

TOWN OF WEBSTER, NEW HAMPSHIRE
Application for Building Permit

Applicant/Owner: _____ Tel.# _____

Address: _____

Builder/Contractor: _____ Tel.#: _____

Zoning: Site and Use.

Lot Location: _____ Tax Map ____ Lot # ____ / ____ Size _____
(Attach copy of survey map showing all boundaries, buildings and setbacks to same. Include any notable land features that may apply.)

Flood Zone (if applicable): Map # _____ Engineer _____ Tel.# _____

Septic Approval # _____ Approval Date _____ # Bedrooms _____

Septic Installer _____ Installer's Permit # _____
(Attach copy of septic plans and State approval.)

If Septic approval is for two (2) bedrooms and 300 gal/day, enter Book _____ Page _____ of the recorded State Approval Document.

Building:

Dimensions: _____ Sq Ft _____ Foundation: _____
Setbacks: Front _____ Side _____ Rear _____

Plumber: _____ License # _____ **(Must Attach copy of License)**
Electrician: _____ License # _____ **(Must Attach copy of License)**

NH Energy Code Approval # _____

Building Description: Attach plans and any applicable notations.

Inspection Fee of \$600.00, made payable to Town of Webster, is due when application packet is submitted.

Inspection Fees Paid YES NO Date _____

Any additional fees incurred +15% must be paid to the Town of Webster prior to any issuance of a Certificate of Occupancy.

The undersigned hereby agrees that the proposed construction shall be done in accordance with the foregoing statement and with the plot plan submitted, and that the work connected therewith shall conform to all applicable building codes and zoning regulation of the state of New Hampshire and the Town of Webster. The permit will not be issued until all signatures are completed.

Signature of Applicant/Owner: _____ Date: _____

Signature of Contractor: _____ Date: _____

Approved by Fire Chief (or his Agent): _____ Date: _____

Approved by Board of Selectmen : _____ Date: _____

Date Application Issued by Selectmen's Office:

Application # _____
(To be issued by Selectmen's Office)

Approval # _____
(To be issued by Selectmen's Office)

When construction is completed, a Certificate of Occupancy is required prior to occupancy. Impact fees due at this time.

Subject to Impact Fees (\$5,306) YES NO

Impact Fee Paid YES NO Date _____

APPLICATION PROCEDURE

BUILDING: PERMIT APPLICATION SHALL BE SUBMITTED BY OWNER OF RECORD OF THE PROPERTY OR AN AUTHORIZED AGENT, AND SHALL CONTAIN THE FOLLOWING INFORMATION:

1. Septic system design approval for construction from the Town and State of NH with approval number.
2. Plot Plan showing location of proposed construction and lot lines with appropriate dimensional information.
3. Minimum lot size: 5 acres with 250 feet of road frontage. See Zoning Regulations for setback requirements.
4. Driveway permit is required whether located on State or Town Road. If a change in the topography of the lot may alter drainage, so as to cause water in, or erosion of, the town road right-of-way, the town may require installation of culverts and/or other diversion methods as specified by the Planning Board, Fire Chief and the Zoning Officer.
5. NH Energy Code Approval. For more information, call the NH Public Utilities Commission at (603) 271-2431.
6. If lot is in the flood hazard zone map, contact the Zoning Officer through the Town Office.
7. Building permits will be issued on first come-first served basis for the fiscal year, starting on January 1.
8. Foundation must be completed within 180 days of date of issuance of building permit or permit will become **VOID**. Outside structures must be completed within 2 years of issuance of permit.
9. Proof of ownership should be submitted (copy of deed duly recorded at Merrimack County Registry of Deeds showing volume and page number).
10. Hardwired ac/dc smoke detectors must be installed in all new dwelling units.
11. Building Permit applications, including a copy of Webster Zoning Ordinances, can be picked up at the Town Office. A fee of \$600.00 is due at the time a completed application is delivered to the Town Hall. At the time of issuance of a Certificate of Occupancy, an impact fee of \$5,306.00 is due where applicable.
12. The building application will not be accepted until the "PLOT PLAN" is completed.
13. If building is located in Pillsbury Lake Community, plot plan and living space must be reviewed and approved by the Pillsbury Lake Building Review Board.
14. Return building application to the town hall for processing.

Town of Webster, NH Building Permit Application

AUTHORITY:

Pursuant to Article VIII, Section 1 of the Webster Zoning Ordinance, the Board of Selectmen is authorized to issue building permits consistent with the Ordinance. Building permits will be issued on first come, first serve basis for the fiscal year, starting on January 1.

