



# Minor Building Permit Application

Town of Deering, New Hampshire  
762 Deering Center Road  
Deering, NH 03244  
Telephone: (603) 464-3248

**Paid:** ☐ Cash ☐ Check

Permit #: \_\_\_\_\_

(This area for office use only)

Map # \_\_\_\_\_

Lot # \_\_\_\_\_

**Location of Construction (Address):** \_\_\_\_\_

**Is this a rental property?** ☐ Yes ☐ No

**Is this property located on a Private or Class VI road?** ☐ Yes\* ☐ No

\* If Yes, do you have an Acknowledgment & Consent form recorded at the Hillsborough County Registry of Deeds, as required by RSA 674:41? Please contact the Deering Town Hall to complete an Acknowledgement & Consent form.

**PROPERTY OWNER:** \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**Sub permits such as Electrical, Mechanical/HVAC, Gas, and/or Plumbing may be required.**

## Property located in:

Flood Hazard Area – per the Flood Insurance Rate Map (Yes / No)

Is any of the proposed work located within 50 feet of a jurisdictional Wetland Area (Yes / No) – If so, please document.

**Primary Use of Property Is:** ☐ Residential ☐ Commercial ☐ Mixed Use (both Res. & Com)

**Proposed Construction is for:** ☐ Garage ☐ Enclosed Deck/Porch ☐ Exterior Renovations

(Please Check all that Apply) ☐ Shed ☐ Windows ☐ Interior Renovations

☐ Deck ☐ Pool

☐ Residential Addition ☐ Other: \_\_\_\_\_

**Description of work to be performed:** \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

| Property Information                    |        |  |  |
|---|--------|--|--|
| Setbacks from Lot Line to Construction: |        | Bedrooms: Existing _____ Proposed _____  |  |
| Front:                                  | Right: | Bathrooms: Existing _____ Proposed _____ |  |
| Rear:                                   | Left:  | Units: Existing _____ Proposed _____     |  |

### Sketch Plan

Instructions:

- 1) Show the Property lines and road(s).
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.
- 5) If installing a fence – show the location.

Sample Plan:

The sample plan shows a rectangular lot with a 'Street' at the bottom. Inside the lot, there is a 'House' with a 'Deck' on its roof. To the left of the house is a 'Shed'. To the right of the house is a 'Proposed Garage' which is 25 Ft wide and 25 Ft high. A 'Proposed Fence' is shown as a dashed line around the perimeter of the lot. Dimensions are given as follows: 90 Ft from the left lot line to the left side of the house; 40 Ft from the top lot line to the top of the proposed garage; 25 Ft from the right side of the proposed garage to the right lot line; and 50 Ft from the right side of the proposed garage to the right lot line.

|                          |
|--------------------------|
| <b>Construction Plan</b> |
|--------------------------|

Provide sufficient information as to the proposed structure.

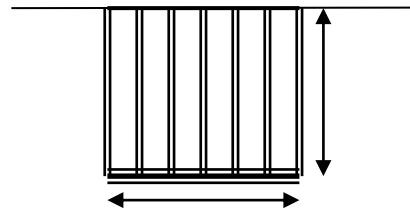
- 1) The Size.
- 2) If attached to the house, where and how?
- 3) Show Sketch below of how structure is to be framed. (Show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans.

Sample Plan:

## Deck Framing

House



- **Certification of Accuracy:** As owner of record, or the agent of said owner of the property in question, I certify that all information contained within this application is true and accurate to the best of my knowledge and belief.
- **Certification of Compliance:** I hereby certify that I am familiar with all pertinent codes relating to the above specified work, and that all work shall be performed in compliance with these codes, also that I am familiar with the Town of Deering Zoning Ordinance, Article 8.
- It is the responsibility of the property owner and all contractors, to obtain and post the necessary permits in a conspicuous location before any work has begun.
- **Certificate of Occupancy (C/O):** A C/O must be issued PRIOR to any occupancy of residential and/or commercial structures. A Certificate of Occupancy shall be clearly displayed in all structures of non-residential uses. For Commercial Projects: As-Built Drawings must be submitted prior to issuance of a C/O. **In no circumstances will any occupancy or equipment storage be allowed in a permitted renovation or structure prior to a final inspection. Violations will be subject to fines and penalties.**
- Permits are non-transferable. If this is an "After the Fact" permit, it will be subject to additional fees.
- It is the responsibility of the contractor / property owner to obtain all inspections required. **This signed application constitutes consent on the applicant's part to allow for inspections at the property by the Code Enforcement Officer or any other required Town Staff.** Any work that is covered prior to the inspection may be required to be removed for inspection.

PLEASE BE ADVISED: Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. The Building Inspector may grant an extension of time if a written request is submitted prior to the expiration date. Permits become invalid if work is not started within 180 days or if work is abandoned/suspended for a period of 180 days.

The STATE OF NEW HAMPSHIRE requires that ENERGY CODE COMPLIANCE CERTIFICATION be obtained for all heated buildings, structures, and additions. You may also need to obtain Certification for altering, renovating or winterizing an existing structure. More information can be found at the web site: [www.puc.state.nh.us](http://www.puc.state.nh.us) and follow the link for Energy Codes. Applicants are advised that the making of a false statement on this form is a criminal offense.

**Estimated Cost of Construction:** \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\*\* OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE \*\*\*

**Permit Fee:** \_\_\_\_\_ (Permit fee is based on \$0.25 per square foot of Construction)

Minimum Permit Fee is \$50.00

THIS PERMIT IS ☐ ISSUED with the following conditions: ☐ DENIED for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER