

Commercial Building Permit Application

Town of Farmington, New Hampshire
Code Enforcement Department
356 Main Street, Farmington, NH 03835
Telephone: (603) 755-2774

PLEASE READ BEFORE FILLING OUT

PLEASE ALLOW UP TO 30 DAYS FOR PROCESSING – ADDITIONAL TIME MAY BE REQUIRED IF APPLICATION IS INCOMPLETE.

YOU WILL BE CALLED WHEN YOUR PERMIT IS READY TO BE PICKED UP.

- ☐ MATERIAL LIST, COST OF CONSTRUCTION AND A DESIGN STAMPED BY A NH LICENSED ENGINEER ARE REQUIRED FOR **ALL** PROJECTS.
- ☐ ALL PAGES WITH A SIGNATURE LINE MUST BE SIGNED BY THE **PROPERTY OWNER**.
- ☐ 'SKETCH PAGE' (PAGE 6) MUST INCLUDE SETBACKS (DISTANCES FROM CONSTRUCTION TO PROPERTY LINES)
- ☐ **BEFORE OCCUPANCY IS ISSUED YOU MUST PROVIDE THE FOLLOWING:**
 - WATER QUALITY TEST (PRIVATE WELLS ONLY)
 - DRIVEWAY SIGN OFF BY THE HIGHWAY DIRECTOR
 - STATEMENT OF COMPLIANCE & STAMP FROM DESIGN ENGINEER
- ☐ I UNDERSTAND THAT MY APPLICATION/PERMIT WILL BE DESTROYED IF NOT PICKED UP WITHIN 30 DAYS OF PROCESSING.

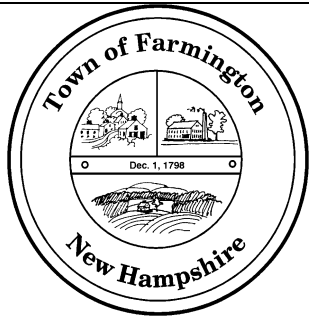
It is the responsibility of all contractors and technicians to obtain the necessary permits from the Code Enforcement office at the Municipal Building **before** any work has begun. **Work must begin within six (6) months of the issuance of any permit.**

Electrical, plumbing, gas/mechanical and oil work require separate permits. All technicians must have a valid license from the State of New Hampshire to obtain a permit.

It is the responsibility of the Project Manager to obtain all inspections required. **Appointments for inspection require 48-hour advance notice.** A rough-in inspection is required before any work is covered, and a final inspection is required when all work is complete. This signed application constitutes consent on the applicant's part to allow for all inspections at the property location listed.

Signature of **Property Owner**

Date



Commercial Building Permit Application

Town of Farmington, New Hampshire
Code Enforcement Department
356 Main Street, Farmington, NH 03835
Telephone: (603) 755-2774

FOR OFFICE USE ONLY

Issue Date: _____

Expiration Date: _____

Permit #: _____

☐ Cash ☐ Check # _____

Amount \$ _____

Map # _____

Lot # _____

Zoning _____

Location of Construction (Address): _____

Property Owner: _____ Phone: _____

Email Address: _____

Mailing Address: _____ Cell #: _____

City: _____ State: _____ Zip Code: _____ Alt #: _____

Contractor: _____ Phone: _____

Email Address: _____

Mailing Address: _____ Cell #: _____

City: _____ State: _____ Zip Code: _____

Proposed Construction is for: ☐ New Commercial Structure ☐ Commercial Alteration
(check only one) ☐ Commercial Addition ☐ New Multi-Family Dwelling

Approved Site Plan (Yes / No)

Major or Minor Subdivision (Yes / No)

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

Within 50' of a jurisdictional Wetland Area (Yes / No) –if so please document.

