



HANOVER, NEW HAMPSHIRE 03755  
 Department of Planning and Zoning  
 P.O. Box 483 (603) 643-0708

# APPLICATION FOR ZONING & BUILDING PERMITS

(Commercial, Multi-Family & Other  
Non-One/Two-Family Projects &  
Properties under Condominium Ownership)

Permit # <b>B</b>	
Approved	
Permit # <b>Z</b>	
Approved	
Appeal Exp	

### Property Information

Project Address \_\_\_\_\_ Zoning District \_\_\_\_\_  
 Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Card \_\_\_\_\_

Is this property in the Special Flood Hazard Area? YES  NO   
 Does this property have **OR** about a stream, pond, or other wetland? YES  NO   
 Is the proposed project within 75 feet of a wetland? YES  NO   
 Condominium Association approval provided (required if property is part of a condo complex)

**Property Owner** \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Project Agent** \_\_\_\_\_ *ONE Agent (singular) allowed* Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Email Address \_\_\_\_\_

Project Agent is responsible for obtaining the required inspections. Representations made by Agent will be accepted as though made by the property owner. Property owner shall be bound by said representations. *ALL correspondence will be sent to the Agent.* Written notification from the property owner is required to change an Agent designation. The written notice shall include all information requested of the Agent on the application form.

### PROJECT DESCRIPTION (for legal posting purposes, "see attached" is NOT acceptable)

New \_\_\_\_\_ Sq ft \_\_\_\_\_  
 Addition \_\_\_\_\_ Sq ft \_\_\_\_\_  
 Alteration \_\_\_\_\_ Sq ft \_\_\_\_\_

### Contractor Information (Name/Phone/NH License #)

General Contractor \_\_\_\_\_  
 Electrical \_\_\_\_\_  
 Plumbing \_\_\_\_\_  
 Mechanical \_\_\_\_\_  
 Sprinkler \_\_\_\_\_  
 Fire Alarm \_\_\_\_\_  
 Other \_\_\_\_\_

Or  See attached list of prospective licensees, phone numbers, NH license numbers.

Application Fees	Estimated Construction Cost (ECC) \$
Fire Suppression System Review _____	\$100 PLUS \$0.10/\$1,000 of ECC (See Pg 3)
Fire Alarm System Review _____	\$100 PLUS \$0.10/\$1,000 of ECC (See Pg3)
Code Review _____	\$50 PLUS \$6/\$1,000 of ECC (\$50 minimum)
Zoning Review _____	50.00
Deferred Submission(s) requested _____	\$75 (See top of Pg 2 for details)
<b>TOTAL</b> _____	Date Paid _____

Prior to scheduling a final inspection, the final project cost shall be submitted in writing to the Planning & Zoning Office and any applicable fee adjustments paid in full.

**Zoning & Building Permits Submission Checklist**  
Commercial, Multi-family Projects & Properties under Condominium Ownership

**A complete set of 100% construction documents, bearing the seal and signature of a New Hampshire licensed design professional (unless exempted by State law), must be submitted with this application, unless a separate letter accompanies the application requesting delayed plan submissions and definite dates of subsequent submissions. PLANS SHALL BE SUBMITTED ON SHEETS NOT LARGER THAN 42"x30".**

- Deferred submission(s) are requested** (additional fee of \$75/hr of review of deferred submissions applies)  
 Deferred submission(s) shall be reviewed and approved **BEFORE** applicable work proceeds
- A written statement listing all proposed delayed plan submissions and definite dates of subsequent submissions is provided
  - \$75 minimum deferred submission fee provided with application filing fee  
 Fee balance shall be paid **BEFORE** a request for final inspection is granted

**ALL OF THE FOLLOWING MUST BE MARKED AS "PROVIDED" OR "N/A"**

Provided    N/A

- Copies of ALL Planning Board, Zoning Board, AND State approvals granted for this project (including approved site plan and field changes)
- Accurate Site Plan showing
- Lot dimensions AND setbacks
- Location of wetland, waterbody, AND floodplain
- Location AND size of all existing structures
- Location AND size of all proposed work
- Location AND width of road, street, right-of-way, driveway, etc.
- Floor Plans & Elevations showing
- Height of new work from finished grade at front
- Height AND number of all stories
- Use designation of all areas, spaces, and rooms labeled on the plans
- Interior Work Only: Floor plans of existing AND proposed work
- Specific Project Details
  - Electrical construction documents that describe that complete scope of work
  - Plumbing construction documents that describe complete scope of work
  - Mechanical construction documents (including heating system data)
  - Structural support
  - Energy Code Certification  
 Forms & information available at [www.puc.state.nh.us/](http://www.puc.state.nh.us/)  
 The PUC may be reached at 271-2431 and would be happy to answer related questions
- Means of Egress demonstrated  
 Stair details, travel distance, exit access, exit, exit discharge
- Special Details
  - Fireplace & chimney
  - Swimming pool
  - Fences – locations & heights
  - Excavation & fill
  - Approved driveway permit from DPW
  - Sewage Disposal Plans
    - State-approved design for new construction
    - State-approved design for upgrade/additional capacity