Following issuance of the permit, the foundation must be complete within six months and the exterior of the building must be complete within two years. Permits will be voided for non-compliance with either of these time lines.

GENERAL INFORMATION:

Building Permit application packets, including a copy of Webster Zoning Ordinances, can be picked up at the Town Office on Mondays, Wednesdays or Fridays between 9:00 a.m. and 12:00 p.m. and 1:00 p.m. and 4:00 p.m. Proof of ownership, copy of deed duly recorded at Merrimack County Registry of Deeds showing book and page number, is necessary. A completed building permit application must be submitted to the Town Office for consideration. A fee of \$600.00 is due at the time an application is delivered to the Town Hall. Only completed applications will be considered. The permit will be issued or denied within 30 days of the receipt at the Town Hall of all required information although every effort will be made to complete review of the application within ten working days. Work shall not be started on the site until a permit has been issued. At the time of the final inspection an impact fee of \$5,306.00 is due (where applicable) prior to the issuance of a Certificate of Occupancy. The application will be reviewed and the proposed building site will be inspected. The applicant will be notified if further information or clarification is needed.

If building is to be located in the Pillsbury Lake District, the plot plan and living space must be reviewed and approved by the Pillsbury Lake Building Review Board.

SEPTIC APPROVAL:

State approval of the septic system design must be received prior to completing the Building Permit Application. Completed packet must include a copy of the approved septic system design and an approved permit from the State of New Hampshire, Department of Environmental Services, Water Supply and Pollution Control Commission.

PLANNING BOARD/ZBA:

Any exceptions to the Webster Zoning regulations must be obtained prior to a permit being issued. This includes any proposed construction on Class VI roads (RSA-674-41), lot line adjustments, subdivisions and annexations.

DRIVEWAY PERMITS:

You must obtain a driveway permit from the Webster Planning Board. An additional permit from the State Highway Department is required for State maintained roads. Driveway Regulations and Permit Application are attached.

YIELD TAX PERMIT:

Yield or Intent-to-cut permits may be required for the clearing of land. Check with the Town Office before clearing your land.

PLOT PLAN:

You must attach a plot plan of your lot showing the position of your proposed building, and its setbacks from the front, side and back property lines. The property lines must be clearly marked and reference the legally set and recorded boundary markers. The minimum lot size is 5 acres with 250 feet of road frontages. See Zoning Regulations for setback requirements. A copy of the completed septic design plan may meet this requirement.

ENERGY PERMIT:

If the structure is to be heated, pursuant to RSA-155-D 1-10, you are required to provide a completed, approved and signed energy permit from the NH Public Utilities Commission. Permit application is attached and approval can be obtained from the NH Public Utilities Commission, 8 Old Suncook Road, Concord, NH 03301. Telephone – (603) 271-2431.

If you are having a modular or kit home built, you are required to present a copy of the manufacturing company's "Certificate of Accreditation" from the State of New Hampshire, Department of Safety/Division of Fire Services.

If the Structure will not consume any fossil fuels for heating, you will be required to sign a statement attesting thereto.

WETLANDS/WATERFRONT:

State law regulates the altering and filling of wetlands. All necessary approvals must be obtained prior to submitting your permit.

If your property is located on the shore of a body of water, the *NH Shoreline Protection Act* will apply. You may be required to submit an erosion control plan. Please be aware that associated wetlands hydrologically connected are still considered part of the water body. The reference line of the water body includes that wetland. Wherever water exists year around, then that wetland is included in the Elevation Reference Line, or normal high water mark. The 50 foot setback for buildings must be from that elevation.

FLOOD ZONE:

Prior to construction in a flood zone, approval of site plans must be obtained from the New Hampshire Office of Emergency Management at 107 Pleasant Street, Concord, NH 03301 (603) 271-2231

CURRENT USE:

If the land has been classified as “Current Use”, a plan must be prepared indicating what portion of the parcel is to be removed from the Current Use classification for building and other purposes. Any land removed from a Current Use classification will be subject to a land use change tax.