Within the Shoreland Protection Zone (Yes / No)

Corner Lot (Yes / No)

Town Water (Yes / No)

Town Sewer (Yes / No)

Description of work to be performed: _____

Signature of **Property Owner**

Date

Page 3 - Section A

EXISTING (or PREVIOUS) CONDITIONS

Existing Use: (land only ☐ - if so, skip to "B")

Residential___ Commercial___ Mixed Use (both)___

Existing Structures: (Existing Conditions)

Existing # of Buildings on site: _____

Total Sq Ft of existing building(s): _____

Garage Parking: _____ Exterior Parking: _____

Electrical Service: _____

Type of Heat: _____ Fuel Type: _____

of Fireplaces: _____ # of Kitchens: _____

Foundation Type: _____ Building Height: _____

of Full Baths: _____ # of Partial Baths: _____

For Residential Units: (Existing Conditions)

of Units: _____

of Bathrooms: _____

of Bedrooms: _____

For Commercial Units: (Existing Conditions)

of Units: _____

Office Area (sq ft): _____

Office Area (sq ft): _____

Page 3 - Section B

PROPOSED CONDITIONS

Is land in current use? Yes ☐ No ☐

If "Yes", you must submit a map to Assessing showing the portion being taken out of current use and attach a copy of the map to this application.

Proposed Use:

Residential___ Commercial___ Mixed Use (both)___

Setbacks:

Front Setback: _____ Left Setbacks: _____

Rear Setback _____ Right Setbacks: _____

Proposed Structures: (Total of existing + proposed)

Proposed # of Buildings on site: _____

Total Sq Ft of proposed building(s): _____

Garage Parking: _____ Exterior Parking: _____

Electrical Service: _____

Type of Heat: _____ Fuel Type: _____

of Fireplaces: _____ # of Kitchens: _____

Foundation Type: _____ Building Height: _____

of Full Baths: _____ # of Partial Baths: _____

For Residential Units: (Total of existing + proposed)

Proposed # of units: _____

Proposed # of Bathrooms: _____

Proposed # of Bedrooms: _____

For Commercial Units: (Total of existing + proposed)

Proposed # of units: _____

Proposed Office Area: _____

Proposed Other Area: _____

ATTACHMENTS AND SUBMITTALS REQUIRED AT THE TIME OF APPLICATION

For Commercial or Multi-unit Residential

Site Plan – Approved/Signed copy	<input type="checkbox"/>
Driveway Permit	<input type="checkbox"/>
NH Approved Septic Design	<input type="checkbox"/>
Approved Storm Water Management Plan [Contact DPW (603) 755-4884]	<input type="checkbox"/>
One (1) full set of plans [Stamped When Required by RSA 310-A]	<input type="checkbox"/>
Letter of Energy (Insulation) Compliance from Design Professional [May Use Residential Compliance Options to a max building size of 4000sqft (residential only)]	<input type="checkbox"/>
Have you filled out page 3 Section A and B completely?	<input type="checkbox"/>
Footing Certification – This is due prior to foundation inspection [if required by Building Inspector]	<input type="checkbox"/>
Statement of Special Inspection [IBC Section 1705] [If Applicable]	<input type="checkbox"/>
Fire Department – Fire Protection Plans and Review Fee Submitted in Addition to Building Permit/Fee.	<input type="checkbox"/>

INSPECTION INFORMATION

Please be advised, the order of inspections for the Building Inspector ONLY are as follows:

- | | |
|--|--|
| 1. Footings with steel/sonotubes at proper depth
2. Foundation walls formed
3. Foundation drains and damp proofing | 4. Rough framing, electrical, plumbing & gas systems
6. Insulation
7. Final/Certificate of Occupancy |
|--|--|

Note: Not all inspections may apply to every situation and additional inspections may be required as needed. Electrical, Plumbing and Mechanical Work all require additional inspections.

****All oil-fired heating systems must be inspected by the *Fire Department***

FEE SCHEDULE

Calculation of Value for commercial structures is based on cost of construction. A copy of all contracts related to the project must be submitted.

Example: \$300,000 divided by 1000 = 300 multiplied by \$8.00 = \$2,400

**** Does not include inspections or technician permit fees**

Fees:

Building Permit	\$25 flat fee plus \$8.00 per \$1000 value
Electrical, Plumbing, Gas/Mechanical Permit	\$50 + Inspections @ \$30 each
Inspections / Re-inspections	\$30 each occurrence
Demolition/Wrecking Permit	\$75 flat fee
Oil Burning Permit	\$50 flat fee

All fees must be paid for when the permit is issued.

