

TOWN OF DEERING

BUILDING PERMITS

The Selectmen's Office issues two types of *building permits* commonly referred to as a "minor permit" and a "major permit." The Minor Building Permit is for minor construction, such as additions, renovations, sheds, and outbuildings, garages, decks,, etc. The Major Building Permit is for total new construction of a residential home or business. In accordance with the Town of Deering's Ordinance on Building Permits, section 2, no person, firm or corporation shall erect, construct, enlarge, alter, improve, move, or demolish any building or structure within the Town of Deering without first obtaining a separate building permit for each building or structure from the Board of Selectmen.

Setback requirements are uniform throughout the town; however, other factors to be aware of include floodplains, aquifers, wetlands, access to property, and restrictions imposed by the state. Be sure to consult with the Code Enforcement Officer before making plans for construction. The following information is provided to assist in the permit application process. For specific questions, please consult the Ordinance on Building Permits and the Zoning Ordinance. You may view the Zoning Ordinance at the Selectmen's Office, (or purchase a copy for \$5.00) or you can view the entire Ordinance on the Town of Deering's website www.deering.nh.us.

Homeowners are allowed to do their own electrical work **only** if they **own** and **reside** at the property.

All new or rebuilt septic system designs must be approved by the Town of Deering **before submission** to the State Water Supply and Pollution Control Commission

If your permit requires licensed contractors and you have not yet hired them, you may state on your permit application "out to bid."

If you currently do not have a street number because you do not have a driveway to access the property, you will need to complete the Driveway Permit Application. This will be reviewed by all appropriate department heads to ensure compliance with existing regulations and then a street number will be issued.

STARTING A BUSINESS

Whether you are starting a new business in an existing building or in new construction, relocating a business, or changing from one business to another, your first step should be to consult with the Code Enforcement Officer, who can answer any questions you may have and provide you with the step-by-step process of starting or changing a business.

Site Plan Review is not required for a home business if it meets the qualifications described in the Deering Zoning Ordinance, paragraph 4.1. However, if doubts or concerns exist as to whether the business qualifies under this paragraph, consult with the Code Enforcement Officer. You may need to apply first to the Zoning Board of Adjustment ("ZBA") for a *special exception* and/or a *variance*. The ZBA may require that a *site plan* approved by the Planning Board be submitted with a request for a special exception. All individuals planning to make a request for a special exception or variance are permitted a consultation with the ZBA for the discussion and clarification of the general requirements for special exception or a variance, including site plan requirements.

If you plan to renovate or add to your home, or construct any additional building on your property for a home business, you must have an approved building permit regardless of any other requirements involved. The building permit is reviewed and an inspection made by the Code Enforcement Officer who will look at factors such as life safety, septic system, parking, driveways, zoning requirements, etc. If a sign is to be used, a separate **sign permit** would also be required.

The major Building Permit is for total new construction of a residential home or business. All construction, renovations, changes of use, relocations, and expansions must first be approved by the Board of Selectmen. This application includes a **driveway permit** also, which will be reviewed by all appropriate department heads to ensure compliance with existing regulations. Both must be submitted along with the appropriate fee amounts to: Deering Selectmen's Office, 762 Deering Center Road, Deering NH 03244.

The minor Building Permit is for minor construction, such as additions, renovations, sheds, and outbuildings, garages, decks, etc. This application does not include a driveway permit. If one is needed, the section below will allow you to download it separately. Application must be submitted along with the building permit fee (if applicable) to: Deering Selectmen's Office, 762 Deering Center Road, Deering NH 03244.

BUILDING PERMIT APPLICATION INFORMATION PACKAGE

Any building being constructed, altered, added to, renovated or demolished, needs a building permit, per Deering Building Permit Ordinance, Section 2, which states: "No person, firm or corporation shall erect, construct, enlarge, alter, improve, move or demolish any building or structure within the Town of Deering without first obtaining a separate building permit for each building or structure from the Board of Selectmen."

Routine repairs are nonstructural repairs and do not require a building permit. Work such as painting, papering, re-roofing, re-siding, or window replacement (not involving structural work) would be considered routine maintenance.

