

## RESIDENTIAL BUILDING PERMIT REQUIREMENT CHECKLIST –

### PLEASE SUBMIT THE FOLLOWING AS APPLICABLE:

- Application form completed.
- Application fee.
- Two (2) sets of complete plans and specifications of the proposed work and/or buildings to be constructed, including **at least** two elevations and one set of electronic plans.
- Floor plans, framing plan, section drawings and any detail drawings needed to indicate conformance with all applicable codes.
- Include general mechanical location of electrical panel(s), mechanical equipment, and plumbing.
- One (1) copy of the State's "Approved for Construction" certificate for private septic system construction and one (1) copy of the septic designer's drawings of the septic system or plans indicating how sewer and/or storm drainage are to be connected to Town services.
- A Certification of Energy Code Compliance.. Access EC-1 form on website [HERE](https://share.google/gbseA49CCJLw8Xhmo).  
<https://share.google/gbseA49CCJLw8Xhmo>
- If new bedrooms, bathrooms, or kitchens are being added, Department of Public Works approval is required if on Town water or sewer.
- Approved driveway permit, either State or Town as applicable. Town Driveway Permits can be obtained from the Department of Public Works.
- Electrical, plumbing and mechanical permits are to be taken out by NH master's licensed contractors or by the owner if the owner is doing the work.
- Site plan showing compliance with all setbacks.