



**TOWN OF SANDWICH**  
Selectmen's Office  
8 Maple Street ~ PO Box 194  
Sandwich, NH 03227

(603) 284-7701 / [adminassist@sandwichnh.org](mailto:adminassist@sandwichnh.org) / sandwichnh.org

**APPLICATION FOR BUILDING PERMIT**

Date: \_\_\_\_\_

**PROPERTY INFORMATION**

Name of all property owners: \_\_\_\_\_

Property Location (include street number): \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BUILDER / CONTRACTOR**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**ZONING / LAND USE / ROAD CLASSIFICATION**

**Respond with a YES or NO.** Do not leave any questions blank. (*Sandwich Zoning Ordinance and Building Permit Procedures are available at [sandwichnh.org/town\\_hall/forms\\_and\\_documents.php](http://sandwichnh.org/town_hall/forms_and_documents.php).*)

	1. Is this property located in the Historic District? (Zoning Ordinance §150-9B and Building Permit Procedure #11)
	2. Is this property located in the Shoreland District? (Zoning Ordinance §150-9D)
	3. Is this property classified as having Steep Slopes? (Zoning Ordinance Article X)
	4. Is this property in Current Use? (Building Permit Procedure #9)
	5. Does this property have a Conservation Easement or deed restriction?
	6. Is this property located on a Private or Class VI Road (not maintained by the Town)? (Building Permit Procedure #5D)
	7. Is this property in a Special Flood Hazard Area as designated by FEMA? (Zoning Ordinance Article XII and Building Permit Procedure #11A)

**TYPE OF IMPROVEMENT**

Check applicable item(s). If permit application is for three or more items, one \$50 fee will be waived.

<input type="checkbox"/> 1. <b>ROAD ACCESS</b> (Building Permit Procedure #1) Note: Dredge and Fill Permit from the State may be required for placement of culverts. <b>Fee:</b> None (inspection required) <sup>1</sup>
<input type="checkbox"/> 2. <b>DRIVEWAY</b> (Building Permit Procedure #2 and Zoning Ordinance §150-20): Note: Planning Board Steep Slopes Application may be required (Zoning Ordinance §150-5). <b>Fee:</b> \$50 (inspection required) <sup>1</sup>
<input type="checkbox"/> 3. <b>SEPTIC SYSTEM</b> (Building Permit Procedure #3) <input type="radio"/> New or Expanded System <input type="radio"/> Reconstruction or Replacement-in-kind of Existing System <b>Fee:</b> \$100 (inspection required) <sup>1</sup>
<input type="checkbox"/> 4. <b>WELL</b> (Building Permit Procedure #4 and Zoning Ordinance §150-13 B) Note: Well Radii Waiver and Setback Reduction Form may be required. <b>Fee:</b> \$50 (inspection required) <sup>1</sup>
<input type="checkbox"/> 5. <b>ERECT / EXPAND / REBUILD / RELOCATE STRUCTURE</b> (Building Permit Procedure #5) <input type="radio"/> New Dwelling: # bedrooms _____ # bathrooms _____ <input type="radio"/> New Accessory Structure (description): _____ <input type="radio"/> Expand / Rebuild / Relocate Existing Structure (description): _____ _____ Increase in number of bedrooms? _____ (Septic review required.) Building Height: _____ (Zoning Ordinance §150-12) Total square footage of proposed project to include all affected areas: _____ Notes: 1) NH Energy Code approval required for dwellings. (Building Permit Procedure #5B). 2) Foundation-Only Permit for a dwelling requires NH DES septic Appl. for Construction 3) If demolition is involved, a demolition permit is required. <b>Fee:</b> \$50 plus \$0.05 per square foot (inspection required) <sup>1</sup>
<input type="checkbox"/> 6. <b>ALTER / RENOVATE STRUCTURE</b> (Building Permit Procedure #6) <input type="radio"/> Increase in number of bedrooms or change of use (Septic review required.) List of alterations: _____ _____ <b>Fee:</b> \$50 (inspection required)
<input type="checkbox"/> 7. <b>ENERGY SYSTEM: "SOLAR, "WOOD, "WIND, "GENERATOR</b> (BPermit Procedure #7) Note: Engineer-stamped approval required for rooftop solar installations. <b>Fee:</b> \$50 (inspection required) <sup>1</sup>
<input type="checkbox"/> 8. <b>SIX-MONTH EXTENSION OF PERMIT APPROVAL</b> (Building Permit Procedure #12) <b>Fee:</b> \$0 (inspection may be required) <sup>1</sup>

