

TOWN OF MADISON

BUILDING PERMIT APPLICATION INSTRUCTIONS

A Building Permit is required for:

- **any structural footprint change** on the property whether for constructing/installing a new structure or modifying/expanding an existing structure regardless of size or cost;
- **any erection, construction, alteration, reconstruction or repair of an existing structure not resulting in a footprint change but costing over \$8,500** in materials and labor based on what a contractor would charge to do the project whether or not you do the work yourself.

Applications for Building Permits (BP) and Mechanical Permits (MP) must be submitted to the Code Enforcement Officer at least 30 days prior to start of the project to allow adequate time for review and issuance of permit(s). Projects shall not start prior to issuance of the permit(s). Starting prior to permits being issued may result in a Cease and Desist order, removal of materials and fines up to \$1,000 per day.

Applicants and Contractors should review the Town of Madison's Zoning Ordinance and the Building & Mechanical Permit Ordinance prior to submitting a BP application. BP applications will be denied if the project proposed violates Zoning ordinances until a Variance for the project is granted by the Zoning Board of Adjustment. Ordinances are available for review at the Town Office or on the Town's website at www.madison-nh.org. BP applications may also be denied pending Planning Board and Board of Selectmen review, if required.

Depending on the project, ADDITIONAL ITEMS* may be necessary before a BP is issued including:

- Driveway Permit (for new driveways or upgrades to existing driveways including paving)
- Approval for Construction from the State of NH Department of Environmental Services for a new septic system or upgrade of an existing septic system
- Letter from a licensed septic designer indicating an existing septic system is adequate for the # of additional bedrooms proposed
- NH Residential Energy Code Application
- Class VI/Private Road Waiver of Liability Agreement
- Shoreland Impact Permit or Permit by Notification issued by the State of NH Department of Environmental Services
- Certified Boundary Plan from a licensed NH surveyor (Eidelweiss Residential District only)
- Variance granted by the Zoning Board of Adjustment
- Restrictive Covenant for an Accessory Dwelling Unit (ADU)**

* Review the Additional Documents Checklist in this application packet before submitting your BP application to determine whether or not any additional documents will be required

** Restrictive Covenant for the ADU must be recorded at the Carroll County Registry of Deeds and a copy provided to the Code Enforcement Officer before the Certificate of Compliance will be issued

Building and Mechanical Permit applications will be refused if they are incomplete and/or required supporting documentation is not submitted. Resubmitting applications will cost an additional \$30.00. Complete applications are reviewed and processed in chronological order from the date received.

**BUILDING PERMIT
APPLICANT'S CHECKLIST**

Property Owner(s): _____ Tax Map: _____ Lot: _____

THIS CHECKLIST AND ALL APPLICABLE ITEMS ASSOCIATED WITH YOUR PROJECT MUST BE SUBMITTED BEFORE THE BUILDING PERMIT WILL BE ISSUED.

(circle one)

- Did you review the Town’s Zoning Ordinance, Building & Mechanical Permit Ordinance and Building Permit Application instructions before completing and submitting this application? YES NO

- Does your project comply with all Zoning and B&MP Ordinance requirements? YES NO

- Will a driveway be created or improved? YES NO
 - If yes, is a copy of your Driveway Permit attached? YES NO
 - Will a new E-911 address be required after the driveway is installed? YES NO N/A

- Will a septic system be installed or upgraded? YES NO
 - If yes, is a copy of the Approval for Construction from NH DES attached? YES NO

- Is your existing septic system adequate to handle the increased # of bedrooms? YES NO N/A
 - If yes, is a letter from a NH Licensed Septic Designer attached confirming it? YES NO

- Did you submit a completed NH Residential Energy Code Application? YES NO N/A
(required for new dwellings, additions and/or renovation projects)

- Did you submit a completed & notarized Class VI/Private Road Waiver of Liability Agreement? (for properties accessed from Class VI & private roads only) YES NO N/A
 - If yes, did you submit the recording fee for the Carroll County Registry of Deeds? YES NO

- Will you create a structural footprint change within 250 feet of a water body greater than 10 acres in size? YES NO
 - If yes, is a copy of your Shoreland Impact Permit or Permit by Notification from NH DES attached? YES NO

- Did you submit a certified boundary plan of your property prepared by a NH licensed surveyor? (for Eidelweiss Residential District only – accessory buildings less than 120 sqft are exempt) YES NO N/A

- Did you submit a copy of the Variance granted to you by the Zoning Board of Adjustment? (for projects not conforming to Zoning Ordinance requirements only) YES NO N/A