CHECKLIST FOR COMPLETE APPLICATION:

- Completed Application Form
 - Completed Application for Certificate of Occupancy and/or Completion
 - Map of site plan showing all boundaries and setbacks
 - Copy of Construction plans
 - Copy of septic system plans and “Approval for Construction Form” from NH DES
 - Copy of the Registered Deed
 - Copy of Driveway Permit
 - Copy of the Signed and approved NH Energy Audit from NH PUC
 - or-
 - If Manufactured Home, copy of PFS certification or equivalent
 - Review and approval by NH/ FEMA, where necessary.
-

The following site inspections will be required after issuance of permit. When ready, please contact Mary Smith, PB/ZBA Secretary, 648-2272, on Mondays or Wednesdays to arrange for the following inspections:

- ___ Location of footings for set-back compliance
- ___ Prior to drywall, inspection of all framing, rough-ins, electrical, smoke detectors and insulation.
- ___ Heating System (usually combined with final inspection).
- ___ Final inspection for completion and compliance with NH Energy code, Life Safety and Driveway Regulations. Inspection should be scheduled two weeks prior to issuance of Certificate of Occupancy. This will allow time to make any corrections for items not in compliance.

APPLICATION FOR CERTIFICATE OF OCCUPANCY AND/OR COMPLETION

TOWN OF WEBSTER, NH

The undersigned hereby applies for a permit to allow use of a _____ as described in building permit # _____

PROPERTY INFORMATION:

WEBSTER Tax Map and Lot No. _____ Subdivision Name and Lot Number _____

Property _____

Address: _____

Owner/Applicant's Name: _____

Mailing Address: _____

I certify that I, the undersigned, am making this application either as or on behalf of and with the full authority of the owner and that the statements made herein are true and correct. I also, will assume full responsibility for compliance with all Town of Webster Zoning and other Town requirements as well as all State of New Hampshire DES requirements. Further, I will ensure inspection by the Webster Fire Department for compliance with the State of New Hampshire Fire Codes (1997) as amended.

Applicant's Signature: _____ Date: _____

Applicant's status if not owner: _____

Printed Name of Applicant: _____ Phone (days): _____



CERTIFICATE OF OCCUPANCY AND/OR COMPLETION

TOWN OF WEBSTER, NH

() A certificate of occupancy and/or completion for the building or premises described above is hereby authorized and it (they) may be occupied and/or used in accordance with the provisions of the ZONING ORDINANCE OF THE TOWN OF WEBSTER and the State of New Hampshire Fire Codes (1997) as amended.

Type of Authorized Occupancy: _____

NOTE: This certificate indicates only that the structure and use meets the current requirements of the Webster Zoning Ordinance and the New Hampshire Fire Codes (1997) as amended. Setback compliance is determined from property lines as shown on the site plan/plot plan submitted with the building/use permit application. The Town neither warrants nor assumes responsibility concerning the exact location of a structure. The Town makes no other finding nor does it make any representation as to the structure's quality of construction or suitability for habitation.

() A certificate of occupancy and/or completion for the building or premises for the purpose described herein is denied for the following reasons: _____

Agent for Fire Chief Signature: _____ Date: _____

Code Enforcement Officer Signature: _____ Date: _____

TOWN OF WEBSTER
Board of Selectmen
945 BATTLE STREET
WEBSTER, NH 03303
603-648-2272
Fax 603-648-6055
E-mail: townofwebsternh@tds.net

June 25, 2004

To: All Interested Parties

The Town of Webster has notified the NH Department of Environmental Services that the town will exercise its authority, under RSA 485-A:32, to require prior approval of septic designs before they are submitted to the Department for approval, effective immediately.

Effective July 19, 2004 the Town of Webster will commence to review all septic system designs for their compliance with ENV-ws 1000. Once approval is granted by the Town the plans may be submitted to the State. You will be required to submit to the Town's Code Enforcement Officer a copy of the States Permit together with a copy of the Septic Design Plan showing both Town and State approvals when applying for a building permit.

In order for the Town's Septic Inspector to grant an approval, he will need five (5) copies of the septic design which shall include the map and lot, the owners name and address as well as the name/phone number of the designer. Once the plans are approved the designer will be notified.

There will be an upfront fee of \$150, payable to The Town of Webster when the application form is picked up at the Town Office. This will cover the prior approval and the on site inspection. If additional work is required due to any deficiency, that will be charged at the rate of \$60 per hour. The State DES fee is \$300.00.

If the Septic Inspector is to submit the plans to DES, an envelope must be included with prepaid postage addressed to: New Hampshire DES, Subsurface Systems Bureau, PO Box 95, 29 Hazen Dr., Concord NH 03302.

If Septic approval is for two (2) bedrooms and 300 gal/day, the Approval must be recorded. See attached "Notice of Restrictions".

