

**TOWN OF WATERVILLE VALLEY  
OFFICE OF THE BUILDING INSPECTOR  
APPLICATION FOR BUILDING PERMIT**

**BY THE ISSUANCE OF THIS PERMIT THE TOWN OF WATERVILLE VALLEY NEITHER GUARANTEES NOR REPRESENTS THAT THE CONSTRUCTION PERMITTED WILL BE OR HAS BEEN COMPLETED IN A PROPER, WORKMANLIKE MANNER OR IN COMPLIANCE WITH ANY APPLICABLE LOCAL OR STATE CODE OR REGULATIONS. NO PERSON OR ENTITY SHALL HAVE THE RIGHT TO RELY ON THE ISSUANCE OF THIS PERMIT AS A BASIS TO ASSERT ANY CLAIM AGAINST THE TOWN, ITS OFFICIALS, EMPLOYEES, OR AGENTS FOR PERSONAL INJURY, BODILY INJURY OR PROPERTY DAMAGE INCLUDING WITHOUT LIMITATION ANY CLAIM FOR ECONOMIC OR OTHER CONSEQUENTIAL LOSS.**

- The Building Inspector's Office is located at the Waterville Valley Department of Public Safety, 14 T.A.C. Lane, PO Box 500, Waterville Valley, NH 03215. The phone number for this office is (603)236-8809.
- If you are applying for a building permit for a new structure, the permit will expire ONE YEAR from the date of issuance, unless the foundation and septic system are completed within that time. Framing and exterior finish must be completed within TWO YEARS from date of issue.
- Construction with a value of less than \$1,000 shall not require a permit. However, if any construction or modification impacts any provision of the life safety code, a permit will be required regardless of value.
- Any changes or modifications to the project, as submitted, must be approved by the Building Department and/or Planning Board.
- Required Construction Inspections are listed on page 5 of this application. Appointments for inspections must be made at least TWO (2) BUSINESS DAYS before needed.
- The Building Permit Application must be **COMPLETELY FILLED IN** before issuance of permit.
- CERTIFICATE OF OCCUPANCY: No land or building shall be occupied, used or changed in use until the Building Inspector issues a Certificate of Occupancy.
- NOTICE TO APPLICANTS: Your application for this building permit will result in a review by the Town's Assessing Agent. The Review will determine if there is a change in your property valuation for tax purposes. If you have any questions pertaining to valuation changes, please contact the Town Manager at 236-4730.
- ATTENTION CONDOMINIUM UNIT OWNERS AND HOMEOWNER ASSOCIATION MEMBERS: The rules and regulations of your condominium and homeowners' association may require that you obtain association permission to make the renovations, modifications or repairs you are planning under this building permit. YOU MUST CONTACT YOUR PROPERTY MANAGEMENT OFFICE OR ASSOCIATION TO OBTAIN REQUIRED PERMISSIONS TO DO THIS WORK. Questions regarding association permission should be directed to the Department of Public Safety at (603)236-8809.
- It is understood that any permit will not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Waterville Valley Zoning Ordinance. Applicant shall remain fully responsible for complying with all applicable state or local laws, ordinances, regulations, or conditions.
- Neither the review of any plan by officials of the Town of Waterville Valley nor any subsequent inspection of the premises should be relied upon as an assurance of conformity to legal requirements.

INFORMATION FOR BUILDING PERMIT APPLICANTS  
PLEASE READ CAREFULLY

**MARK ALL THAT DO NOT APPLY TO YOUR PROJECT WITH "N/A"**

**PROPERTY OWNER(S) NAME:** \_\_\_\_\_

**PROPERTY OWNER(S) ADDRESS:** \_\_\_\_\_

**TELEPHONE: (days)** \_\_\_\_\_ **(evenings)** \_\_\_\_\_

**WATERVILLE VALLEY TAX MAP REFERENCE #: MAP:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**LOCATION OF BUILDING SITE:** \_\_\_\_\_

**NAME OF CONTRACTOR:** \_\_\_\_\_

**CONTRACTOR'S ADDRESS & TELEPHONE:** \_\_\_\_\_

**EMAIL OF CONTRACTOR:** \_\_\_\_\_

**CHECK TYPE OF CONSTRUCTION**

- ☐ \* NEW RESIDENTIAL
- ☐ \* ADDITION TO EXISTING RESIDENCE
- ☐ \* REPLACEMENT OF RESIDENCE
- ☐ \* ACCESSORY STRUCTURE
- ☐ RENOVATIONS/REPAIRS
- ☐ \* LANDSCAPING
- ☐ \* LAND CLEARING/TREE CUTTING

