



# TOWN OF CHESTERFIELD

P.O. BOX 175  
CHESTERFIELD, NH 03443-0175  
(603) 363-4624

## SIGN PERMIT

**Permits will not be processed until all required documents and permit fee are received.**

LOCATION \_\_\_\_\_ MAP/LOT/SUBLOT \_\_\_\_\_  
OWNER(S) \_\_\_\_\_ PHONE \_\_\_\_\_  
MAIL ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

### **TYPE OF PROPERTY**

- ☐ SINGLE FAMILY
- ☐ MULTI-FAMILY
- ☐ COMMERCIAL

### **TYPE OF SIGN REQUESTED – CHOOSE ALL THAT APPLY**

- ☐ NEW
- ☐ ATTACHED TO BUILDING
- ☐ SINGLE SIDED
- ☐ SINGLE BUSINESS
- ☐ DIRECTORY SIGN
- ☐ REPLACEMENT
- ☐ FREE STANDING
- ☐ BACK-TO-BACK
- ☐ MULTIPLE BUSINESSES
- ☐ TEMPORARY SIGN

**All signs must be 10 feet away from any State or Town Right of Way and 50 feet from all side and rear property lines.**

**All sign installations are to be in compliance with Chesterfield Zoning Ordinance 401.1 through 401.9.**

**All Sign applications need a plot plan showing location of sign and setbacks.**

### **Permanent Business Signs**

How many signs are currently on the property? \_\_\_\_\_

How many flags are currently on the property? \_\_\_\_\_

Proposed sign dimensions: \_\_\_\_\_

Proposed sign height: \_\_\_\_\_

Type of mounting: \_\_\_\_\_

Illumination description: \_\_\_\_\_

### **Temporary Off-Premises Signs – Requires signed letter of authorization from lot owner.**

Lot Owner: \_\_\_\_\_ Lot Owner: \_\_\_\_\_

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

Dates of Use: \_\_\_\_\_ Dates of Use: \_\_\_\_\_

Fees as established by the Board of Selectmen,  
SIGN PERMIT FEE: \$25.00, PER EACH SIGN, PAYABLE TO THE Town of Chesterfield.

No fee required for signs included with Planning Board approved site or building plans.

Non-profit, political, and charitable signs are exempt from permit fees but not the permit application process.

Total Fee - \$ \_\_\_\_\_

APPLICANT/OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TOWN OF CHESTERFIELD  
CODE ENFORCEMENT OFFICE  
490 ROUTE 63, CHESTERFIELD, NH 03443  
603-363-4624 ext 12  
building@nhchesterfield.com  
BUILDING PERMIT FEES EFFECTIVE APRIL 1, 2017**

---

**NEW RESIDENTIAL CONSTRUCTION & ADDITIONS  
1 & 2 FAMILY DWELLINGS & TOWN HOUSES  
Habitable\* Spaces - \$.30 per Sq. Ft.  
Non-Habitable\* Spaces -\$.20 per Sq. Ft.**

(Habitable: Intended as living space including bedrooms, dining rooms, kitchens, bathrooms, utility rooms & hallways)  
(Non-Habitable: not intended as living space including unfinished basements, garages, decks, porches, barns, sheds & solar)

**RESIDENTIAL REMODELING, ALTERATIONS, REPAIRS & FENCES OVER 7 FEET TALL.  
INCLUDES ELECTRIC, PLUMBING & MECHANICAL  
1 & 2 Family Dwellings & Town Houses  
\$5.00 per Thousand Dollars of the Estimated Cost  
(Costs rounded to the nearest \$1000.)**

**NEW COMMERCIAL INDUSTRIAL CONSTRUCTION  
& 3 UNITS OR MORE MULTI FAMILY  
(INCLUDES REMODELING, ALTERATIONS, REPAIRS & ADDITIONS)**

**\$8.00 per Thousand Dollars of the Estimated Cost  
(Costs rounded to the nearest \$1,000)**

**Cell Tower Installations: The fenced area is considered the commercial building footprint**

---

<b>Construction Minimum Fee</b>	<b>\$50.00</b>	<b>ALL FEES NON-REFUNDABLE</b>
<b>Sign Permit</b>	<b>\$25.00</b>	
<b>Renewal any permit per year</b>	<b>\$50.00</b>	
<b>Re-inspection</b>	<b>\$50.00</b>	
<b>Demolition / Removal Permits</b>	<b>\$75.00</b>	
<b>Pool / Hot tub Above ground</b>	<b>\$50.00</b>	<b>In Ground \$100.00</b>

**DOUBLE THE FEE FOR AFTER THE FACT BUILDING PERMITS  
(Projects started, in progress or completed without a valid permit when one was required)**

**No Permit Required:**

- 1. Work exempt from permit as listed in the NH State Building Code. Refer to the International Residential Code (IRC) Section R105.2 or the International Building Code (IBC) Section 105.2**
- 2. Reroofing and/or Residing – One (1) or two (2) family dwellings or accessory buildings.**
- 3. A Detached one-store accessory structure not over 200 sq. ft. in floor area.**
- 4. Repairs, except for chimneys, as specified in the IRC Section R105.2.2**

# **Building Permit & Construction Checklist**

**Code Enforcement Officers:**

**Steve Dumont**

**(603)-363-4624 ext. 12**

**Applicants should review the Town of Chesterfield's zoning and building ordinances before planning new construction or making changes to any structure.**

## **Items to accompany building permit application:**

- 1) Completed Building Permit Application.
- 2) Buildable Plans for construction. (Must be the final draft and complete.)
- 3) Site (plot) plan including property line setbacks. FOR ALL PROJECTS
- 4) State septic design Approval for Construction when applicable.
- 5) Copy of Driveway permit from Highway Superintendent for new driveways.
- 6) Copy of all required state/federal permits.
- 7) Copy of ZBA Variance if required.
- 8) Payment of permit fee per fee schedule.

