



TOWN OF CHESTERFIELD

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

MECHANICAL PERMIT APPLICATION

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 _____

Residential Property ☐

**RESIDENTIAL REMODELING, ALTERATIONS & REPAIRS
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.)
*Minimum Fee \$50.00**

Commercial Property ☐

**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)
*Minimum Fee \$50.00**

Mechanical Total Estimated Cost - \$ _____

Fee Total - \$ _____

Project description:

Contractor _____ Phone # _____

Address _____ NH M Lic # _____

Is the property within 250 feet of Spofford Lake or other waterbodies protected under section 209.1 of the Town of Chesterfield's zoning regulations? ☐ YES ☐ NO

Have you applied for and received all necessary state/federal permits (see page 4)? YES NO N/A

Required Documents: Completed Permit Application.
Spec sheets if applicable.
Site Plan showing location of all structures and setbacks if applicable.
Copy of all required State and Federal permits.
Copy of any Planning or Zoning Notice of Decision.
Payment of permit fee.

ALL RELATED CHARGES FOR THIRD PARTY REVIEW AND/OR INSPECTIONS ARE PAYABLE WHEN REQUESTED

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of the laws and ordinances of the State of New Hampshire and The Town of Chesterfield that apply to this project will be complied with and whether specified herein or not. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that work shall not begin until the permit is issued by this department, and that I AM RESPONSIBLE FOR CALLING FOR ALL THE REQUIRED INSPECTIONS, THAT THE WORK SHALL BE ACCESSIBLE FOR INSPECTION, THAT A FINAL INSPECTION, APPROVAL AND CERTIFICATE OF OCCUPANCY ARE REQUIRED PRIOR TO OCCUPYING THIS BUILDING OR ITS RENOVATED OR ADDED AREAS.

The applicant also hereby certifies that the number of bedrooms will not exceed the number of bedrooms approved by the NHDES approval or not to exceed the number of bedrooms in an existing building with a predated septic system. New approved septic designs need to be provided as required by NHDES rules.

Fees are not refundable. This permit application is only for the work described above. This permit will expire one year after the date of issue and may be renewed if the work has been started, the renewal fee has been paid, and the renewal has been approved by the Code Official.

The applicant hereby grants permission for the Code Enforcement Officer/Building Inspector, Health Office or other agency at the direction of the Code Official to enter upon the above-described property as needed to perform their duties until a Certificate of Occupancy/Completion is issued.

APPLICANT SIGNATURE _____ DATE _____

PRINT NAME _____ TITLE _____

**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

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

**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**

TOWN OF CHESTERFIELD, NH

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



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

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