**CHECK APPROPRIATE ZONING**

- ☐ LDR – LOWER DENSITY RESIDENTIAL
- ☐ HDR – HIGHER DENSITY RESIDENTIAL
- ☐ VC – VILLAGE COMMERCIAL ZONE
- ☐ REC – RECREATION ZONE
- ☐ SC – SPECIAL CIVIC ZONE
- ☐ C1 – COMMERCIAL ONE ZONE

*\*CONSERVATION COMMISSION REVIEW NEEDED*

**DOES THIS CONSTRUCTION REQUIRE A CONNECTION TO TOWN WATER AND/OR SEWER?**

☐ YES WATER                      ☐ NO WATER                      ☐ YES SEWER                      ☐ NO SEWER

**DOES THIS CONSTRUCTION REQUIRE A VARIANCE OR SPECIAL EXCEPTION?**

☐ YES      ☐ NO      IF YES, PLEASE PROVIDE DATE VARIANCE OR SPECIAL EXCEPTION GRANTED:

\_\_\_\_\_

EXPLAIN CONDITIONS/TERMS OF VARIANCE/SPECIAL EXCEPTION:

\_\_\_\_\_

\_\_\_\_\_

**NOTE: APPLICATION WILL NOT BE CONSIDERED UNTIL VARIANCE OR SPECIAL EXCEPTION HAS BEEN GRANTED WHEN APPLICABLE.**

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PERMIT TO: \_\_\_\_\_ ( \_\_\_\_\_ ) STORY: \_\_\_\_\_  
No.  
NUMBER OF DWELLING UNITS: \_\_\_\_\_  
BUILDING IS TO BE \_\_\_\_\_ FT. WIDE BY \_\_\_\_\_ FT. LONG BY \_\_\_\_\_ IN HEIGHT AND SHALL CONFORM  
CONSTRUCTION TO TYPE (i.e. wood frame, etc.) \_\_\_\_\_  
TOTAL AREA IN SQUARE FEET: \_\_\_\_\_ TYPE OF FOUNDATION: \_\_\_\_\_  
ESTIMATED COST OF ENTIRE PROJECT: \_\_\_\_\_  
PERMIT FEES RECEIVED: \_\_\_\_\_ CHECK NO. \_\_\_\_\_

PERMIT FEES ARE BASED UPON THE COST OF THE CONSTRUCTION:

\$1,000 - \$50,000	\$5/\$1,000	\$50 MINIMUM
\$50,000 - \$100,000	\$4.50/\$1,000	\$300 MINIMUM
\$100,000 & UP	\$4/\$1,000	\$500 MINIMUM

ADDITIONAL NOTES PERTAINING TO PROJECT DESCRIPTION:

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***FOR SMALLER PROJECTS: PLEASE INCLUDE A SKETCH OF THE PROJECT IN THE SPACE PROVIDED BELOW. THE BACK OF THIS PERMIT APPLICATION MAY ALSO BE USED IF ADDITIONAL SPACE IS NEEDED, OR AN ATTACHED DRAWING WILL ALSO BE ACCEPTED.***

INFORMATION FOR BUILDING PERMIT APPLICANTS  
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**THE FOLLOWING MUST BE FILLED IN WHEN APPLICABLE.  
IF NOT APPLICABLE, PLEASE INDICATE WITH "N/A"  
BE SURE TO INCLUDE THE NAME, ADDRESS AND LICENSE NUMBER OF EACH TRADE  
\*\*MUST BE N.H. LICENSED MASTER ELECTRICIAN/PLUMBER\*\***

PLUMBING TO BE INSTALLED BY: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_  
(RSA 329-A, CHAPTER 562)

ELECTRICAL WORK TO BE PERFORMED BY: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_  
(RSA 319-c)