Signature of **Property Owner**

Date

Certification of Accuracy: As the owner/owner’s agent of record, 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 apply for permission to make certain building improvements as described above (plans to be submitted, if required by the Building Inspector). I hereby certify that I am familiar with all pertinent national, state and local codes relating to the above specified work, and that all work shall be performed in compliance with these codes. I have read and understand the statement and hereby agree to all of the terms stated therein. Code Enforcement approval would certify that the applicant could proceed with certain building improvements in accordance with the specifications submitted. Any deviation from the specifications submitted will require an amendment to this permit or additional permits.

Inspections: This signed application constitutes consent on the applicant’s part to allow for inspections at the property by the Code Office, Assessing Office and any other required Town Staff. Appointments for inspection require 48-hour advance notice. Any work that is covered prior to the inspection may be required to be removed for inspection.

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.

Applicants are advised that the making of a false statement on this form is a criminal offense and may be grounds for revocation of said permit.

Cost of Construction: _____ Permit Fee: (Office Use) _____

Signature of Property Owner **Date**

*****DO NOT WRITE BELOW THIS LINE*****

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

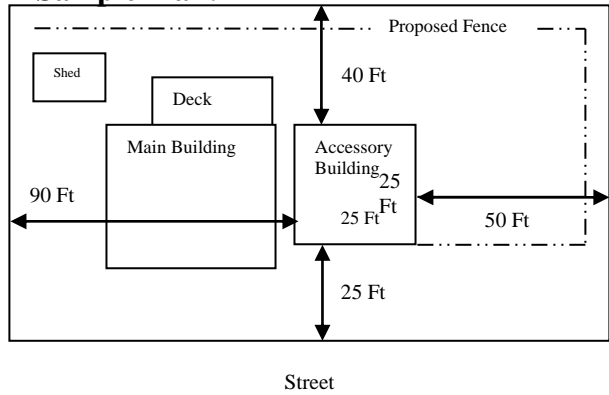
Approved By: _____ Date: _____

Sketch Plan

- 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.

If attaching plans, please write “SEE ATTACHED” in grid and sign bottom.

Sample Plan:



Signature of **Property Owner**

Date

Technician Permits
Plumbing, Electrical, Gas, Oil, Mechanical

**All Technicians must pull their own permits and have proof of Licensing and/or Certification. Technicians must schedule their own inspections and be on-site during inspection.*

This information is **REQUIRED** in order to process application.

Plumbing –

Name / Business

Mailing Address and Phone Listing

Electrician –

Name / Business

Mailing Address and Phone Listing

Gas / Propane –

Name / Business

Mailing Address and Phone Listing

Oil / Mechanical –

Name / Business

Mailing Address and Phone Listing

TOWN OF FARMINGTON: RESIDENTIAL OR COMMERCIAL SEWER SERVICE CONNECTION PERMIT

To the Town of Farmington, New Hampshire:

The undersigned, being _____ of the property
Owner, Owner's Agent

Located at: _____ does hereby request a permit to install and
(Number) (Street)

connect a water service to serve _____
Map & Lot, Residence, Commercial Bldg., Apartment, Etc.)

at said location:

- 1) If apartment building, give number of apartments _____
- 2) If commercial building, give estimate of gallons of water usage per day _____
- 3) The Name, address and phone number of the person or firm who will perform the proposed work:

- 4) Plans and specifications for the proposed building are enclosed herewith. In consideration granting of this permit, the undersigned agrees:
 1. To pay the current fee per equivalent dwelling unit.
 2. To pay the current installation and inspection fee.
 3. To accept and abide by all provisions of the Farmington Water Department Rules & regulations, and of all other pertinent ordinances or regulations that may be adopted in the future.
 4. To maintain the water service at no expenses to the Town.
 5. To notify the Water Department upon completion of installation and prior to backfilling.

Date: _____

MAP & LOT _____

Connection Fee Paid: **\$3220.00**

Paid: **YES** **NO**

Applicant Signature: _____

Address: _____ Phone Number _____

Water/Sewer Superintendent Signature _____

TOWN OF FARMINGTON: RESIDENTIAL OR COMMERCIAL WATER SERVICE CONNECTION PERMIT

To the Town of Farmington, New Hampshire:

The undersigned, being _____ for the property
Owner, Owner's Agent

Located at: _____ does hereby request a permit to install and
(Number) (Street)
connect a water service to serve _____
(Map & Lot, Residence, Commercial Bldg., Apartment, Etc.)
at said location:

