



HANOVER, NEW HAMPSHIRE 03755
 Department of Planning and Zoning
 P.O. Box 483 (603) 643-0708

APPLICATION FOR ZONING & BUILDING PERMIT (One- & Two-Family Projects)

Building Permit #	_____
Approved:	_____
Zoning Permit #:	_____
Approved:	_____
Appeal Expires:	_____

Property Information:

Project Address: _____

Tax Map: _____ Lot: _____ Zoning District: _____

Property Owner: _____ Phone: _____

Mailing Address: _____

Agent Name: _____ Phone: _____

Mailing Address: _____

Email address: _____

Project Description: (Check and describe all that apply.)

New Construction: _____

Addition to Existing: _____

Alteration of Existing: _____

Contractor Information:	Name	Phone #	NH License #
General Contractor:			N/A
*Master Electrician:			
* Master Plumber:			

* Or, See attached list of prospective licensees, phone numbers, license numbers.

Application Fees: (*Gross Square Feet (sq. ft.) means the sum of the new area of all floors of a structure measured to the outside surfaces of exterior walls (see Section 902, Gross Floor Area, of the Zoning Ordinance).*)

Project Type	Gross Sq. Ft.	Fee:
<i>Finished</i> dwellings & additions, etc.		\$0.50 per gross sq. ft. =
Porches, decks, <i>sheds</i> , garages, pools, <i>unfinished basements/attics</i> , etc.		\$0.25 per gross sq. ft. =
Renovations, alterations, etc.		\$0.25 per gross sq. ft. =
Building Permit Fee subtotal:		
Base Fees:		\$60.00
TOTAL APPLICATION FEE:		

Date Paid: _____

Estimated Construction Cost: _____

Zoning & Building Permit Submission Checklist
(One- and Two-Family Projects)

- | | | |
|---|------------------------------|-----------------------------|
| 1. Does the proposal involve anything other than interior work? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Does this project involve a Zoning change in use ?
See Uses listed in Section 204 and see Section 902 of the Zoning Ordinance. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Will this project be served by private septic system rather than by public sewer?
If you answered NO to Questions #1, #2, & #3, please skip all of the following questions, go to page 3. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Will this project change the footprint of the current structure?
See Section 902, Building Footprint, of the Zoning Ordinance. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Will this project change the volume of the current structure?
Be sure to count dormers, bay or bow windows, escape wells, bulkheads, etc. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Will this project change the height of the current structure?
See Section 902, Building Height, of the Zoning Ordinance. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Is this project in the Special Flood Hazard Area ?
See FEMA flood maps in the Planning & Zoning Office. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Does this property have or abut a waterbody or wetland ?
See definitions in Section 902 of the Zoning Ordinance. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Is the proposed work within 75 feet of a waterbody or wetland ?
See definitions in Section 902 of the Zoning Ordinance. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Will this project involve any excavation or other site work, or a retaining wall or fence over 4' high ?
If you answer YES, please describe on Page 3 and continue below. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. Are you proposing a home occupation ?
See Section 210 of the Zoning Ordinance. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Are you proposing child day care ?
See Section 902 of the Zoning Ordinance. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 13. Will this project involve an accessory building or structure ?
See Section 210 and Section 902, "Accessory Building or Use" and "Structure", of the Zoning Ordinance. If greater than 3,000 sf use International Building Code. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If any responses to above questions is YES, then complete below:

FOR ZONING APPROVAL:

- Permit for temporary sign (must submit Application for Zoning & Building Permit Signs & Awnings)
- Accurate legible Site Plan **drawn to a scale (min. 1"=20')**, showing: (required if answered YES to any above)

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Lot dimensions and setback areas (may be required if answered YES to 2,3,6,11,12 above) |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of wetland, waterbody, and floodplain |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, footprint, and height of all existing structures |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, footprint, and height of all proposed new structures or additions |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and width of driveway, and town access street |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and height of fences, retaining walls, and other similar features |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of swimming pools, tennis courts, terraces, hot tubs, spas, and similar |
| <input type="checkbox"/> | <input type="checkbox"/> | For new driveway or change in curb cut, submit an approved driveway permit from DPW. |
| <input type="checkbox"/> | <input type="checkbox"/> | For new construction or for additional bedrooms, submit State approval of septic system design. |
| | | Current # of bedrooms: _____ Proposed # of bedrooms: _____ |