Per paragraph 1.17 of the Deering Zoning Ordinance a structure is defined as "anything built for the support, shelter, or enclosure of persons, animals, goods, or property of any kind, as well as anything constructed or erected with a fixed location on or in the ground, exclusive of boundary walls or fences."

If the structure you are applying for is heated by a non-renewable energy resource such as gas, oil or electricity, you must apply for and receive approval from the NH Public Utilities Commission. If you heat with wood only, such approval is not needed. Enclosed in this package are the forms and information that will help you submit proper Energy Code Requirement forms to the state. For further information contact Jon Osgood at 271-6306. A copy of this Certificate is to be submitted with the application.

You are allowed to do electric work in a primary residence. Unlicensed individuals are not allowed to do electrical work on property that they do not own or they are not actually living in.

NH Water Supply and Pollution Control Commission Approval for Construction number must appear on the building permit application. All new or rebuilt septic system designs must be approved by the Town of Deering before submission to the State Water Supply and Pollution Control Commission. For further information contact 464-2746.

Certain sections of the Town of Deering's Zoning Ordinance (Wetlands Conservation District, adopted March 8, 1988; Aquifer Protection Ordinance, adopted March 13, 1990; and National Floodplain Development Ordinance, adopted March 12, 1991) protect the public health, safety, and general welfare by controlling and guiding the use of land areas, which have been identified as wetlands, aquifers or floodplains. If you are planning to build in or adjacent to a wetland, aquifer, or floodplain consult the appropriate town ordinance. The appropriate approvals must accompany your building permit. Wetland Permits must be obtained from the NH Department of Environmental Services Wetlands Board. Elevation Certificates are available through the NH Office of Emergency Management or at the Office of State Planning.

If you are constructing a driveway or access road, you will need a driveway permit approved by the Town Highway Department. If your property is located on Class VI road, which is not town maintained, you must sign an agreement and release, which the town will record at the Registry of Deeds at your expense. All driveways on state roads require an approved driveway permit from the NH Department of Transportation.

When you clear your lot of trees or have someone else clear it, you must file an Intent to Cut form. You may cut 20 cords or 10,000 board feet for your own personal use each tax year. If you are having your property logged commercially, you must file an Intent to Cut. If logging trucks are hauling over Class VI roads, Permission to Haul form must be submitted to and approved by the Board of Selectmen.

Permits are valid for only one year from the date of issue. If not finished within one year, you must file an extension. Permits may be renewed once before the initial date expires and after expiration the process must begin with a new permit application.

Individuals approved for demolition work shall ensure that at the end of each work day, the area under demolition shall be secured so as not to constitute a hazard. Open cellar holes or foundations are to be fenced in such a fashion as to adequately warn of danger.

If you are planning a home business or a business of any kind consult with the code enforcement officer who can answer any questions you may have as to whether the business meets the qualifications described in the Deering Zoning Ordinance Section 4. You may be required to apply first to the ZBA for a special exception or a variance or apply for a site plan review with the Planning Board.

No signs with flashing electric lights are permitted in any part of Town. Signs over six square feet will require a permit. Further information regarding the permitting of signs may be found in paragraph 2.10 of the Town of Deering Zoning Ordinance.

If you have any questions regarding the permit process, please contact the Building Inspector or code enforcement officer at 464-2746.

The following are some of the town's zoning setback requirements:

Subdivision	Setback Distances (feet)							Minimum Lot (Ac)
	Wetland	Aquifer	Front	Side	Rear	Height	Frontage	Per Dwelling Unit
Conventional and Cluster	Primary structures – 50 Septic tanks or beds – 75	Septic tanks or beds – 125 from wetlands	50	30	40	35	200 Contiguous	2 (Excluding wetland)
New non-agricultural, commercial, industrial	Primary structures – 50 Septic tanks or beds- 75	Septic tanks or beds – 125 from wetlands	75	50	50	35	200 Contiguous	2 (Excluding wetland)

Note: the above dimensions do not cover all building lots or uses. Please contact the building inspector or code enforcement officer for further information.

Upon the building inspector's request a certified plot plan/foundation staking by a licensed land surveyor maybe required.