THE ABOVE SPACE IS FOR THE EXCLUSIVE USE OF THE
MERRIMACK COUNTY REGISTRY OF DEEDS
(FOR PLACEMENT OF TRANSFER TAX STAMPS & RECORDING INFORMATION)

NOTICE OF RESTRICTIONS

The undersigned, as owner of the parcel listed below in the Town of Webster, hereby records the following restrictions relative to the use of the lot and septic system constructed thereon in accordance with the New Hampshire Department of Environmental Services, Subsurface Systems Bureau, Regulation ENV-WQ1008.01:

1. Name of Record Owner(s):
2. Mailing Address of Owner:
3. Location of lot _____, Webster, N.H.,
Tax Map _____, Lot _____, recorded on _____ at Merrimack County Registry
of Deeds at Book _____ Page _____.
4. The above-referenced parcel shall be subject to the following restrictions:
 - i. The building on the lot shall be used strictly for residential purposes.
 - ii. Low-flow fixtures shall be installed in the building.
 - iii. The parcel is restricted to sewage flow of 300 gpd for two (2) bedrooms.
 - iv. The total usable interior living space is limited to that shown on the plan at the office of the Town of Webster.

WHEREFORE, _____ has executed this Notice of Restrictions this ____ day of _____, 200 .

By: _____

STATE OF NEW HAMPSHIRE, COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____ by _____.

Justice of the Peace/Notary Public
My Commission Expires

SEAL

New Hampshire Code of Administrative Rules

PART Env-Wq 1008 DESIGN REQUIREMENTS FOR ALL SYSTEMS

Env-Wq 1008.01 Lot Loading Capacity.

- (a) The maximum allowable loading of sewage for subsurface disposal shall be 2,000 gallons per day (GPD) per acre with the best soil and slope conditions.
- (b) The maximum sewage loading shall be reduced or the required land area increased with poorer conditions in accordance with Env-Wq 1005.03 or Env-Wq 1005.04, as applicable.
- (c) An application for replacement of an ISDS in failure or to replace the ISDS serving a building destroyed by fire shall be exempt from the lot size requirements of (a) and (b), above, unless the sewage loading is proposed to be increased.
- (d) A lot of record which does not qualify under (c), above, and which does not meet the loading criteria of (a) or (b), above, shall be eligible for approval of an ISDS only if the following requirements are met:
 - (1) The building on the lot is strictly residential, as defined by Env-Wq 1002.74;
 - (2) The ISDS proposed for the lot meets all other provisions of Env-Wq 1000;
 - (3) The application is accompanied by:
 - a. Proof that the lot was created in accordance with RSA 149-E or RSA 485-A; or
 - b. Deed(s) demonstrating that the lot was created prior to the dates specified in Env-Wq 1004.05(a)(1), (2), or (3), as applicable;
 - (4) The plan indicates that low-flow fixtures shall be installed in the building;
 - (5) The lot is restricted to sewage flows of 300 GPD for 2 bedrooms, in accordance with Table 1008-1; and
 - (6) The plan shows the footprint of the proposed residence, including the exterior and interior dimensions and the total usable interior living space.
- (e) If approval is issued pursuant to (d), above, the property owner shall record the approval showing that the sewage loading is limited to 300 GPD and that the total usable interior living space is limited to that shown on the plan at the registry of deeds for the county in which the property is located in the chain of title for the property.
- (f) A condominium that meets the criteria of Env-Wq 1004.05(c) and that does not meet the loading criteria of (a) or (b), above, shall be eligible for approval of an ISDS to replace an existing ISDS only if:
 - (1) The fixtures in each condominium unit are low-flow fixtures or will be replaced within 90 days of the issuance of construction approval with low-flow fixtures; and
 - (2) There will be no expansion of the condominium or of the size or use of the individual units in the condominium.

Source. (See Revision Note at chapter heading for Env-WQ1000) #9086, eff 2-908

New Hampshire Department of Safety

Saf-C 6012.03 Oil Permit Approval Process.

(a) Any person wishing to install any fuel oil burner shall make application in writing on form DSFS 7 as specified by Saf-C 6012.04 for a permit to the local fire official in the locality in which the fuel oil burner is to be installed, or if none, the state fire marshal's office.

(b) Upon receipt of an application for the installation of an oil burner, the local fire official or the state fire marshal's office shall issue a temporary permit authorizing such installation.

(c) Upon completion of the installation the installer shall notify the local fire official or the state fire marshal's office of such completion and shall request a final inspection of the oil burner installation. Provided that all applicable provisions of NFPA 31 and Saf-C 6012 have been complied with, the local fire official or the state fire marshal's office shall issue a permit to operate oil burning equipment. The completed permit, signed by the local fire official or state fire marshal's office, shall constitute approval to operate the oil burning equipment. The local fire official or state fire marshal may require the installer to be present during the final inspection of any oil burning equipment for the purpose of testing the oil burner's safety and controls.

