

# Minor Building Permit Application

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

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## APPLICATION INSTRUCTIONS – **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 AND COST OF CONSTRUCTION ARE REQUIRED FOR **ALL** PROJECTS.
- ☐ ALL PAGES WITH A SIGNATURE LINE MUST BE SIGNED BY THE **PROPERTY OWNER**.
- ☐ 'SKETCH PAGE' (PAGE 3) MUST INCLUDE SETBACKS (DISTANCES FROM CONSTRUCTION TO PROPERTY LINES) UNLESS THE PROPERTY IS LOCATED IN PEACEFUL PINES.
  - IF YOU ARE A RESIDENT OF PEACEFUL PINES, YOU WILL NEED WRITTEN PARK APPROVAL SUBMITTED TO THE BUILDING INSPECTOR PRIOR TO SUBMITTAL OF APPLICATION.
- ☐ 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. Permits are not transferable.

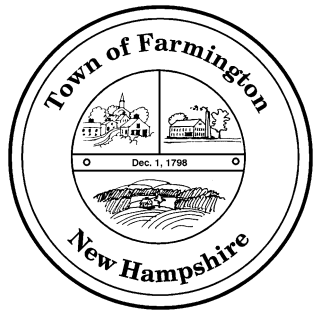
It is the responsibility of the contractor / property owner to obtain all inspections required. **Appointments for inspection require 48-hour advance notice.** A rough-in inspection is required before any work is covered, and a final inspection is required when all work is complete. This signed application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

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Signature of **Property Owner**

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**Date**



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## FOR OFFICE USE ONLY

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

☐ Cash ☐ Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

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

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

Zoning \_\_\_\_\_

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

Property Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Cost of Construction: \_\_\_\_\_ Permit Fee (Office Use): \_\_\_\_\_

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: ☐ Deck ☐ Door ☐ Garage ☐ Exterior Renovations

(Please Check all that Apply) ☐ Enclose Deck/Porch ☐ Fence ☐ Shed ☐ Interior Renovations

☐ Pool / Hot Tub ☐ Roof ☐ Residential Addition

☐ Skylight ☐ Other ☐ Fire Protection / Fire Alarm

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

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

## Property & Setback Information

Setbacks from Lot Line to Construction: Lot has City Water: ☐ Yes ☐ No Bedrooms: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Front: Right: Lot has City Sewer: ☐ Yes ☐ No Bathrooms: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Rear: Left: Units: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

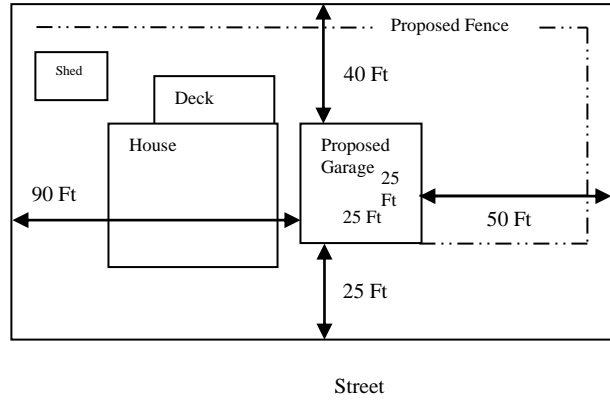
\_\_\_\_\_  
Date

# 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:



\_\_\_\_\_  
Signature of **Property Owner**

\_\_\_\_\_  
**Date**

# Construction Plan

## Instructions:

Provide sufficient information as to the proposed structure.

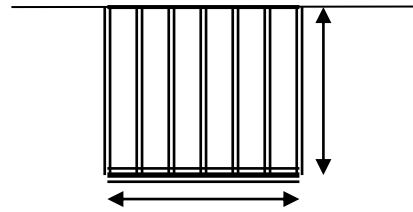
- 1) The Size.
- 2) If attached to the house, where and how?
- 3) Show Sketch below of how structure is to be framed.  
(Show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans. If you are only using a separate sheet please write "See Attached" in grid and still sign bottom.

Sample Plan:

Deck Framing

House



\_\_\_\_\_  
Signature of **Property Owner**

\_\_\_\_\_  
**Date**

**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.

It is the responsibility of the property owner and all contractors, electricians and plumbers to obtain and post the necessary permits in a conspicuous location before any work has begun.

Electrical, Plumbing and Gas work requires a separate permit from this Building Permit.

It is the responsibility of the contractor / property owner to obtain all inspections required. Appointments for inspection require 48-hour advance notice. **This signed application constitutes consent on the applicant's part to allow for inspections at the property by the Code Enforcement, Assessing Office and any other required City Staff.** Any work that is covered prior to the inspection may be required to be removed for inspection.

- Inspections are required for:
- 1) Reinforcing steel prior to pouring for footings & foundation walls.
  - 2) Foundation before backfilling with drainage system, & damp proofing if required, are installed.
  - 3) Rough-In: Framing with all other trades roughed in and fire blocking / draft stopping in place
  - 4) Rough-In: Electrical, Plumbing and Gas.
  - 5) Insulation
  - 6) Final 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/Code Officer 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.

Statement 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 have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit, and may be grounds for legal action against me. Applicants are advised that the making of a false statement on this form is a criminal offense.

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.

**Signature of Property Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

# TOWN OF FARMINGTON - VALUATION AND FEE SCHEDULE

## BUILDING DEPARTMENT

### Calculation of Value:

Residential Building Permit	\$70 per square foot
Non-livable structures	\$35 per square foot
Porches & Decks & Sheds	\$20 per square foot
Manufactured Housing/Mobile Homes	Bill of Sale Required
Commercial Structures /Buildings	Based on construction contract (copy required)
In Ground Pool	Based on construction cost

**Example: 1200 square feet x \$70 = \$84,000 divided by 1000 = 84 times \$8.00 = \$672**

**\*\* 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
Above Ground Pool/Hot Tub Permit	\$25 + Inspections @ \$30 each & Electrical Permit Fee
Demolition/Wrecking Permit	\$75 flat fee
Oil burning Permit	\$50 flat fee

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

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**Signature of Property Owner**

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**Date**

**Technician Permits**  
**Plumbing, Electrical, Gas, Oil, Mechanical**

*\*All Technicians must pull their own permits and have proof of Licensing and/or Certification*

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

Plumbing -

\_\_\_\_\_  
Name / Business

\_\_\_\_\_  
Mailing Address and Phone Number

Electrical -

\_\_\_\_\_  
Name / Business

\_\_\_\_\_  
Mailing Address and Phone Number

Gas / Propane -

\_\_\_\_\_  
Name / Business

\_\_\_\_\_  
Mailing Address and Phone Number

Oil / Mechanical -

\_\_\_\_\_  
Name / Business

\_\_\_\_\_  
Mailing Address and Phone Number