**Plan review and approval is required before a building permit is issued.**

## **Inspections:** (As required by Code Enforcement) (48 Hour prior notice requested)

- 1- Site: To confirm building footprint, setbacks and installation of required silt fencing.
- 2-Footings: When footings have been formed, and rebar is in place.
- 3-Foundation: When foundation walls are formed with rebar in place and before concrete is poured.
- 4-Foundation drainage: When foundation has been sealed & drainage is complete and ready for backfill.
- 5-Structure: When all framing, roof, windows & doors are installed.
- 6-Rough-in: When Plumbing, Electrical, HVAC & etc. has been completed before insulation.
- 7-Insulation: When insulation has been installed before drywall starts.
- 8-Final: Check completion, code and zoning compliance.

**NO BUILDING OR STRUCTURE SHALL BE USED OR OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY. THE APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH THE TOWN OF CHESTERFIELD BUILDING & ZONING ORDINANCES. ANY ADDITIONAL WORK WILL REQUIRE AN APPROVED BUILDING PERMIT AMENDMENT.**

## **Items needed for Certificate of Occupancy:**

- 1) Driveway final approval.
- 2) Water test results for bacteria for new wells.
- 3) Installation of street number as required for 911.
- 4) Septic system, Approval for Operation from NHDES.
- 5) Planning Board and/or Zoning Board conditions have been met.



# Got Permits?

## Permit Guidance for Land Management Projects

Your construction project may require one or more permits from the New Hampshire Department of Environmental Services in addition to local permits that may be required. For projects that do not require a permit, there may be guidelines that you **must** follow during construction. This chart is intended to include the most common building project types. It is the responsibility of the property owner and contractor to understand all local, state, and federal laws for any given project.

Prior to	When working here	You need this approval
<a href="#">Installing / repairing a dock, boat lift, or any other type of shoreline structure</a>	<a href="#">Any lake, pond, river, or stream</a>	<a href="#">Wetlands Permit</a>
Impacting the bank of any waterbody (i.e. bank stabilization or constructing or repairing retaining walls)	<a href="#">On or within the bank of any lake, pond, river, or stream</a>	
Constructing a new beach or replenishing beach sand	<a href="#">Adjacent to any waterbody</a>	
Excavating, removing, filling, dredging or constructing new structures	<a href="#">Wetlands, Surface Waters, Upland Tidal Buffer Zone, Prime Wetland Buffer, Sand Dunes</a>	
Timber harvesting	<a href="#">Crossing any stream or wetland</a>	
Tree cutting or vegetation maintenance / removal	Within 150 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	No permit required but must retain vegetation within limits described within the <a href="#">Vegetation Maintenance fact sheet</a>
Applying fertilizer	Within 250 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	No permit required but the phosphorous component must be no greater than two percent
Constructing new structures such as residential dwellings, sheds, or driveways		<a href="#">Shoreland Impact Permit</a>
Earth moving or excavation with a total impact greater than 50,000 square feet		<a href="#">Shoreland Impact Permit &amp; Alteration of Terrain Permit</a>
Earth moving or excavation with an impact greater than 100,000 square feet	Anywhere	<a href="#">Alteration of Terrain Permit</a>
Executing a purchase and sales agreement on waterfront property	Contiguous to or within 200 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	<a href="#">Site Assessment Study</a>
Building a residential dwelling, converting to year-round use, adding bedrooms, or expanding living space	Anywhere not serviced by municipal sewer	<a href="#">Septic System Construction and Operational Approval</a>
Subdividing land for single-family, condominium, apartment, or campground		<a href="#">Subdivision Approval</a>
Subdividing for non-domestic septic, higher loads, or setback issues		<a href="#">Groundwater Discharge Permit</a>
Installing a well closer than 75 feet to a septic system	Anywhere	Must file a Recorded Well Release
Supplying water for 25 or more people 60 or more days a year	Anywhere not serviced by municipal water	<a href="#">Community Well Siting &amp; Engineering Design Approval</a>
Withdrawing greater than 57,600 gallons per day of groundwater from one or more wells	Anywhere	<a href="#">Large Groundwater Withdrawal Permit</a>



Scan QR Code to download poster and web links!

New Hampshire Department of Environmental Services  
29 Hazen Drive / PO Box 95  
Concord, NH 03302-0095  
603) 271-2147  
[www.des.nh.gov](http://www.des.nh.gov)

Revised July 2021

