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 NH DOT 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
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.
## Development Permit Application

**Whitefield, New Hampshire**

### Address (911)

<table>
<thead>
<tr>
<th>Tax map</th>
<th>Project #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel #</td>
<td>Notice of Intent #</td>
</tr>
<tr>
<td>Lot acreage</td>
<td>Planning Board #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner</th>
<th>Applicant</th>
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</thead>
<tbody>
<tr>
<td>Owner's Name</td>
<td>Applicant's Name</td>
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<tr>
<td>Mailing address</td>
<td>Mailing address</td>
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<tr>
<td>Email</td>
<td>Email</td>
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<tr>
<td>Daytime telephone</td>
<td>Daytime telephone</td>
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</tbody>
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### Residential

- Single family detached
- Townhouse
- Two Family
- 3+ family dwelling (# of units ___)
- Other
- New dwelling
- Addition
- Alteration
- Repair/replacement
- Renovation (no structural changes)
- Conversion of +/- dwelling units (# of units ___)
- Foundation
- Slab

### Commercial/Industrial

- ADU
- Condominium
- Modular home
- Manufactured home
- Agricultural
- Office/hospital/professional
- Hospital/medical
- Industrial/warehouse
- Restaurant
- Hotel/Motel
- New building
- Addition
- Alteration
- Repair/replacement
- Renovation (no structural changes)
- Conversion from residential to commercial space
- Demolition
- Subdivision
- Other

### General Description of Work and/or Use

Include dimensions of building, room, etc. List number of bedrooms and bathrooms if new home or added. If use of existing building is being changed, enter proposed use.

*25' Setbacks all sides*
### General Information

- Is the property located within any of the following? [ ] Special Flood Hazard Zone  [ ] Airport District  [ ] Downtown  [ ] Lakefront  [ ] Historic Area  [ ]
- Does 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 (ft x ft)  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 __________

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**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.

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### Permit or Approval Department Reviews

<table>
<thead>
<tr>
<th>Permit/Approval</th>
<th>Check all that apply</th>
<th>Date Obtained</th>
<th>By (Name)</th>
<th>COMMERCIAL/INDUSTRIAL</th>
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<tbody>
<tr>
<td>Notice of Intent (required for all)</td>
<td>Use group</td>
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<tr>
<td>Planning/Subdivision</td>
<td>Construction type</td>
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<td>Sewer (if town sewer)</td>
<td>Live loading</td>
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<td>Septic (NH Construction Approval)</td>
<td>Occupancy load</td>
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<td>Water (if Town Water)</td>
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<td>Driveway Permit:  A. NH DOT - State/Federal Highway B. Town Highway Super - Town Rd.</td>
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<td>NH Energy Code Certification of Compliance</td>
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<tr>
<td>Groundwater Discharge Permit</td>
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THIS DEVELOPMENT PERMIT IS:

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


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 purposed 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 ____________________________

TOWN USE ONLY:

WATER DEPARTMENT: ______________________________________________________________

PUBLIC WORKS: _________________________________________________________________

FIRE/RESCUE: ________________________________________________________________

SEWER DEPARTMENT: __________________________________________________________