



TOWN OF CENTER HARBOR CONSTRUCTION PERMIT APPLICATION

For Town Use Only

Permit # _____ Fee _____ () Cash/Check: _____ Date Filed _____

Please fill out every section **COMPLETELY**. A construction permit must be obtained from the Building Inspector for all construction including construction or reconstruction of a septic system. A permit may be granted if the proposed construction is in compliance with all applicable laws, ordinances and regulations. **The permit shall remain in effect for one year, after which time the permit will expire unless reapplication is made within 30 days of the expiration date.** The construction permit shall be posted in a prominent outside location at the site during construction. (See Town of Center Harbor Ordinances, regulations & Bylaws, "Construction Permits 5:1".)

1. Location of the property in which work will be performed:

Tax Map and Lot #:

2. Name of Applicant(s):

Physical Address:

Mailing Address if different from physical:

Telephone #:

Email:

3. Name of Property Owner if different from applicant:

Physical Address:

Mailing address if different from physical:

Telephone #:

Email:

4. Type of improvement:

New Building Addition* Demolition* Alteration* Landscaping/Ground Work **

Transfer of Mobile Home (Please indicate which applies below)

Into Center Harbor

Out of Center Harbor

Within Center Harbor

Other – If your project is not listed above please specify the type of work

* It is the owner's responsibility to ensure the construction work being requested is free of ANY hazardous materials (asbestos, lead paint, etc.). If such hazardous materials are present, a report from a licensed inspector must be submitted with the building permit before any approval will be granted. Either insert electronic signature or print and sign below:

Signature Required Acknowledging This Statement

** Shoreland properties please refer to Sections 5 Structure Setbacks and Section 11:8 prohibited use of the Town of Center Harbor Zoning Ordinance. The definition of "Structure" can also be found in the Zoning Ordinance under Section 2:2:15.

5. Proposed Use:

Residential

Single Family Dwelling

ADU (Accessory Dwelling Unit Section 5:9:2)

Garage

Other Please Specify

Non-Residential – Please Specify*:

*Non-Residential may require Site Plan Review. See the Town of Center Harbor Zoning Ordinances, Regulations and Bylaws "Site Plan Review Procedures of Non-Residential Developments".

6. Is the property being taxed under RSA 79: A Current Use?

Yes No

If "YES" and the proposed change occurs within the Current Use Area, an updated Current Use Map will be required identifying the affected area with delineated measurements AND total acreage. A Land Use Change Tax penalty will apply if the change occurs within the Current Use area of the property. Please refer to the State of NH website regarding Current Use information. <https://www.revenue.nh.gov/current-use/index.htm>

7. Approvals. Please provide all the information that applies. Check N/A if not applicable.

Site Plan Approval #			N/A
State Septic Approval #			N/A
Life Safety Code Approval:	State	Town	N/A
Driveway Approval:	State	Town	N/A
Energy Code Compliance:	State	Town	N/A
Fire Department Compliance:	State	Town	N/A
a. Smoke Detectors (hardwired):		Town	N/A
b. Permit to install oil burner:		Town	N/A
c. Permit to operate oil burner:		Town	N/A
d. Chimney inspection (during build) :		To wn	N/A

8. Will this construction/alteration create any new bedrooms:

Yes No If yes, how many:

If yes, does the total number of bedrooms comply with your septic approval of operation?

Yes No

9. Estimated value of construction: (for US Census Bureau) \$

10. Square footage of proposed construction/alteration:

Heated: Unheated: Open Deck:

11. Sketches and building plans:

REQUIRED: A complete set of building plans for all construction/alterations and a plot plan of the property. A property map can be found at: https://www.axisgis.com/Center_HarborNH. Enter the property address in the search function in the upper left corner of the webpage for an outline of the property.

Submit all documents (including NH DES Shoreline permits if applicable) with this permit application. Submit plans electronically to planningzoning@centerharbornh.gov and reference property location in subject line.

Plans are required for both exterior and interior work—No Exceptions:

- a) Exterior work – Outline of property with dimension of boundaries showing all setbacks (Zoning 5:3:1), including septic systems
- b) Interior work – Room dimensions with calculated square footage being impacted/alterd
- c) Location and dimensions of existing structures and proposed construction
- d) Distance from proposed construction on all property lines, center line of traveled ways, lakeshore or any water courses, designated wetlands or other water sources (refer to Section 10 Center Harbor Water Resources Overlay District of the Center Harbor Zoning Ordinance), wells, septic systems, and any other buildings on the lot.

12. If your property is posted as “No Trespassing” and you would like to grant permission to the Town Assessing officials to visit your property throughout the duration of this project. Either insert electronic signature or print and sign below:

Signature required if applicable

(If you do not grant permission, the Assessing Official assigned to this permit will contact the property owner for an appointment)

13. The owner or his/her designee acknowledges responsibility for contacting the building inspector to perform all necessary inspections

A reinspection charge of \$75 must be paid in advance before reinspection.

Please insert electronic initials or print and initial here

The owner of this property and the undersigned agree to conform to all applicable laws of this jurisdiction.
Either insert electronic signature or print and sign below:

Owner's Signature

Date

Owner's Printed Name

Applicant's signature

Date

Applicant's Printed Name

If owner does not sign the permit, a letter of authorization from the owner is required upon submission of the construction permit. Hard copy or email accepted.

Preferred means of contact:

Telephone

Email

FOR BUILDING INSPECTOR'S USE ONLY

NOTES AND CONDITIONS IF APPLICABLE:

Property owner/agent signature on acknowledgement of conditions: _____

Permit Expiration Date: _____ **Valid for one (1) year**

Approved ____

Denied ____

Code Enforcement Officer
603-455-6823
email: code@centerharbornh.gov