1. If apartment building, give number of apartments _____
2. If commercial building, give estimate of gallons of water usage per day _____
3. The Name, address and phone number of the person of firm who will perform the proposed work:

4. Plans and specifications for the proposed building are enclosed herewith. In consideration granting of this permit, the undersigned agrees:
 1. To pay the current fee per equivalent dwelling unit.
 2. To pay the current installation and inspection fee.
 3. To accept and abide by all provisions of the Farmington Water Department Rules & regulations, and of all other pertinent ordinances or regulations that may be adopted in the future.
 4. To maintain the water service at no expenses to the Town.
 5. To notify the Water Department upon completion of installation and prior to backfilling.

Date: _____

MAP & LOT _____

Connection Fee Paid: **\$2910.00**
Meter Installation Fee Paid: **\$315.00**

Paid:	YES	NO
Paid	YES	NO

Applicant Signature: _____

Address: _____ Phone Number _____

Water/Sewer Superintendent Signature _____

TOWN OF FARMINGTON, NH
DEPARTMENT OF PUBLIC WORKS
14 BALDWIN WAY
PHONE: (603) 755-4884 FAX: (603) 755-4584

DRIVEWAY PERMIT APPLICATION

Date of Application:	Map and Lot:
Public/Private Road to Driveway:	Length of Driveway:
E-911 Street Address:	
Name of Property Owner(s):	Telephone:
Address of Property Owner(s):	
Name of Applicant (if different than owner):	Telephone:
Address of Applicant:	
Name of Contractor:	Telephone:
Will this driveway provide access to more than one living unit or use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are any State or Federal approval permits required? If so, please attach. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Upon approval of the location of the entrance approach, Applicant and Property Owner agree to the following:</p> <ol style="list-style-type: none"> 1. The grade of the approach at the location agreed upon is to be such as will permit a safe and controlled approach to the highway at all seasons, and so that NO WATER WILL DISCHARGE FROM THE APPROACH ONTO THE SURFACE OF THE HIGHWAY. 2. Property Owner shall be responsible for all maintenance associated with drainage culverts, and shall keep the culvert clean and free of debris at all times. In the event that the Property Owner fails to maintain free-flow through culvert(s), the Property Owner will be billed for costs incurred by the Town for Public Works crews having to restore flow. 3. Such drainage structures as are necessary to maintain existing highway drainage are to be furnished by the Property Owner, and their design and installation is subject to approval by the Director of Public Works in accordance with the Town of Farmington specifications. Owner understands that a Certificate of Occupancy (CO) will not be issued until such drainage structures are approved by the Director of Public Works, or for an existing property with an existing CO, may have the existing CO suspended until such drainage structures are approved by the Director of Public Works. <ol style="list-style-type: none"> A. Minimum diameter of culverts shall be 12 inches; larger sizes may be required on a case-by-case basis at the sole discretion of the Director of Public Works. B. Minimum length of culvert shall be 30 feet, or as required on a case-by-case basis at the sole discretion of the Director of Public Works. C. Minimum depth of cover over the culvert shall be at least equal to the diameter of the culvert (e.g. a 12-inch diameter culvert requires 12 inches of soil covering it). D. Durable headers of flat rock or precast concrete shall be installed at each end of the culvert. E. Approved types of culvert: <ol style="list-style-type: none"> i. ADS stiff-ribbed HDPE with smooth wall inside ii. Reinforced concrete iii. Corrugated F. Temporary culverts shall be removed promptly and natural drainage restored. 	

Any alterations of the above proposed permit must have written approval of the Director of Public Works.

Signature of Applicant

Signature of Owner

Permission to construct an entrance approach at the location agreed upon is hereby granted:

Director of Public Works

Date

Approval by Public Works Director required prior to issuance of Certificate of Occupancy:

Director of Public Works

Final Inspection Date

IMPORTANT NOTICE

BUILDERS, TRADESMEN AND HOMEOWNERS:

Before undertaking any excavation within a public right-of-way, public road, drainage, or utility easement you must notify and/or obtain clearance from:

NH DIG SAFE
1-888-344-7233

Farmington Water & Sewer Department
603-755-4883

Farmington Highway Department
603-755-4884

Failure to obtain any permit or clearance will be subject to civil and criminal liability under RSA 236:38 & 236:39