



# Minor Building Permit Application

City of Rochester, New Hampshire  
 Department of Building, Zoning and Licensing Services  
 31 Wakefield St. Rochester, NH  
 Telephone: (603) 332-3508  
 Fax: (603) 509-1912

Issue Date: \_\_\_\_\_  
 Permit #: \_\_\_\_\_  
 (This area for office use only)

Map # \_\_\_\_\_  
 Lot # \_\_\_\_\_  
 Block # \_\_\_\_\_  
 Zoning \_\_\_\_\_

Location of Construction (Address): \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Email \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email \_\_\_\_\_

**Preferred Contact Method:**     Telephone                       Cell                       Email

*Property located in:*    HISTORIC DISTRICT (Yes / No)  
    Flood Hazard Area – per the Flood Insurance Rate Map (Yes / No)  
 Is any of the proposed work located within 50 feet of a jurisdictional Wetland Area (Yes / No) – If so, please document.

*Primary Use of Property Is:*     Residential                       Commercial                       Mixed Use (both Res. & Com)

*Proposed Construction is for:*     Deck                       Door                       Garage                       Exterior Renovations  
 (Please Check all that Apply)     Enclose Deck/Porch     Fence                       Shed                       Interior Renovations  
     Pool / Hot Tub                       Roof                       Windows                       Residential Addition  
     Skylight                       Siding                       Other: \_\_\_\_\_

Description of work to be performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_

**Property & Setback Information**

Setbacks from Lot Line to Construction:		Lot has City Water: Yes or No	Bedrooms: Existing _____ Proposed _____
Front:	Right:	Lot has City Sewer: Yes or No	Bathrooms: Existing _____ Proposed _____
Rear:	Left:	Lot is a Corner Lot: Yes or No	Units: Existing _____ Proposed _____

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





**Certification of Accuracy:** As owner of record, or the agent of said owner of the property in question, I certify that all information contained within this application is true and accurate to the best of my knowledge and belief.

**Certification of Compliance:** I hereby certify that I am familiar with all pertinent codes relating to the above specified work, and that all work shall be performed in compliance with these codes, also that I am familiar with the City of Rochester Zoning Ordinance, Chapter 42.

It is the responsibility of the property owner and all contractors, electricians and plumbers to obtain and post the necessary permits in a conspicuous location before any work has begun.

Electrical and plumbing work requires a separate permit from this Building Permit.

Permits are non-transferable. If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

It is the responsibility of the contractor / property owner to obtain all inspections required. **This signed application constitutes consent on the applicant's part to allow for inspections at the property by the Department of Building, Zoning & Licensing Services, Assessing Office and any other required City Staff.** Any work that is covered prior to the inspection may be required to be removed for inspection.

Inspections are required for:

- 1) Reinforcing steel prior to pouring (if required)
- 2) Foundation before backfilling with drainage system, if required, are installed
- 3) Rough-In: Framing with all other trades roughed in and fireblocking/draftstopping in place
- 4) Insulation
- 5) Sheetrock before mud and tape
- 6) Final Inspection

PLEASE BE ADVISED: Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. The Building Inspector may grant an extension of time if a written request is submitted prior to the expiration date. Permits become invalid if work is not started within 180 days or if work is abandoned/suspended for a period of 180 days.

The STATE OF NEW HAMPSHIRE requires that ENERGY CODE COMPLIANCE CERTIFICATION be obtained for all heated buildings, structures, and additions. You may also need to obtain Certification for altering, renovating or winterizing an existing structure. More information can be found at the web site: [www.puc.state.nh.us](http://www.puc.state.nh.us) and follow the link for Energy Codes.

Applicants are advised that the making of a false statement on this form is a criminal offense.

**40.16 Permits.(a) (4) Fees for building permits shall be waived for a honorably discharged veteran or an active duty, National Guard or reserve member of the United States Armed Forces, who plans to construct or have constructed for himself a home or appurtenance to a home already owned by him for exclusive occupancy by himself and his immediate family. IF THIS APPLIES, PLEASE CHECK THE BOX. (VERIFICATION MAY BE REQUIRED)**

**Cost of Construction:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

Permit fee is based on \$9.00 per \$1,000.00 of Construction Cost (Rounded Up Nearest \$1,000.00) plus a \$10.00 application fee  
Minimum Permit Fee is \$20.00

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\*\* OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE \*\*\*

**Paid:**  Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

THIS PERMIT IS  ISSUED with the following conditions:  DENIED for the following reason(s):

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
DEPARTMENT OF BUILDING, ZONING AND LICENSING SERVICES