- Did you submit a copy of your Restrictive Covenant* for the accessory dwelling unit? YES NO N/A
 - *The Certificate of Compliance granting occupancy will NOT be issued for the project until the Restrictive Covenant is submitted to the Town and recorded at the Registry of Deeds

- Will the structure be located on any part of your property designated as Current Use? YES NO N/A

TOWN OF MADISON

CODE ENFORCEMENT OFFICER

Phone: 603-367-4332 x309 Fax: 603-367-4547 Email: code@madison-nh.org Website: www.madison-nh.org

BUILDING PERMIT APPLICATION

PROPERTY OWNER(S): _____ **TAX MAP** _____ **LOT** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address: _____

TYPE OF PROJECT: BUILDING PERMIT RENEWAL* BP #: _____

* If no changes to original project, only pages 2, 6, 7 & 8 are required

NEW DWELLING _____ ADDITION _____ REMODELING _____ DECK/PORCH _____

ACCESSORY BUILDING _____ ACCESSORY DWELLING UNIT _____ OTHER _____
(detached garage, barn, shed, etc.) (800 sqft or less in size)

BRIEF PROJECT DESCRIPTION:

PROJECT ADDRESS: _____

ZONING DISTRICT: Rural Residential _____ Village _____ Commercial _____ Eidelweiss _____

ESTIMATED STARTING & COMPLETION DATES: START: _____ END: _____

ESTIMATED COST OF CONSTRUCTION OR INSTALLATION: \$ _____

ADDITIONAL ITEMS INCLUDED (if required – see Cover Page & Applicant’s Checklist):

- _____ Driveway Permit – permit #: _____
- _____ Septic System Approval for Construction from NHDES – approval #: _____
- _____ Letter from Septic Designer approving adequacy of existing system for increased # of bedrooms
- _____ NH Residential Energy Code Application
- _____ Class VI/Private Road Waiver of Liability Agreement (notarized, signed by Selectmen, recorded at Registry)
- _____ Shoreland Impact Permit or Permit by Notification from NHDES – permit #: _____
- _____ Certified Boundary Plan from a licensed NH Surveyor (Eidelweiss Residential District only)
- _____ Variance granted by the Zoning Board of Adjustment
- _____ ADU Restrictive Covenant
- _____ None required

BUILDING CONTRACTOR: _____ **Company Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Email Address: _____

BUILDING & MATERIALS DESCRIPTION:

Please check the appropriate box in each category that best describes the materials to be used. There is no need to indicate features that already exist.

FOUNDATION:		FRAMING:		HEATING SYSTEM:	
POURED CONCRETE		EXTERIOR WALLS:		HOT WATER	
CONCRETE BLOCK		2x4		BASEBOARD	
STONE/BRICK		2x6		RADIANT	
PIERS		Log		HOT AIR	
OTHER (please list):		Other (please list):		RESISTANCE (ELEC.)	
				STOVE/FIREPLACE	
BASEMENT:		INTERIOR WALLS:		HEAT PUMP	
FULL BASEMENT		2x4		GEO THERMAL	
PARTIAL BASEMENT		2x6		OTHER (please list):	
CRAWL SPACE		Other (please list):			
SLAB				HEATING FUEL:	
FINISHED		RAFTERS*:		OIL	
UNFINISHED		2x4		PROPANE (LP)	
BASEMENT GARAGE		2x6		ELECTRIC	
		2x8		WOOD	
ROOFING:		2x10		NATURAL GAS	
ASPHALT SHINGLES		2x12		OTHER (please list):	
METAL		Other (please list):			
OTHER (please list):				ELECTRICAL:	
		TRUSSES*:		ROMEX	
INSULATION:		WOOD		MC CABLE	
FIBERGLASS BATT		STEEL		OTHER (please list):	
INSULATED PANEL					
SPRAYED		FLOOR JOISTS:		PLUMBING:	
OTHER (please list):		2x6		COPPER	
		2x8		PEX	
FLOORING:		2x10		PVC	
HARDWOOD		2x12		CPVC	
SOFTWOOD		Other (please list):		OTHER (please list):	
TILE					
OTHER (please list):		CEILING JOISTS:		GAS PIPING:	
		2x6		STEEL	
EXTERIOR SIDING:		2x8		COPPER	
CLAPBOARD		2x10		OTHER (please list):	
VINYL		2x12			
Other (please list):		Other (please list):			
LIST ITEMS NOT APPEARING ON THIS LIST ON THE BACK OF THIS PAGE					

* Roof strength must withstand a minimum of 90 lbs/square foot

PERMIT & REINSPECTION FEES:

The following fees are levied to cover expenses related to time in reviewing and issuing applications and for project inspections to ensure compliance with state code and municipal ordinances. Part of these fees are also used to offset the costs of E911, assessing and tax map updates. The minimum building permit fee is \$50.00.

