



**Winchester, New Hampshire**  
**1 Richmond Road, Winchester, NH 03470**  
**(603) 239-4951**

**Building Permit Application**

Building Permit # \_\_\_\_\_ Date of submission \_\_\_\_\_

Zoning District \_\_\_\_\_ Date of Approval \_\_\_\_\_

*Owner Information:*

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Property information: Where the construction will be done*

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

Map & Lot # \_\_\_\_\_ Is the property in the flood zone?

\_\_\_\_\_ Is the property in a mobile home park? \_\_\_\_ If yes, attach letter of approval from Co-op.

Energy Permit # \_\_\_\_\_ Septic approval # \_\_\_\_\_ (attach documents)

Driveway permit attached? \_\_\_\_\_ Town water or sewer approvals \_\_\_\_\_

Is the Planning Board, ZBA, or the Historic Commission approval needed? \_\_\_\_\_

\*\* \_\_\_\_\_  
Owner's signature for authorization of work and date

**Building information-what type? Circle one**

Permit Type: Building electrical plumbing mechanical other(\_\_\_\_\_)

Building use: single family Multi-family(#units\_\_\_\_)(#stories\_\_\_\_) Commercial  
Other(\_\_\_\_\_)

Work Type: New addition renovation upgrade replacement shed garage  
Deck Pool fences over 6ft. carport Other(\_\_\_\_\_)

Approx. value of construction \_\_\_\_\_

Building size or addition size: \_\_\_\_\_



New multi-family	4/6	\$.15"
Electrical, plumbing,mechanical (EACH)	2	\$35.00ea.
Electrical upgrade or change	1	\$15.00
Re inspections	each ½ hr.	\$15.00

**WHAT REQUIRES A BUILDING PERMIT**

- \*New construction, renovation & additions. Renovations of a building or building systems.
- Renovations: a change to a building elevation, egress path, modifications to floor plan or layout where walls are greater than 5'9" in height.
- \*Construction of a structure: decks, porches, pools, sheds, barns, garages, & signs. Must have a setback of 10' from property line and 30' from right of way.
- \*Relocation of a structure or change of occupancy type. New or replacement of a permanent heating system or air conditioner.
- \*Plumbing work on any building: water/sewer lines, septic tanks, wells and firelines where additional lines or fixtures are added.
- \*Electrical work where load is increased or circuits added.
- \*Fences over 6 ft. Setback must be minimum of 10ft. from property line & 30 ft. from ROW.

**WHAT DOES NOT REQUIRE A BUILDING PERMIT**

- \*Minor, non-structural repairs. Repairs mean: replacement of parts of a building with new parts that are the same or equal. Painting, paper, tiling, carpeting, cabinets, counter tops, and similar work are considered repairs.
- \*Repair or replace any part of an electrical or plumbing system.
- \*Residing and re-roofing, replacement of doors and windows providing they are not fire doors or egress windows. BUT THEY MUST COMPLY WITH STATE OF NEW HAMPSHIRE ENERGY COMPLIANCE CODES.
- \*Fences less than 6 ft. in height.
- \*Any portable heating, ventilation or cooling unit.

**MATERIALS FOR SUBMISSION**

- \*Completed application with all necessary PRIOR approvals attached.
  - \*Erosion control and sedimentation plans.
  - \*Two set of construction plans(one for site & one for application.)
  - \*Scale for foundation, floor & elevation will be ¼"=1'. Sections & framing ¾"=1'.
  - \*Site plan at a scale of 1"=20'. Which will include lot line dimensions, setbacks, location of existing and proposed structures, all waterways and wetlands, location of well & septic, or location of water & sewer lines. Include the location of the driveway.
- This list is not inclusive.

**REQUIREMENTS-GENERAL**

It is the applicant's responsibility to schedule inspections with a 48 hour notice. You must contact the Building Inspectors office at 603-239-4951 ext.112. A Certificate of Occupancy MUST be issued before occupying the structure. Building permits are valid for one year. If work is not completed you must renew the permit. A permit may only be renewed once. Mechanical inspections require approval from the Fire Chief for operation. If you have any questions whether or not a building permit is required, contact the Building Inspector at 603-239-4951 ext.112.