TOWN OF DEERING, NH BUILDING PERMIT FEE SCHEDULE

PERMIT APPLICATIONS

Permit application packages that are incomplete when submitted to the town will not be protected from any of the following changes:

- Code update adoptions
- Fee schedule changes
- Department policy changes

Application for building permits may not be reviewed until all required and pertinent documents have been submitted to the town office. Permits are reviewed on first in first out bases without exception; all reviews will be turned around in a reasonable time.

FEE PAYMENTS

Permit fees are not due until such time as the permit is issued. The department will notify the applicant when the permit is ready for issuance and the actual permit fee amount.

Building Permit and house number must be posted on site visible from the road.

ROUTINE REPAIRS DO NOT REQUIRE A PERMIT.

Routine property maintenance does not require a permit to be secured. Such work as painting, papering, reroofing, residing, or replacing windows, providing no structural work is done, would be considered maintenance.

Routine repairs are nonstructural repairs and **do not** include addition to, alteration of, or replacement or relocation of water supply, sewer, drainage, drain leader, gas, soil, waste, vent, or similar piping, electrical wiring, or mechanical or other work for which a permit is required by the building official.

CALCULATION OF FEES

Building fees will be based on square footage, total of all floors. The calculated square area upon which the fee is based shall be the sum of all the gross horizontal areas of all floors of the building and including cellars, basements, garages, breezeway, storage areas, and useable parts of attics. Attic floors shall not be included in the calculation unless they are used for habitable rooms. The building permit fee includes fees for electrical and plumbing permits.

FEE SCHEDULE

Major permit	Minimum fee \$50.00 for any below
Commercial/ business, multi-family	.30 SF
Residential single and two family dwellings	.30 SF
Manufactured housing	.25 SF
Minor permit	Minimum fee \$50.00 for any below
Additions, renovations, alterations, sheds, outbuildings, garages, barns, decks, etc.	.20 SF

FINES STARTING WORK WITHOUT A PERMIT

Any construction started without a permit shall be subject to the imposition of civil fines and penalties up to \$275.00 per day, and the payment of attorney’s fees and costs, as provided by law and in accordance with RSA 676:17. Each day after which construction is started without a permit shall constitute a separate offense.

FOUNDATION ONLY PERMITS

This fee is over and above the regular building permit fee if a full building permit is not secured within 30 days from the date the foundation permit its issued.

Residential (single and two family dwellings), manufactured housing	\$50.00/unit
All other groups	\$100.00/building

BUILDING PERMIT RENEWAL

This would become effective only if work is not being actively pursued for a period of 12 months or more.

1 st Renewal	No charge
2 nd and subsequent renewals	50% of original fee

DEMOLITION

Residential (single and two family dwellings), manufactured housing	\$50.00
All other groups	\$50.00

DRIVEWAY

Permit	\$30.00
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SEPTIC SYSTEMS

Approval by the Town of Deering for all new or rebuilt systems is required prior to approval by the Department of Environmental Services. If a change in location of the septic and house occurs, an as-built plan will be required prior to any certificate of occupancy issuance.

New installation up to 2500 GPD	\$50.00/system
New installation over 2500 GPD	\$100.00/system
Re-built system up to 2500GPD	\$50.00/system
Re-built system over 2500 GPD	\$200.00/system

SIGNS

Non- illuminated only	\$25.00
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SWIMMING POOLS

In ground	\$50.00
Above ground	\$25.00

INSPECTION POLICY

All work is to be inspected before permission is given to proceed.

A notice of 48 hours is to be given prior to any inspections and a 72-hour notice is to be given prior to the oil burner inspection by the Fire Department

SCHEDULE OF REQUIRED INSPECTIONS

- Septic system bed-bottom only prior to placing any fill
- Building permit and house number (not lot number) must be posted and readily visible from the road
- The lot must be staked out as to where the proposed building and septic system is to be located including a stake at each property corner.
- Insulation must be complete, before drywalling
- Oil burner must be operational with all safety devices in place

CERTIFICATE OF OCCUPANCY

This will be granted only when the following have been provided.