Source. #2230, eff 12-31-82; ss by #2898, eff 11-8-84; ss by #4971, eff 11-8-90; ss by #6339, eff 9-25-96; amd by #7052, eff 7-2-99; ss by #8180, eff 9-23-04

Saf-C 6012.04 Oil Burner Permits.

(a) All permits issued by local fire officials or the state fire marshal's office pursuant to Saf-C 6012.03 shall be on form DSFS 7 disseminated by the state fire marshal's office. DSFS 7 may be replicated by local fire officials.

(b) DSFS 7 shall contain the following information provided by the applicant:

(1) The following information relative to the location of the oil burning equipment:

- a. Address;
- b. Type of occupancy and number of stories;
- c. Name and address of owner; and
- d. Name of building occupant;

(2) Information relative to the type of equipment:

- a. Make and serial number of the burner; and
- b. Size and location of the tank;

(3) Name, address and telephone number of installer, including business name; and

(4) Date and signature of owner or installer.

(c) DSFS 7 shall contain the following information provided by the local fire official or state fire marshal:

(1) When at the oil burner equipment installation stage:

- a. Notification that when signed by the local fire official or state fire marshal's office that the form may be used as a temporary permit to install the equipment at the location as stated in the application:

- b. Permit number; and
 - c. Date and signature of local fire official; and
- (2) When at the oil burner equipment operation stage:
- a. Notification that when signed by the local fire official or state fire marshal's office that permission is hereby granted to operate the oil burning equipment described above which has been inspected and found to be in compliance with Saf-C 6012; and
 - b. Date and signature of local fire official.

[Source.](#) #6339, eff 9-25-96; ss by #8180, eff 9-23-04

Saf-C 6012.05 Posting of Permits. All permits issued by the local fire official or state fire marshal's office pursuant to Saf-C 6012.04, shall be conspicuously posted near the oil burning equipment. Multiple oil burner installations shall require that permits be properly identified as to which oil burner each permit applies.

PERMIT TO INSTALL AND OPERATE OIL BURNING EQUIPMENT (#DSFS 7) CAN BE DOWNLOADED FROM THE STATE OF NEW HAMPSHIRE, DEPARTMENT OF SAFETY WEBSITE.

Fee Schedule for NHDES Wetlands Permit Applications and Notifications Effective July 1, 2007

The following table provides the fees for the Wetlands Bureau notifications and applications for projects that propose impacts to wetlands, surface waters or other jurisdictional areas under RSA 482-A.

Calculating The Appropriate Fee	
If you are filing a:	The fee is:
Notification of Forest Management or Timber Harvest Activities	\$ 25
Recreational Mineral Dredge Application	\$ 25 resident /\$ 50 nonresident
Notification of Trail Development Activities (construction or maintenance)	\$ 25
Notification of Routine Roadway and Railway Maintenance Activities	No charge
Seasonal Dock Notification for Lakes and Ponds	No charge per RSA 482-A: 3, IV, A, as amended May 2002.
Permit By Notification	\$200
Minimum Impact Expedited Application	\$200
Minimum Impact Agriculture Application	\$200
Standard Dredge and Fill Application (for a minimum impact project; for example, if there is no conservation commission in town)	\$200
Standard Dredge and Fill Application (for minor or major impact projects that do not propose shoreline structures)	\$0.20 per square foot with a minimum fee of \$200
Standard Dredge and Fill Application for minor or major impact projects that propose shoreline structures:	\$200 base fee, PLUS:
Impacts to wetlands and other jurisdictional areas (excluding area of docks), if project is minor or major impact	\$0.20 per square foot
Proposed seasonal dock surface area	\$1 per square foot
Proposed permanent dock surface area	\$2 per square

**FOR CERTIFICATION OF COMPLIANCE FOR NEW
CONSTRUCTION, THE RESIDENTIAL ENERGY CODE
APPLICATION (EC-1 FORM) CAN BE DOWNLOADED AT THE
NEW HAMPSHIRE PUBLIC UTILITIES COMMISSION
WEBSITE**

IMPACT FEE SCHEDULE

Capital Facility Category	Residential per Housing Unit	Non-Residential Per Sq. Ft.
Public Schools	\$3,725.00	no fee
Public Safety - Building	\$838.00	\$0.21
Municipal Office	\$377.00	\$0.09
Solid Waste Facilities	\$366.00	no fee
Total Fees Per Unit or Sq. ft.	\$5,306.00	\$0.30

06/10/09