

Town of Alton



Building Department PO Box 659 1 Monument Square Alton, NH 03809
 Phone 603-875-2164 Fax 603-651-0732

Building Permit Application Documentation Required

Owner Name: _____ Tax Map _____ Lot _____ Permit # _____

Property Address: _____

DOCUMENTS THAT ACCOMPANY PERMIT APPLICATION	
Approved building lot	As needed
Approved Initial Driveway Permit	Alton DPW
Septic Approval for Construction	NHDES
Completed Building Permit Application	

PERMIT APPLICATION DOCUMENTS	
CONSTRUCTION DOCUMENTS :	
SITE PLAN	SCALE 1" = 20' <ul style="list-style-type: none"> • Size & Location of the building on the site. Include any other structures current or to be constructed. • Location of Well with setback radius noted • Location of septic • Location of driveway • Setback from property lines
CONSTRUCTION DRAWINGS	1/4" – 1 FOOT preferably with all measurements labelled. <ul style="list-style-type: none"> • FOUNDATION: Soils & concrete compressive strengths, size & thickness, reinforcement needed. • FRAMING layout, Specify Load Bearing components • FLOOR PLANS all floors • ELEVATION VIEWS(All 4 sides) • Enlarged DETAIL SECTIONS showing all component of wall & roof assembly, all horizontal and vertical connections. • PLUMBING included on floor plans (by Plumber) • ELECTRICAL included on floor plans (by Electrician) • HVAC System (by installer)
	Any other information as required by Town and/or Building Inspector ie: Third Party evaluation.

INSPECTIONS REQUIRED	FINAL C/O DOCUMENTS NEEDED
Footing forms pre-concrete	Blower Door Test
Foundation, Drainage, Waterproofing	NHDES Septic Operation Approval
Framing	Driveway approval
Rough Electric (permits must be obtained prior to starting work by each subcontractor)	Water test results
Rough Plumbing	
Insulation stage 1	
Final & Insulation stage 2	
Certificate of Occupancy Issued	

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Building Permit Application

LOCATION

Construction site: _____ Tax Map # _____ Lot # _____

(Street name)

USE AND TYPE OF CONSTRUCTION: *(Please check only what applies to your specific project)*

Residential: Single family Year-round Seasonal Two or more family

Type of construction: Garage/Barn Shed Deck/Covered porch Boathouse Dock Other _____

Commercial: *(If this project is within a new or existing commercial space please specify the type of commercial use)*

Dimensions:

Number of stories:	Width / Length	Total sq. ft. of all floor area based on exterior dimensions:
Total sq. ft. of area to be affected:	Number of Bedrooms: Number of Bathrooms:	Total acreage of lot:

Additional Permits and Approvals required: *(Please specify if this project has any prior or pending approvals from The ZBA, Planning Board or NHDES)*

ESTIMATED COST OF CONSTRUCTION *(must be filled out)* \$ _____

IDENTIFICATION

Owner: _____
 (Name & Mailing Address)

Tel: _____ Cell: _____ Email: _____

Contractor: _____
 (Name & Mailing Address)

Tel: _____ Cell: _____ Email: _____

Architect/Engineer: _____
 (Name & Mailing Address)

Tel: _____ Cell: _____ Email: _____

The undersigned applicant hereby agrees that the proposed work will be carried out in accordance with the Building Code and all other ordinances and/or regulations of the Town of Alton and the State of New Hampshire.

Applicant: _____ **Date:** _____

Building Official: _____ **Date:** _____

For office use only

Total cost of approved permit: _____

SPECIFICS OF STRUCTURE

Principal type of framing / Construction:

- Wood
- Masonry
- Other _____

Heating System Specifications:

Type of heating system: _____

Fuel Source: _____

Cooling Systems: _____

Water supply:

- Private well
 - Lake
 - Community well
 - Municipal
- Total acreage of lot _____

Type of sewage disposal:

- Private
- Public/Community

- Existing system approved for _____ bedrooms
- Proposed System Approved for _____ bedrooms

State permits: if required

Shoreland # _____

Wetlands # _____

Contractor Name / Address / Phone Number	License #
Applicant (if not owner)	
General Contractor	
Architect	
Excavation	
Concrete	
Electrical	
Plumbing	
Mechanical	
Other	

Narrative: MUST BE FILLED OUT!

Please provide a detailed description of your project: (Example – Build a 12x24 deck at side of house, using pressure treated lumber and composite decking. Will be using concrete sonotubes for foundation)

MUST BE FILLED OUT

Plot Plan: Please show the following,

- Boundaries of lot with dimensions.
 - Distances of all existing & proposed structures to all property lines.
Front set back is 25 feet to Right of Way line or Property line, whichever is closest. (All Roads)
 - Campgrounds/Mobile Home Parks: Show distances to nearest structures, parks lot lines and abutting roads.
 - Dimensions and Height of existing and proposed structures.
 - Distances to bodies of water and wetlands.
 - Location of Septic Systems, Wells, Utilities and Culverts, Ditches, etc.
 - Existing driveway(s) – Location of new driveway (if moving or adding).
 - Location of on-site or abutting cemeteries or burial sites.
- * **All Dimensions in feet (does not have to be to scale). If not enough space below, use a separate sheet and attach to application.**