- Septic System Approval for Operation, as-built required if in variation of original design
- Planning /Zoning Acceptance
- Electrician's Acceptance
- Plumber's Acceptance
- Energy Code Certification
- Fire Department Acceptance
- Highway Department Acceptance
- Building Inspectors Acceptance
- All job signs and construction debris removed from site

REQUIRED DOCUMENTATION BY PERMIT

MAJOR PERMIT

New residential single and two family dwelling, including manufactured housing:

- One complete set of drawings to scale (1/4" = 1')
- Four copies of proposed septic design for Town approval prior to State approval
- Approved septic design (State)
- Approved driveway permit
- Approved building lot
- Energy compliance certificate
- Site plan drawn to scale with location of proposed structure

New all other groups:

- One complete set of drawings to scale (1/4" = 1')
- Four copies of proposed septic design for Town approval prior to State approval
- Approved septic design (State)
- Energy compliance certificate
- Timber cut form – if applicable
- Site plan approved and signed by the Planning Board – if applicable
- Special exception or variance approved by ZBA – if applicable

MINOR PERMIT

Addition or remodel of all groups:

- One complete set of drawings to scale (1/4" = 1') showing structure before and after remodel or addition
- Location of existing septic system
- Four copies of proposed septic design for Town approval prior to State approval if increasing load on existing septic system
- Approved septic design (from the State if increasing load on existing septic system)
- Plot plan drawn to scale showing location of all existing structures on the property and their distances to all lot lines.
- Energy compliance certificate
- Site plan and approved and signed by Planning Board – if applicable

Storage shed, decks and porches:

- Completed application form with all pertinent information
- Plot plan drawn to scale showing location of all existing structures on the property and their distances to all lot lines
- Location of existing septic system and proposed location of new structure

- Plan view of structure with dimensions (LxW) and a cross section detailing framing specifications
- Foundation details when required (sheds over 100 SF must have support that goes below frost line – 48")

Signs:

- Location of proposed sign and its distances to the various lot lines
- One set of plans drawn to scale for the sign showing all dimension and supports
- Location and sizes of any other existing signs currently located on the property or structures

Swimming Pools:

- Plot plan showing location of all existing structures on the property and their distances to all lot lines. Location of existing septic system and proposed location of new swimming pool
- Pool information regarding size, type of heater (if there is to be one), fuel storage for heater, pool construction, etc.

ATTENTION

Before proceeding with this application, please answer the following questions:

	Y	N
Is property presently in current land use?		
Is the property located on a Class VI road?		
Is the lot being cleared of more than 20 cord of wood (10,000 board feet)?		
Is any wetland soils types on the property?		
Is a State Dredge and Fill permit required for above work?		
Is building located within Shoreline Protection District		
Is property located within Floodplain District?		
Is an Elevation Certificate required for the above work?		
Is property located within the Aquifer Protection District?		
Is this application in connection with a building that is not strictly intended for residential, one and two family, use? (One and two family use includes accessory buildings in connection with residential uses.)		
Is this application in connection with a commercial/business or industrial use?		

If the answer to any of the questions above is yes, do not proceed with this application until you refer to the Building Inspector or Code Enforcement Officer.

TOWN OF DEERING
Design Requirements

Snow load.....	80 psf
Wind speed.....	90 mph
Seismic Design Category.....	C-33
Frost depth.....	48 inches
Weathering.....	Severe
Termite.....	Slight
Winter Design Temperature.....	Zero (0) degrees
Flood Hazard.....	FEMA



TOWN OF DEERING
762 Deering Center Road
MAJOR BUILDING PERMIT
APPLICATION

Permit #
Fee paid

OWNER INFORMATION

Name of landowner		Phone
Address	State	Zip

PROPERTY INFORMATION

Location	Tax map	Lot number
Subdivision name	Approval number	Date lot created

BUILDING INFORMATION

Construction type	Commercial /business	Single residential	Two family residential	Multi-family residential	Manufactured housing
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	Number of feet		Number of		Square feet of
Public road frontage		Stories		Lot area	
Front setback (road/right of ways)		Bedrooms		Foundation area	
Rear setback		Full baths		Finished area	
Side setback		Partial baths		Basement area	
Wetland setback		Chimney flues		Garage area	
Building height		Garage attached		Deck	
Building width		Garage under		Porch	
Building length		Garage detached		Outside parking	
Frame type	Masonry	Concrete	Wood	Steel	Other
Water system	Artesian	Dug well	Community well		
Heating system	Electric	Wood	Gas	Oil	Other
Fuel storage	Size	Inside	Outside	Above ground	Buried

