

TOWN OF DURHAM
8 NEWMARKET RD
DURHAM, NH 03824-2898
PHONE: 603/868-8064
www.ci.durham.nh.us

FOR OFFICE USE

Permit Number: _____

Sent to the FD _____ EI _____

Fee _____ Check # _____ Cash _____

Map/Lot _____ Zone _____

BUILDING PERMIT APPLICATION

PROJECT LOCATION INFORMATION

(Street No. & Name)

Owner _____

(Name)

(Address)

(Phone #)

(E-mail Address)

(Cell Phone #)

Contractor _____

(Name)

(Address)

(Phone #)

(E-mail Address)

(Cell Phone #)

PROPOSED CONSTRUCTION

☐ New Single-Family Dwelling

☐ New Two-Family Home

☐ New Multi-Family Dwelling

☐ Residential Addition

☐ Residential Renovation (**To-Scale Floor Plan Required
For Room Renovations**)

☐ Accessory Apartment

☐ Driveway Creation or Alteration - **please
contact DPW**

☐ Re-roofing (**Spec Sheet Required**)

☐ Home Occupation ____ #1 ____ #2

☐ New Commercial Structure

☐ Commercial Renovation

☐ Commercial Addition

☐ Commercial Tenant Fit Out/Change

☐ Other

DESCRIPTION OF WORK TO BE PERFORMED

COST OF IMPROVEMENT(S) – LABOR & MATERIALS

Building _____

Electrical _____

Plumbing _____

Mechanical (Heating, Air Cond.) _____

Other _____

Total Cost of Improvement(s): _____

*School impact fee \$ _____ payable before CO (details on Page 2)

CERTIFICATION

I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction.

No substantive change(s) in the project scope and accompanying plans will be made without approval of the Building Inspector.

I owner/applicant hereby agree to comply with all statutes, ordinances, codes, regulations and rules as they pertain to the exercising of this permit.

I owner/applicant hereby give permission for the Inspectors, Tax Assessor and/or other Town employees to enter onto the property at reasonable times for purposes of assuring compliance with any permits and approvals pertaining to this building permit.

*A **school impact fee** is assessed for new single-family houses and residential dwelling units constructed on vacant lots or where the total number of dwelling units on a lot is increasing. This fee is assessed automatically by the Town of Durham upon issuance of the building permit (and payable prior to the Certificate of Occupancy). I hereby acknowledge this impact fee assessment and understand that the certificate of occupancy will not be issued until I pay the fee in full. The fee for a single-family house is \$3,699. (Please see the Administrative Assistant for fees for other residential uses.)

I further acknowledge that the proposed structure or improvement(s) shall not be occupied or otherwise utilized without the issuance of a **CERTIFICATE OF OCCUPANCY or CERTIFICATE OF APPROVAL. A Certificate of Occupancy or Certificate of Approval is required for all permits upon completion of all final inspections. Please see Owner's Statement of Understanding.**

Signature of Contractor or Authorized Agent

Date

Signature of Owner

Date

PLEASE NOTE:

Neither the review of any applications or plans by officials of the Town of Durham, nor any subsequent inspection of the premises, should be relied upon as an assurance of conformity to legal requirements. The applicant shall remain fully responsible for complying with all applicable United States, New Hampshire or Durham laws, ordinances, regulations or conditions.

Separate permits are required for electrical, plumbing, heating, signs, ventilating or air conditioning and driveway access.

All construction debris will be removed and disposed of by the applicant or contractor. **No construction debris shall be left out for Durham Public Works trash pick-up.**

This permit becomes null and void if work or construction authorized has not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced.

This permit is not assignable or transferable.

Owner's Statement of Understanding

As the owner of this property, I am initialing next to each of the Durham Zoning Regulations below indicating that I understand the Zoning Regulations and my responsibility to uphold compliance with these regulations.

OFF-STREET PARKING

General Requirements.


- All parking areas and driveways shall have at a minimum a smoothly graded stabilized dust-free gravel surface, and shall be clearly delineated on the site, as determined by the Zoning Administrator. **All motor vehicles must be parked in delineated parking areas with no more than 3 vehicles in the front setback.**

There shall be no more than **3 vehicles parked on a regular basis on the entire residential lot in the Residence A and Residence B Districts.** However, more than 3 vehicles may be parked on the lot if the property owner demonstrates that they are for use by lawful occupants of the dwelling unit, as demonstrated by records acceptable to the Zoning Administrator.

 Initial _____

SHORT TERM/OVERNIGHT RENTALS

- **Overnight room rentals and short-term rentals of less than 30 days require a permit from the Zoning Administrator.** Please contact us prior to advertising or renting for those purposes. Please see Zoning Article XX (M) for information.

 Initial _____

Sign _____ Date _____

The Zoning Administrator, or Zoning Administrator designee, may request that any landowner or association certify compliance with any zoning restriction, including but not limited to age restrictions, rental restrictions, or occupancy restrictions, if, in his or her discretion, there is a reasonable basis to believe that there is a zoning violation on the property. Should the owner refuse to provide such certification, the Zoning Administrator may seek an administrative search warrant to confirm compliance with the Town's zoning ordinance.

Minimum documents to submit with a Building Permit Application:

Please do not submit your application unless you have checked off all of the items below or have been given a waiver for one or more of the items. This is an initial list. There may be more requirements to submit after the application is reviewed.

- **Building Permit application form:** completed, including owner's signature.
- **Building Permit fee**
- **Site plan:** If proposing any NEW or REPLACED footprint:
 - Site plan sketched "to scale" showing all streets, property lines, setbacks (including wetlands), all buildings, sheds, paved areas/driveways/parking, and septic location.
 - You may use: an "as built" septic plan as long as it shows the overall area of the proposal. You may use the Durham GIS system to print your parcel and sketch on that, being sure to print it **LARGE ENOUGH** to verify the distances.
 - You may sketch a site plan yourself if you know basic drafting techniques.
- **Floor plan:** Floor plan to scale showing any interior project area, including windows and doors, the surrounding rooms in the house (not just one room floating by itself), stairs and egress path out of the area to the exterior (or to the main living area). Label the rooms with their function. Show existing walls to be removed and new walls to be built.
- **Window replacement:** Location on floor plan of all windows to be replaced showing the **CLEAR OPENING DIMENSIONS** of those that are required to be a secondary means of escape.
- **Framing plan:** Basic framing plan for new framing and exiting framing if attached, size and spacing of joists, beams, rafters, footings, concrete walls.
- **Insulation plan:** Where is the thermal envelope
- **Driveway application** (Public Works) if there is any proposed change to a driveway.

Staff accepting forms and application _____