



TOWN OF CENTER HARBOR CONSTRUCTION PERMIT APPLICATION

For Town Use Only

Permit # _____ Fee _____ () Paid Date Filed _____

Please fill out every section **COMPLETELY**. A construction permit must be obtained from the Building Inspector for **ALL** construction including construction or reconstruction of a septic system. A permit may be granted if the proposed construction is in compliance with all applicable laws, ordinances and regulations. **The permit shall remain in effect for one year, after which time the permit will expire unless reapplication is made within 30 days of the expiration date.** The construction permit shall be posted in a prominent outside location at the site during construction. (See Town of Center Harbor Ordinances, regulations & Bylaws, "Construction Permits 5:1".)

1. **Location of the property in which work will be performed:** _____

Tax Map and Lot # _____

2. **Name of Applicant(s):** _____

Physical Address: _____

Mailing Address if different from physical: _____

Telephone # _____ Email: _____

3. **Name of Property Owner if different from applicant:** _____

Physical Address: _____

Mailing address if different from physical: _____

Telephone # _____ Email: _____

4. Type of improvement:

- New Building
- Addition *
- DEMO *
- Alteration *
- Landscaping/Ground Work **
- Transfer of Mobile Home (Please indicate which applies below)
() Into Center Harbor () Out of Center Harbor () Within Center Harbor
- Other – If your project is not listed above please specify the type of work

* It is the owner’s responsibility to ensure the construction work being requested is free of ANY hazardous materials (asbestos, lead paint, etc.). If such hazardous materials are present, a report from a licensed inspector must be submitted with the building permit before any approval will be granted. _____

Signature Required Acknowledging This Statement

** Shoreland properties please refer to Sections 5 Structure Setbacks and Section 11:8 Prohibited Use of the Town of Center Harbor Zoning Ordinance. The definition of “Structure” can also be found in the Zoning Ordinance under Section 2:2:15.

5. Proposed Use:

- Residential
 - Single Family Dwelling
 - ADU (Accessory Dwelling Unit Section 5:9:2)
 - Garage
 - Other Please Specify _____

Non-Residential – Please Specify *

*Non-Residential may require Site Plan Review. See the Town of Center Harbor Zoning Ordinances, Regulations and Bylaws “Site Plan Review Procedures of Non-Residential Developments”.

6. Is the property being taxed under RSA 79:A Current Use?

___ Yes ___ No

If "YES" and the proposed change occurs within the Current Use Area, an updated Current Use Map will be required identifying the affected area with delineated measurements AND total acreage. A Land Use Change Tax penalty will apply if the change occurs within the Current Use area of the property. Please refer to the State of NH website regarding Current Use information. <https://www.revenue.nh.gov/current-use/index.htm>

7. Approvals. Please provide all the information that applies. Check N/A if not applicable to your project request.

Site Plan Approval # _____ N/A ___

State Septic Approval # _____ N/A ___

Life Safety Code Approval: State ___ Town ___ N/A ___

Driveway Approval: State ___ Town ___ N/A ___

Energy Code Compliance: State ___ Town ___ N/A ___

Fire Department Compliance: State ___ Town ___ N/A ___

- a. Smoked Detectors (Hard wired) Town ___ N/A ___
- b. Permit to install oil burner: Town ___ N/A ___
- c. Permit to operate oil burner: Town ___ N/A ___
- d. Chimney inspection (during build) Town ___ N/A ___

8. Will this construction/alteration create any new bedrooms:

___ Yes ___ No If yes, how many _____

If yes, does the total number of bedrooms comply with your septic approval of operation?

___ Yes ___ No

9. Estimated value of construction: (for US Census Bureau) \$ _____

10. Square footage of proposed construction/alteration:

Heated: _____ Unheated: _____ Open Deck: _____

11. Sketches and building plans:

REQUIRED: A complete set of building plans for all construction/alterations and a plot plan of the property. GIS Maps are available on the town website [https://www.axisgis.com/Center HarborNH/](https://www.axisgis.com/Center_HarborNH/).

Submit all documents with this permit application. Hard Copy or Electronic format are accepted. If submitting in electronic format, please send email to code@centerharbornh.org and reference property location in subject line.

Plans are required for both exterior and interior work **NO EXCEPTIONS.**

- a. Exterior Work – Outline of property with dimension of boundaries showing all setbacks (Zoning 5:3:1) This includes Septic Systems
- b. Interior Work – Room dimensions with calculated square footage being impacted/altered
- c. Location and dimensions of existing structures and proposed construction
- d. Distance from proposed construction on **ALL PROPERTY LINES**, center line of traveled ways, lake shore or any water courses, designated wetlands or other water sources (refer to Section 10 Center Harbor Water Resources Overlay District of the Center Harbor Zoning Ordinance), wells, septic systems and any other buildings on the lot.

12. If your property is posted as “No Trespassing” and you would like to grant permission to the Town Assessing Officials to visit your property throughout the duration of this project, please sign. _____

(If you do not grant permission, the Assessing Official assigned to this permit will contact the property owner for an appointment.)

13. The owner or his/her designee acknowledges responsibility for contacting the building inspector to perform all necessary inspections. _____ (initial).

THE OWNER OF THIS PROPERTY AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION.

X _____
Owner's Signature

X _____
Date

X _____
Owner's Printed Name

X _____
Applicant's signature

X _____
Date

X _____
Applicant's Printed Name

****If owner does not sign the permit, a letter of authorization from the owner is required upon submission of the construction permit. Hard copy or email accepted.**

Preferred means of contact: Telephone _____ Email _____

FOR BUILDING INSPECTOR'S USE ONLY

NOTES AND CONIDITIONS IF APPLICABLE:

Property owner/agent signature on acknowledgement of conditions: _____

Permit Expiration Date: _____ Valid for one (1) year

Approved ____ Denied ____

Code Enforcement Officer
603-455-6823
email: code@centerharbornh.org