**BUILDING PERMIT CHECKLIST**

<b>Required Items</b>	
	1. Completed application (signature of <u>all</u> property owners)
	2. Site plan showing exterior dimensions of proposed structure and setbacks from: property lines, center line of road, wetlands (including adjacent) and land in Current Use (Zoning Ordinance §150-13).
	3. Property clearly staked: footprint and all applicable boundaries
	4. House/lot number visible from road
	5. Building Permit fee (check payable to Town of Sandwich or cash)
<b>Additional Requirements (if applicable)</b>	
	6. Agent authorization permission obtained from <u>all</u> property owners <sup>2</sup>
	7. Floor plan drawings / elevation drawings / alteration/renovation plans
	8. EC-1/NH Residential Energy Code Certificate of Compliance approval
	9. Full-size septic plan and Local Approval Form from licensed septic designer
	10. Demolition Permit, Excavation Permit (underground power)
	11. Application to build on a Private or Class VI Road (not Town maintained)
	12. Approval from Town Board: Historic District Commission, Zoning Board, Planning Board, Sandwich Conservation Commission, Sewer Commissioners.
	13. NH DES Shoreland and/or Wetlands Permit
	14. Engineer-stamped approval for rooftop solar installation

**SIGNATURE(S)**

<sup>1</sup> Building Permit issuance during snow cover: If the Selectman/Compliance Officer is unable to verify that the application is in compliance with the Sandwich Zoning Ordinance, the property will be inspected once the weather improves. Any construction undertaken pursuant to this Building Permit is taken at property owner risk. If, upon inspection of the property, the Zoning Ordinance has not been met, the structure(s) may have to be removed.

I/we believe the proposed project conforms to the Sandwich Zoning Ordinance and other land use regulations in effect in the Town. Permission is granted for an on-site inspection(s) by the Selectmen and other designated Boards and Agents of the Town.

I have read and acknowledge the above conditions:

\_\_\_\_\_

\_\_\_\_\_  
Signature(s) of all Property Owners or Agent<sup>2</sup>

<sup>2</sup> If an agent is representing a property owner, an email from the property owner(s) authorizing the Agent to act on their behalf must be received by the Selectmen’s Office prior to site inspection.

**\*\*\* TOWN USE ONLY \*\*\***

Fee: \_\_\_\_\_

Square footage: \_\_\_\_\_ X \$0.05 = \_\_\_\_\_

Total Fee Due: \_\_\_\_\_ Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Administration:**

\_\_\_\_ Completed application

\_\_\_\_ Agent authorization(s)

\_\_\_\_ Site plan drawing

\_\_\_\_ Floor plan drawing, elevation drawings

\_\_\_\_ Alteration/renovation plans

\_\_\_\_ EC-1 approval (dwellings)

\_\_\_\_ Full-size septic plan and Local Approval Form from licensed septic designer

\_\_\_\_ Excavation Permit

\_\_\_\_ Demolition Permit

\_\_\_\_ Application to build on a Private or Class VI road

\_\_\_\_ Requested updated CU map

\_\_\_\_ Approval from HDC, ZBA, PB, SCC, Sewer Commissioners

Board/Commission: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Board/Commission: \_\_\_\_\_ Date Approved: \_\_\_\_\_

\_\_\_\_ NH DES Wetlands/Shoreland Approval

\_\_\_\_ Engineer-stamped approval for rooftop solar installation

\_\_\_\_ Site staked

\_\_\_\_ House/lot number visible from road

\*\*\*\*\* **SITE VISIT** \*\*\*\*\*

Selectman / Compliance Officer: \_\_\_\_\_

Date Approved \_\_\_\_\_ Date Denied: \_\_\_\_\_

Date Approved \_\_\_\_\_ Date Denied: \_\_\_\_\_

One 6-month Extension: \_\_\_\_\_ Date Approved: \_\_\_\_\_