

## IMPORTANT PERMIT PHONE NUMBERS

1. DEVELOPMENT PERMIT –
  - A. CONTACT PLANNING BOARD/TOWN OFFICE – (837-9871)
  - B. REVIEW TOWN REQUIREMENTS – WHITEFIELD DEVELOPMENT CODE
  - C. 25' SETBACKS ALL SIDES
  - D. 911 ADDRESS
  
2. DRIVEWAY PERMIT –
  - A. TOWN ROAD - CONTACT ROAD AGENT (837-2202)
  - B. STATE ROAD – CONTACT NHDOT REGION 1 (788-4641)
  
3. SEWER PERMIT –
  - A. TOWN SEWER – CONTACT SEWER DEPT (837-9571) HOOK-UP FEE
  - B. STATE PERMIT – SEPTIC SYSTEM DESIGN – NHDES (271-3503)
  
4. WATER PERMIT –
  - A. TOWN WATER – CONTACT WATER DEPT (837-9237) HOOK-UP FEE
  
5. **\*\*\*ANY DIGGING NEEDS A PERMIT THRU DIG SAFE\*\*\***
  - A. DIG SAFE – (1-888-344-7233)
  - B. STATE ROW - (788-4641)
  
6. TRANSFER STATION – 837-9171
  - A. TOWN – DECAL NEEDED (837-9871)
  
7. WETLANDS PERMIT –
  - A. WHITEFIELD CONSERVATION COMMISSION
  - B. NHDES WETLANDS – (271-2147)
  
8. MANUFACTURED HOMES – NEW OR USED
  - A. STATE CERTIFICATE OF COMPLIANCE/WARRANTY SEAL (271-2219) OR (629-9369)
  
9. ASBESTOS/LEAD PAINT – (271-1370)

**ALL PERMIT FORMS CAN BE OBTAINED THRU THE TOWN OFFICE**

**OTHER PHONE NUMBERS:**

POLICE	EMERGENCY: 911
	NON-EMERGENCY: 837-9086

FIRE/RESCUE	EMERGENCY: 911
	NON-EMERGENCY: 837-2655

SELECTMEN'S OFFICE	837-2551
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### **Development Permit Required:**

A Development Permit is required for the following:

**1.1 Required:** Any owner or authorized agent who intends to construct, enlarge, alter, move, demolish or change the occupancy of a building or structure, or to cause any such work to be done, shall first make application to the Planning Board or Code Administrator to obtain the required permit.

**1.2 Work Exempt from Permit:** Permits shall not be required for the following: Exemption for permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

### **Building:**

- a. Fences not over 6 feet high.
- b. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- c. Private walkways.
- d. Painting, papering, tiling, carpeting, cabinets, counter tops, windows and similar finish work not to exceed more than \$5,000.00 per project.
- e. Emergency Repairs
- f. Repair/Replace-In Kind: To fix, mend, or replace a thing suffering from damage or deterioration with like material.
- g. Temporary swimming pools.
- h. Swings and other playground equipment.
- i. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.



**General Information**

Is the property located within any of the following? Special Flood Hazard Zone  Airport District  Downtown  Lakefront  Historic Area

Is any land in this parcel in "current use"?  Does the property contain hazardous waste?

Are there conditions in the deed affecting this project (eg: easement, right of way, no trailers, minimum building size, maintain historic character, etc.)?

Does your proposal involve construction, landscaping, or a change of use that is located within 125 feet of a wetland area?

Public water  On-site well  Town sewer  on-site Septic  Septic state permit # \_\_\_\_\_

The establishment of additional dwelling units?  Expansion of use?  Change of use?  indicate past use \_\_\_\_\_

Square Footage (# feet x # feet) Lot dimensions \_\_\_\_\_ Lot Acreage \_\_\_\_\_ Setback from lot lines \_\_\_\_\_

Existing Building Footprint \_\_\_\_\_ Renovated /added Footprint \_\_\_\_\_ Building Height \_\_\_\_\_ Number of stories \_\_\_\_\_

Living area of new home (exclude unfinished areas and garage) \_\_\_\_\_ Total area of building \_\_\_\_\_

Fire Suppression/Detection Does this building have:  sprinkler system  fire alarm  other suppression \_\_\_\_\_

**A PLOT PLAN and/or FLOOR PLAN DRAWN TO A SCALE NOT LESS THAN 1 INCH =20 FEET IS REQUIRED FOR ALL APPLICATIONS EXCEPT INTERIOR RENOVATIONS (attach separate sheet)**

The **plot plan** shall denote property boundaries, location of existing and planned buildings and structures, driveway location, septic system or sewer line location, water well or water line location, distances of all setbacks from streets and lot lines, locations of all buildings less than 100 feet from the project on adjacent properties, paved areas, wetlands.

The **floor plan** shall show exit doors, means of escape from bedrooms, location of any Liquid Propane (LP) cylinders, location of furnace, oil tank, chimney, wood stoves.

Permit or Approval Department Reviews	Check all that apply	Date Obtained	By (Name) Provide copies of permits	COMMERCIAL/ INDUSTRIAL:  Use group _____ Construction type _____ Live loading _____ Occupancy load _____
Notice of Intent (required for all)				
Planning / Subdivision				
Sewer (if town sewer)				
Septic (NH Construction Approval)				
Water (if Town Water )				
Driveway Permit: A. NH DOT - State/Federal Highway B. Town Highway Super - Town Rd.				
NH Energy Code Certification of Compliance				
Groundwater Discharge Permit				

THIS DEVELOPMENT PERMIT IS :

ISSUED subject to the following condition(s):  DENIED for the following reason(s):

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\_\_\_\_\_  
Planning Board Chairperson/Code Administrator

\_\_\_\_\_  
Date

I hereby certify the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent OR I am the owner of record and I certify the proposed work. I agree to conform to the terms of the permit and to all applicable laws of Whitefield and/or the State of N.H. I certify that the information given is true and correct to the best of my knowledge.

No change from the above information will be made without approval of the Planning Board.

Construction activities shall not commence until the Development Permit is issued. The proposed development must commence within one year from the date of approval of the Development Permit and must be completed within 3 years. An extension may be granted by the Planning Board.

This permit is non-transferrable.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

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TOWN USE ONLY:

WATER DEPARTMENT: \_\_\_\_\_

PUBLIC WORKS: \_\_\_\_\_

FIRE/RESCUE: \_\_\_\_\_

SEWER DEPARTMENT: \_\_\_\_\_