FIREPLACE/CHIMNEY(S) TO BE CONSTRUCTED BY: \_\_\_\_\_

HEATING SYSTEM TYPE (i.e., oil, propane, etc.): \_\_\_\_\_

TO BE INSTALLED BY: \_\_\_\_\_

*All heating systems require an inspection by the Building Department and an affidavit of construction/installation signed by the certified system installer. Oil burners require a State of New Hampshire Permit to Install and Operate Oil-Burning Equipment, issued by the Building Department.*

**OFFICE USE ONLY**

**CONSERVATION COMMISSION MEMBER NOTIFIED:**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

CONTACTED VIA:    PHONE ☐    EMAIL ☐

- ☐ RECOMMEND APPROVAL
- ☐ RECOMMEND APPROVAL WITH CONDITIONS (see below)
- ☐ RECOMMEND DENIAL

EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**INSPECTION SCHEDULE**

**TYPES OF INSPECTION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- |   |                                      |
|---|--------------------------------------|
| *PRE-CONSTRUCTION SITE CONDITIONS<br>~To include property boundaries and setbacks<br>~*Wetlands | *ROUGH PLUMBING                      |
| *FOOTINGS   | *CHIMNEY/FIREPLACE/ALTERNATE HEATING |
| *FOUNDATION   | *FURNACE INSTALLATION                |
| *ROUGH FRAMING  | *FINAL INSPECTION FOR OCCUPANCY      |
|   | *ROUGH ELECTRIC                      |

*\*To be done by Conservation Commission*

**ANY DEFICIENCIES NOTED DURING THESE INSPECTIONS MUST BE CORRECTED BEFORE PROCEEDING WITH ANY FURTHER CONSTRUCTION AND/OR BEFORE ANY OTHER PERMITS ARE ISSUED.**

**PLEASE REMEMBER TO CALL TWO BUSINESS DAYS IN ADVANCE FOR INSPECTION APPOINTMENTS WITH THE BUILDING DEPARTMENT.**

**ANY DEFICIENCY THREATENING THE HEALTH AND WELFARE OF THE OCCUPANTS OF THE BUILDING UNDER CONSTRUCTION/RENOVATION MUST BE CORRECTED IMMEDIATELY PER THE DIRECTIVE OF THE DIRECTOR OF PUBLIC SAFETY OR HIS DESIGNEE. FAILURE TO IMMEDIATELY CORRECT THESE DEFICIENCIES WILL RESULT IN THE REVOCATION OF THE CERTIFICATE OF OCCUPANCY FOR SAID BUILDING PER APPLICABLE STATE STATUTE.**

**DEFICIENCIES NOT CORRECTED WITHIN THE TIME FRAME ORDERED BY THE DIRECTOR OF PUBLIC SAFETY SHALL CAUSE THE APPLICANT TO BE SUBJECT TO A FINE NOT TO EXCEED \$50.00 PER DAY.**

**BUILDING PERMITS FOR A NEW STRUCTURE WILL EXPIRE ONE YEAR FROM DATE OF ISSUANCE, UNLESS THE FOUNDATION AND SEPTIC SYSTEM ARE COMPLETED WITHIN THAT TIME. FRAMING AND FINISH MUST BE COMPLETED WITHIN TWO YEARS FROM DATE OF ISSUE.**

**THE UNDERSIGNED HEREBY AGREES THAT ALL OF THE INFORMATION SUPPLIED IN THIS APPLICATION IS TRUE, THAT ALL WORK LISTED WILL BE PERFORMED BY THE PERSON(S) THERETO LISTED, THAT ALL WORK CONNECTED THEREWITH SHALL CONFORM WITH THE BUILDING LAWS AND REGULATIONS OF THE STATE OF NEW HAMPSHIRE AND THE TOWN OF WATERVILLE VALLEY, AND THAT THE OWNER/AGENT WILL NOTIFY THE BUILDING INSPECTOR OF ANY CHANGES IN THE STATEMENT CONTAINED HEREON.**

**I, the undersigned, have read and understand the information provided in this Building Permit Application.**

\_\_\_\_\_  
Applicant/Contractor's Signature      Applicant/Contracting Company Name (please print)      Date

\_\_\_\_\_  
Property Owner's Signature      Property Owner's Name (please print)      Date

This Building Permit Application is considered by the Building Inspector to be:

☐ GRANTED    ☐ DENIED (reason) \_\_\_\_\_

\_\_\_\_\_  
Signature of the Building Inspector      Date