CONTRACTOR INFORMATION

	Name	Address	License	Telephone
Architect				
General Contractor				
Electrical				
Plumbing				
Septic design				
Mechanical				

DESCRIPTION OF WORK

Estimated start date	Estimated finish date	Estimated value\$
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The undersigned hereby agrees that the proposed work will be done in accordance with the foregoing statement and with the plans and specifications submitted; and that the work connected therewith will conform to the building laws and zoning regulations of the Town of Deering and that _____ will

notify the Building Inspector /Code Enforcement Officer when:

- inspection (1), the lot has been staked out as to where the proposed building and septic system is to be located, including a stake a each property corner and that the posted permit and house number are visible from the road;
- inspection (2), septic system bed bottom prior to placing any fill; inspection (3, insulation complete, before dry walling; inspection (4), oil burner;
- inspection (5), totally completed, ready for occupancy.

Work is not to continue until each inspection is made and approved by the Building Inspector or his agent.

A notice of 48 hours is to be given prior to any inspections and a 72 hour notice is to be given prior to the oil burner inspection by Fire Department.

Owner's signature	
Contractor's signature	
Address	Date

FOR OFFICE USE ONLY

Application Received (date)	By	Application accepted (date)	By
Building permit granted/denied			
For reasons/conditions			
Building permit issued (date)	Building permit #	Building permit fee	
Approved by Deering Building Inspector/Code Enforcement Officer			Approval date

SITE PLAN

Show location of all buildings on lot with measurements from lot lines. If septic system is to be used, show complete layout and location. Denote well or water supply location.

SCALE :

This is to certify that all plans and specifications shown above will be followed during construction and any changes made will be only after notifying the Building Inspector/Code Enforcement Officer and receiving his approval.

Signed:



TOWN OF DEERING
762 Deering Center Road
MINOR BUILDING PERMIT
APPLICATION

Permit #
Fee paid

OWNER INFORMATION

Name of landowner		Phone
Address	State	Zip

PROPERTY INFORMATION

Location	Tax map	Lot number
Subdivision name	Approval number	Date lot created

BUILDING INFORMATION

Construction type	Commercial /business	Residential	Addition	Renovation	Demolition
	Garage	Porch	Deck	Shed	Other

	Number of feet		Number of		Square feet of
Public road frontage		Stories		Lot area	
Front setback (road/right of ways)		Bedrooms		Foundation area	
Rear setback		Full baths		Finished area	
Side setback		Partial baths		Basement area	
Wetland setback		Chimney flues		Garage area	
Building height		Garage attached		Deck	
Building width		Garage under		Porch	
Building length		Garage detached		Outside parking	
Frame type	Masonry	Concrete	Wood	Steel	Other
Water system	Artesian	Dug well	Community well		
Heating system	Electric	Wood	Gas	Oil	Other
Fuel storage	Size	Inside	Outside	Above ground	Buried

CONTRACTOR INFORMATION

	Name	Address	License	Telephone
Architect				
General Contractor				
Electrical				
Plumbing				
Septic design				
Mechanical				

DESCRIPTION OF WORK

Estimated start date	Estimated finish date	Estimated value \$
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The undersigned hereby agrees that the proposed work will be done in accordance with the foregoing statement and with the plans and specifications submitted; and that the work connected therewith will conform to the building laws and zoning regulations of the Town of Deering. All work to be subject to inspection as required by the Building Inspector /Code Enforcement Officer.

Owner's signature	
Contractor's signature	
Address	Date

FOR OFFICE USE ONLY

Application Received (date)	By	Application accepted (date)	By
Building permit granted/denied			
For reasons/conditions			
Building permit issued (date)	Building permit #	Building permit fee	
Approved by Deering Building Inspector/Code Enforcement Officer			Approval date

SITE PLAN

Show location of all buildings on lot with measurements from lot lines. If septic system is to be used, show complete layout and location. Denote well or water supply location.

SCALE :

This is to certify that all plans and specifications shown above will be followed during construction and any changes made will be only after notifying the Building Inspector/Code Enforcement Officer and receiving his approval.

Signed: