

MINOR BUILDING PERMIT APPLICATION

Please circle type of application:

Residential or Commercial

DATE:



APPLICATION FEE:

Code Enforcement Department Phone: (603) 527-1293 / FAX: (603) 527-1266

PROPERTY OWNER:

OWNER'S ADDRESS:

OWNER'S PHONE NO:

SITE LOCATION

ADDRESS:

ZONING DISTRICT (listed on tax card):

MAP

BLOCK

LOT

PLEASE REVIEW SETBACK REQUIREMENTS ON DIMENSIONAL TABLE PROVIDED IN THE CODE ENFORCEMENT DEPARTMENT. FAILURE TO INCLUDE YOUR DIMENSIONAL INFORMATION WILL RESULT IN DISAPPROVING YOUR APPLICATION.

APPLICANT MUST DECLARE DIMENSIONS SETBACK FROM PROPERTY LINE OF PROPOSED CONSTRUCTION PROJECT (Measured in feet):

FRONT:

LEFT SIDE:

RIGHT SIDE:

REAR:

HEIGHT:

PUBLIC WATER

PUBLIC SEWER

PRIVATE WATER

PRIVATE SEWER

CONTRACTOR'S NAME:

CONTRACTOR'S ADDRESS:

CONTRACTOR'S PHONE #:

CELL #:

DESCRIPTION OF WORK TO BE DONE:

ESTIMATED VALUE: \$

IS YOUR PROPERTY LOCATED IN A FLOOD WAY OR FLOOD ZONE? YES NO

3 SETS OF DRAWINGS, TAX CARD FROM ASSESSORS OFFICE ATTACHED (include dimensions):

YES NO

TOTAL CONSTRUCTION AREA:

(Please verify setback requirements)

SQ FT

HEIGHT OF STRUCTURE

REMINDER: Applicant must declare the actual dimensions FROM structure TO ALL property lines.

NAME OF APPLICANT (Please print):

SIGNATURE OF APPLICANT:

DATE OF SUBMITTAL:

OFFICE USE ONLY:

CIRCULATE:

YES

NO

CODE OFFICIAL'S SIGNATURE: _____

DATE: _____

BUILDING PERMIT PLAN REVIEW CHECKLIST

Do you have your setbacks? PROPERTY CARD? Drawings/Plans? Please review following CHECKLIST.

City of Laconia Department of Code Enforcement requires the following information to process your plan review in a timely fashion. Please check all boxes upon review (N/A for items not applicable to your project). Failure to provide pertinent information will result in disapproving your application.

- For RESIDENTIAL submittal, please supply A PROPERTY CARD and three (3) sets of 11' x 17' drawings or plans.
- For COMMERCIAL submittal, please supply A PROPERTY CARD, three (3) sets of FOLDED drawings or plans; C or D size plans are acceptable for commercial submittals (please refrain from submitting rolled plans.)
- Plans for all commercial and multi-family buildings must bear original seal and signature of licensed professional engineer or registered architect. This requirement applies to ALL commercial installations and may also be required for residential construction as determined by the Director of Code Enforcement.
- GIS Plot Plan, available from Planning or Code Enforcement for \$2.00 fee.
- PROPERTY CARD must be submitted. Application will be not be accepted without it. This can be obtained from Assessors Office, 1st floor-City Hall. You may also obtain this card online at www.visionappraisal.com.
- CONDOMINIUM owners must provide permission from Condo Association.
- Provide footing detail and foundation details.
- Provide energy code compliance certificate and information (available on-line at www.puc.nh.gov)
- Fire alarm system/suppression details and information for all commercial and multi-family buildings.
- Windows and doors be shown and (MUST meet egress, light and ventilation requirements.)
- Indicate use for each space (i.e., bedroom, kitchen, recreation, etc.)
- All new structures and additions to include 'STAKE-OUT' or 'AS-BUILT' surveys as per decision of C.E.O.

THANK YOU!



If you have any questions regarding your Plan Review, please contact the Department of Code Enforcement. (603)527-1293 or FAX(603)527-1266

- PROPERTY CARD-Assessors Office / City Hall (603-527-1268)
- Zoning Inquiries - Planning Dept. / City Hall (603-527-1264)
- Building Inquiries – Code Enforcement/City Hall (603-527-1293)
- Electrical Permit – Code Enforcement/City Hall (603-527-1293)
- Fuel Tank Permit - Laconia Fire Dept./ Central Station N. Main St. (603-524-6881)
- Plumbing Permit, Driveway Permit, Sewer Connection Permit - Dept. of Public Works/Bisson Ave. (603-528-6379)
- Water Permit -Laconia Water Works/Union Ave. (603-524-0901)

PLEASE NOTE: Planning Board and/or Zoning Board approval(s) may be required BEFORE your permit is issued. The undersigned agrees to follow all State and Local Laws, Rules, Ordinances and Regulations.

PLANNING & ZONING ARE LOCATED AT CITY HALL IN THE LOWER LEVEL

REMARKS: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

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