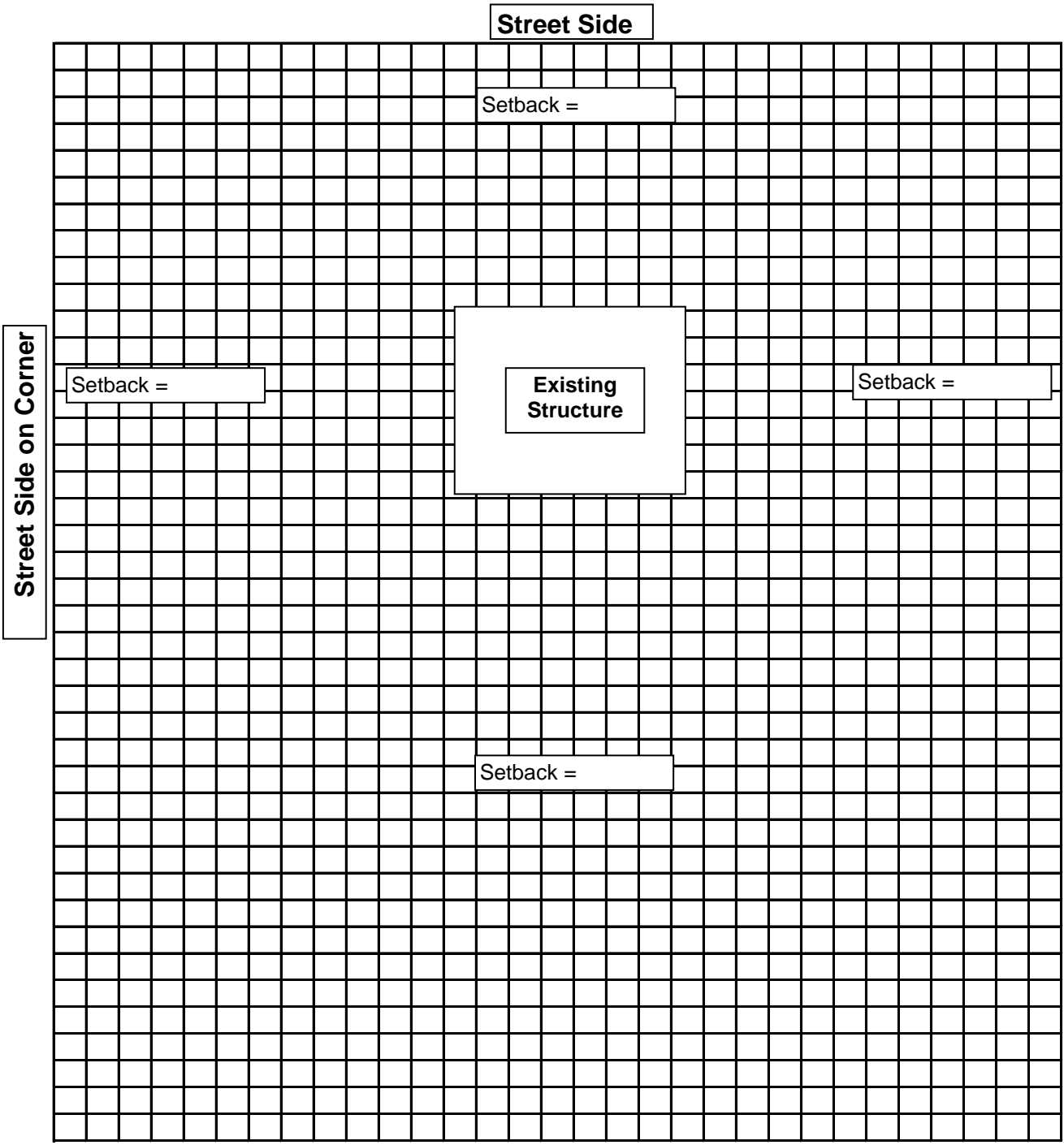
**NOTICE - PROPERTY OWNERS/BUILDERS**

There are numerous state and local laws and ordinances, which may apply when properties are being newly constructed, altered or demolished. In an effort to avoid any future difficulties we ask that you consider the following:

- Compliance with Building Permit, Change of Use and Certificate of Compliance Ordinance
- Compliance with Zoning Ordinance (also Kearsarge Zoning Ordinance, where applicable)
- Compliance with Flood Plan Ordinance
- Compliance with Mobile Home Ordinance
- Compliance with Sign Ordinance
- Compliance with regulation of State Air Pollution and/or Water Pollution Commissions (including sewerage permits)
- Driveway Permits
- Building Height requirements
- Compliance with Planning Board Subdivision Regulations
- Energy Code Requirements

The above list is not all-inclusive, but only highlights a number of more obvious regulations with which you may have to comply. R.S.A. 153:1 through 10a requires smoke detectors for residential units. R.S.A. 676:11 through 19 inclusive is enabling state legislation for Building Permits. Chapters 88 through 91 inclusive are enabling legislation for Building Permits.

**BUILDING PERMIT IS VALID FOR ONE (1) YEAR FROM THE DATE OF ISSUANCE.  
THIS APPLICATION DOES NOT CONSTITUTE RIGHT TO BEGIN WORK.**



Setback Requirements -  
 Residential Lots All But Kearsarge ~ 15' back & sides & 25' Road right of way.

**TOWN OF CONWAY**  
**CHAPTER 88**  
**BUILDING CONSTRUCTION FEES**

**88-6. Fees.**

1. A nonrefundable fee shall be paid to the town with each application for a building permit as follows:
  1. One or two family residential structures: Forty Dollars (\$40), plus Ten Cents (\$.10) per square foot. Incidental work to an existing home with no increase of foot print, but valued at more than \$1500 would be \$40.00.
  2. All other construction: Fifty dollars (\$50) plus Eight Dollars (\$8) per thousand for each thousand over Fifteen Thousand Dollars (\$15,000).
2. Words and phrases hereunder shall be deemed to have the same meaning and definitions as set forth in the BOCA Code adopted in this chapter. Dollars per square foot (\$/SF) are to be based on current mean construction cost data, and repairs and remodeling \$/SF shall be based on general estimated practice.
3. In all cases estimates shall at least meet valuations represented in the latest edition of the Marshall Valuation Service (Marshall and Swift, LP.) on file in the Assessor's office.
4. Notwithstanding any other enforcement action available to the Town, an applicant filing an application late may be required to pay an additional penalty fee of ten dollars (\$10) for each day between the date construction began and the date the application was filed.
5. A nonrefundable fee of fifteen (\$15) dollars shall be paid to the Town with each application for a zoning permit.