**Zoning & Building Permits Project Specifications**  
Commercial, Multi-family Projects & Properties under Condominium Ownership

Design Professional in Responsible Charge _____					
NH License # _____					
<b>Does this project involve:</b>				YES	NO
• Any assembly use (i.e. school, church, theater, auditorium, hospital, facility for the elderly, etc.)?				<input type="checkbox"/>	<input type="checkbox"/>
• A fire suppression system? (If YES, additional review fee due. See Pg 1)				<input type="checkbox"/>	<input type="checkbox"/>
• A fire alarm system? (If YES, additional review fee due. See Pg )				<input type="checkbox"/>	<input type="checkbox"/>
• An oil or gas installation?				<input type="checkbox"/>	<input type="checkbox"/>
• Changes or alterations to structural elements?				<input type="checkbox"/>	<input type="checkbox"/>
If yes, please specify: _____					
• Construction or alteration of a structure of more than 2-1/2 stories in height or greater than 4,000 sq ft in area?				<input type="checkbox"/>	<input type="checkbox"/>
• A change of use?				<input type="checkbox"/>	<input type="checkbox"/>
Is this building sprinklered?				<input type="checkbox"/>	<input type="checkbox"/>
<b>Does the construction of the project involve</b>					
	YES	NO		YES	NO
Steel Construction	<input type="checkbox"/>	<input type="checkbox"/>	Reinforced concrete Construction	<input type="checkbox"/>	<input type="checkbox"/>
Masonry Construction	<input type="checkbox"/>	<input type="checkbox"/>	Off-site Fabrication of Structural Members	<input type="checkbox"/>	<input type="checkbox"/>
Pile Foundations	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspections:	<input type="checkbox"/>	<input type="checkbox"/>
Designate the project's construction type according to IBC Chapter 6 _____					
Designate the project's use and occupancy classifications according to IBC Chapter 3 _____					
If multiple uses, indicate how addressed		Non-separated uses <input type="checkbox"/>		Separated uses <input type="checkbox"/>	
		Separated bldgs <input type="checkbox"/>		Accessory uses <input type="checkbox"/>	
Temporary Construction approvals required? (Signs, trailers, fencing, etc.)				YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Requires separate permitting.</b>					

The Zoning Administrator shall act upon any application within 15 days after it has been filed. A Zoning Permit shall become void if construction is not begun within 2 years from the approval date of such Zoning Permit.

The Code Official shall act to approve or deny a Building Permit within 60 days of submission of a complete application, and only after the Zoning Administrator determines that the proposed project complies with the Hanover Zoning Ordinance. A building permit shall be valid for 2 years. If the project is not completed within 2 years, a written request for a one-time extension of the time of completion shall be submitted to the Building Inspector for approval. If the project is not completed by the extension date a new permit must be obtained for the outstanding work.

**Zoning & Building Permits General Conditions**  
Commercial, Multi-family Projects & Properties under Condominium Ownership

- Construction shall not commence until a Building Permit Card is issued. This permit may be revoked in accordance with Appendix C of the Building Code Adopting Ordinance. Issuance of a Building Permit is not a guarantee of compliance with all applicable requirements or of the safety of the structure.
- Any **change(s) to the application** information, including plans, must be submitted in writing for review and approval before work proceeds. (Additional permitting & fees apply.)
- All **signs, awnings & canopies** shall be permitted separately.
- It is the property owner's responsibility to obtain any **additional approval(s)** required for the project, including Fire Department, Public Works Department, Water Department, State Health, food licensing, elevator and lifts, fuel storage, state environmental, etc.
- The Town may require additional reasonable fees to cover administrative expenses for projects that require review above and beyond that of a typical application submission.

\_\_\_\_\_ I acknowledge that a final inspection is required of this project, that failure to schedule a  
Initials final inspection or obtain a permit extension prior to permit expiration is a violation of State and local codes, and that additional fees will be required to rectify any violations.

\_\_\_\_\_ I acknowledge that submission of a **completed** Inspection Log is necessary to schedule a  
Initials final inspection.

Owner Signature \_\_\_\_\_  
 (or letter of agent authorization with owner's signature)

Agent Signature \_\_\_\_\_