1. New Construction & Additions:

- (A) Dwellings & Additions:
 - first floor sqft. _____ x .35 = \$ _____
 - second floor sqft. _____ x .35 = \$ _____
 - finished basement sqft. _____ x .35 = \$ _____
- (B) Porches & Decks
 - total sqft. _____ x .35 = \$ _____
- (C) Garages & Barns
 - first floor sqft. _____ x .35 = \$ _____
 - second floor sqft. _____ x .35 = \$ _____
- (D) Sheds
 - sqft. _____ x .35 = \$ _____

2. Remodeling or Renovations to Existing Structures (no footprint change) - \$50.00 = \$ _____

3. Building Permit Renewal for New Construction projects (one-time):

- if renewed on or before the expiration date - \$50.00 = \$ _____
- if renewed after expiration date: % construction remaining (sqft) _____ x .35 = \$ _____

4. Incomplete Building Permit application resubmittal fee - \$30.00 = \$ _____
 (applications will be refused due to missing information and/or required additional documents)

SUBTOTAL BUILDING PERMIT FEES = \$ _____
 (\$50.00 minimum)

5. Driveway Permit (for access onto Town roads) - \$40.00 \$ _____

6. Electrical Permit* - \$50.00 \$ _____

7. Plumbing Permit* - \$50.00 \$ _____

8. Gas Piping Permit* - \$50.00 \$ _____

TOTAL ALL PERMIT FEES \$ _____

A NON-REFUNDABLE FEE SHALL BE PAID TO THE TOWN OF MADISON WITH EACH APPLICATION FOR A BUILDING PERMIT PER ARTICLE II, SECTION 2.1 C OF THE MADISON ZONING ORDINANCE.

* MECHANICAL PERMITS (ELECTRICAL, PLUMBING AND GAS PIPING) MAY BE APPLIED FOR SEPARATELY AND AT A LATER DATE FROM THE BUILDING PERMIT APPLICATION

INSPECTIONS REQUIRED:

Foundation, Framing, Electrical, Plumbing, Gas Piping, Insulation and Final*

* **Final Inspection** – ALL PROJECTS – Use and/or occupancy shall not occur until the Certificate of Compliance is issued.

A REINSPECTION FEE OF \$50.00 WILL BE CHARGED FOR EACH INSPECTION AFTER TWO (2) ATTEMPTS AT FINAL INSPECTION APPROVAL.

STATEMENT OF COMPLIANCE & INFORMATION REVIEW:

I/we, the property owner(s), certify that the information supplied in this building permit application is true and accurate and is to be relied upon by the CEO and the Assessors for the Town. I/we reviewed the current Town of Madison’s Zoning and Building & Mechanical Permit Ordinances and certify that the construction project described in this application will comply with all state and local codes, rules and regulations.

I/we are responsible for the following actions:

- submit written notice to the CEO for review and approval of any changes to the project prior to making those changes
- grant the CEO permission to enter onto my/our property for timely inspections
- schedule applicable inspections with the CEO as the project progresses including:
Foundation, Framing, Mechanical (electrical, plumbing, gas piping) Insulation and Final*
- schedule a Final Inspection* with the CEO and receive an approved Certificate of Compliance for all permitted projects prior to use or occupancy

My/our signature(s) below indicate that I/we have reviewed each page of this application and all supporting documentation and understand and agree with the information provided. I/we further understand that false information shall be subject to fines and penalties for perjury, and failure to comply with this section constitutes reason for revocation of the issued building permit and removal of materials constructed or installed.

*** I/we further understand that ALL PROJECTS require a Final Inspection and issuance of a Certificate of Compliance (CC) before occupancy and/or use of any new structure or change to an existing structure in accordance with Article II, Section 2.1 D of the Madison Zoning Ordinance. Occupancy and/or use prior to a final inspection and receiving the CC may result in a Cease and Desist order; an order to remove materials constructed or installed; and/or fines up to \$1,000 per day.**

Property Owner(s) or Agent’s name (print): _____

Property Owner(s) or Agent’s signature: _____

Date: _____

TOWN OF MADISON

CERTIFICATE OF COMPLIANCE

(Reference Article 2, Section. 2.1D of Madison Zoning Ordinance passed 3/17/18)

This Certificate is issued by the Town’s Code Enforcement Officer on the condition that the project(s) described in this building permit application and supporting mechanical permit applications comply with town ordinances and codes adopted by the State of New Hampshire to the best of his/her knowledge. By signing this Certificate, the Property Owner(s) and Contractor certify that the construction and/or installation satisfies all town ordinances and state codes, rules and regulations.