Zoning & Building Permit Submission Checklist
One- and Two-Family Projects

- Floor Plans & Elevations showing:
 - Height of new work from finished grade at front
 - Height **and** number of all stories **and** square footage per story
 - Foundation **and** framing construction documents
 - Manufacturer's specifications for engineered lumber or products
 - Use designation of all areas, spaces, and rooms
- Interior Work Only:
 - Floor plan(s) of existing
 - Floor plan(s) of proposed work
- Specific Project Details:
 - Electrical construction documents
 - Plumbing construction documents (including riser diagram)
 - Mechanical construction documents (including heating system data)
- Energy Code Certification :
Forms & information are available at www.puc.state.nh.us/
The PUC may also be reached at (603) 271-2431 and would be happy to answer related questions
- Means of Egress demonstrated:
 - Stair details (rise/run, width, handrail height & spacing, etc.)
 - Escape window (location, size, sill height)
- Special Details:
 - Fireplace & Chimney
 - Swimming pools
 - Fences – locations & heights
 - Excavation & fill

Zoning & Building Permit General Conditions

1. By signing this permit application, the signatory agrees and acknowledges:
 - a. To comply with the Town of Hanover Building Code Adopting Ordinance;
 - b. To post immediately the "Permit Pending" placard on the property, so that the placard is clearly visible from the street; and thereupon
 - c. To transmit to the Planning and Zoning office, on the form provided, a certification of this posting.
2. By signing this permit application, the signatory acknowledges that **the above is necessary for the application to be considered complete** and therefore be eligible for review by town staff.
3. Construction shall not commence until a Building Permit Card is issued by the Building Inspector. This permit may be revoked in accordance with Appendix C of the Building Code Adopting Ordinance.
4. The signatory is responsible for obtaining the required inspections. The signatory and all subcontractors responsible for the work to be inspected shall be present at all inspections.
5. The issuance of a Building Permit is not a guarantee of compliance with all applicable requirements or of the safety of the structure.
6. The Zoning Administrator shall act upon an application within 15 days of submission of a **complete** application. The Zoning Permit shall become void if a building permit is not issued and construction is not started within 24 months from the date of Zoning Permit issuance. If a Building Permit is not required, a Zoning Permit shall become void if the rights conferred thereby are not exercised within 24 months from the date of Zoning Permit issuance.
7. The Building Inspector shall act upon an application within 30 days of submission of a **complete** application, and only after the Zoning Administrator determines that the proposed project complies with the Hanover Zoning Ordinance.
8. **Where there is an agent indicated on the application**, the building permit and related documents, including the Certificate of Occupancy, will be mailed to the agent instead of the owner. The Planning & Zoning Department must be notified in writing of any change of Agent.
9. **Representation made by Agent** will be accepted as though made by the property owner. The property owner shall be bound by any official decision made on the basis of such representation.
10. **Any changes to the application must be submitted in writing for review and approval before work proceeds.**
11. Permits to install fuel and heating equipment (oil, gas, etc.) must be obtained from the Hanover Fire Department before installation.
12. Signatory shall check with the Hanover Public Works Department (643-3327) about driveway, street opening, and sewer connection permits, and with the Hanover Water Department (643-3439) about water connection permits.
13. **No portion of the project construction area may be used or occupied until a Certificate of Occupancy/Completion is issued by the Building Inspector.**

Owner/Agent signature: _____

FOR OFFICE USE ONLY

Building Permit Approval is Subject to the following Conditions:

The Building Permit for the above project is hereby issued.

Signed: _____ Date: ____ / ____ / ____
Building Inspector

FOR OFFICE USE ONLY

PERMITTED USE: Zoning § #: _____

Special Exception Required: § # _____ ZBA Case _____ Granted: ____ / ____ / ____

Variance Required: § # _____ ZBA Case _____ Granted: ____ / ____ / ____

Site Plan Review Required: Yes No PB Case _____ Granted: ____ / ____ / ____

Subdivision Review: Yes: No: PB Case _____ Granted: ____ / ____ / ____

In Accordance with Section 1001.6 of the Zoning Ordinance, this Permit is posted on: ____ / ____ / ____

The 15-day Appeal Period will expire on: ____ / ____ / ____.

Upon issuance of a valid Building Permit, work may begin **at the owner's risk** prior to the expiration of the 15-day Appeal Period.

Zoning Permit Approval is Subject to the following Conditions:

The Zoning Permit for the above project is hereby issued.

Signed: _____ Date: ____ / ____ / ____
Zoning Administrator