Property Owner’s Name(s) (print): _____

Property Owner’s Signature(s): _____ **Date:** _____

_____ **Date:** _____

Mailing Address: _____

Project Address: _____ **Building Permit #:** _____

Contractor’s Name (print): _____ **Company:** _____

Contractor’s Signature: _____ **Date:** _____

The above building project was inspected and deemed to be completed and constructed in accordance with Town of Madison ordinances and codes adopted by the State of NH to the best of my knowledge.

Code Enforcement Officer’s Signature: _____ **Date:** _____

Code Enforcement Officer

Certificate of Compliance NOT issued for the following reason(s): _____

Code Enforcement Officer’s Signature: _____ **Date:** _____

Code Enforcement Officer

TAX MAP: _____ LOT: _____

ADDITIONAL DOCUMENTS CHECKLIST

Review your Building Permit Application packet to be sure you included the following documents, if needed.

DRIVEWAY PERMIT*

(issued by the Town or Village District of Eidelweiss for lots with no driveways or for paving existing driveways)

SEPTIC SYSTEM APPROVAL FOR CONSTRUCTION & DESIGN PLAN

(issued by the State of NH Department of Environmental Services for new or upgraded septic systems)

NH ENERGY CODE APPLICATION*

(for projects creating conditioned space)

CERTIFIED BOUNDARY PLAN (LAND SURVEY PLAN)

(prepared by a NH licensed land surveyor showing all corners & boundaries on the property)

SHORELAND IMPACT PERMIT

(issued by the State of NH Department of Environmental Services for projects within 250 ft of shore)

ROAD WAIVER OF LIABILITY AGREEMENT (one-time only)

(for properties accessed from Class VI or private roads – form available from the Town)

* The Driveway Permit application for access onto town roads and the NH Energy Code application are on the Town's website at www.madison-nh.org. Driveway Permit applications for access onto Village District of Eidelweiss' roads are available from the Village District of Eidelweiss.

**TOWN OF MADISON
P.O. BOX 248
MADISON, NH 03849**

CODE ENFORCEMENT OFFICER

Phone: 603-367-4332 x309 Fax: 603-367-4547 Email: code@madison-nh.org Website: www.madison-nh.org

MECHANICAL PERMIT APPLICATION

TYPE: ELECTRICAL PLUMBING GAS PIPING

Fee: **\$50.00 each** (cash or check) payable to: **TOWN OF MADISON**

PERMITS MUST BE ISSUED BEFORE INSTALLATIONS BEGIN

Contractors must be licensed in NH to do mechanical installations. Property owners may do mechanical installations only if the house is currently their primary residence, and the house is not rented. All Code requirements must be met.

Permit applications without Property Owner and Installer signatures will not be processed.

Date of Application: _____

PROPERTY OWNER (print): _____ SIGNATURE: _____

Mailing Address: _____ Phone: (____) _____

Email: _____

Location of job: _____ Map _____ Lot: _____

This house is my primary residence.

ELECTRICAL INSTALLER (print): _____ SIGNATURE: _____

NH License #: _____ Expiration Date: _____ Phone: (____) _____

Company Name: _____ Phone: (____) _____

Mailing Address: _____ Email: _____

Job Description & Materials: _____

PLUMBING INSTALLER (print): _____ SIGNATURE: _____

NH License #: _____ Expiration Date: _____ Phone: (____) _____

Company Name: _____ Phone: (____) _____

Mailing Address: _____ Email: _____

Job Description & Materials: _____

GAS PIPING INSTALLER (print): _____ SIGNATURE: _____

NH License #: _____ Expiration Date: _____ Phone: (____) _____

Company Name: _____ Phone: (____) _____

Mailing Address: _____ Email: _____

Job Description & Materials: _____

Signatures above indicate agreement that installations will not start before permits are issued; installations will comply with all codes, rules, regulations and requirements governing such installations; and that no part of the installations will be covered prior to inspection and approval by the Code Enforcement Officer.