



**TOWN OF CENTER HARBOR CONSTRUCTION PERMIT APPLICATION**

**Town Use Only**

Permit # \_\_\_\_\_ Fee \_\_\_\_\_ ( ) Paid Date Filed with Town \_\_\_\_\_ Return by: ( ) Mail ( ) Pick Up

Please fill out every section **COMPLETELY**. A construction permit must be obtained from the Building Inspector for all construction of which the estimate value of labor and materials or change in assessed valuation exceeds \$1,500. A permit is also required for any construction or reconstruction of a septic system. A permit may be granted if the proposed construction is in compliance with all applicable laws, ordinances and regulations. The permit shall remain in effect for one year, after which time the permit will expire unless reapplication is made within 30 days of the expiration date. The construction permit shall be posted in a prominent outside location at the site during construction. (See Town of Center Harbor Ordinances, regulations & Bylaws, "Construction Permits".)

**1. Location of the property in which work will be performed:** \_\_\_\_\_

**Tax Map and Lot Number:** \_\_\_\_\_

**2. Name of Applicant(s):** \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing address if different from physical: \_\_\_\_\_

Telephone number: \_\_\_\_\_ email: \_\_\_\_\_

**3. Name of Property Owner if different from applicant:** \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing address if different from physical: \_\_\_\_\_

Telephone number: \_\_\_\_\_ email: \_\_\_\_\_

**4. Type of improvement:**

New Building

Addition

Alteration

Landscaping/Ground work \*

\*Shoreland properties please refer to 11:8 Prohibited Use of the Center Harbor Town Ordinance

Transfer of Mobile Home:

Into Center Harbor

Out of Center Harbor

Within Center Harbor

Other – Please specify below:

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**5: Proposed Use:**

Residential

Single Family Dwelling

Garage

Other please specify \_\_\_\_\_

Non-Residential – Please specify \*

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\*Non-Residential may require Site Plan Review. See Town of Center Harbor Ordinances, Regulations and Bylaws “Site Plan Review Procedures of Non-Residential Developments”.

**6. Is the property being taxed under RSA 79: A Current Use?     Yes                       No**

If “Yes” and the proposed change occurs within the Current Use area an updated Current Use Map will be required identifying the affected area with measurements and total acreage. A Land Use Change Tax penalty will apply if the change occurs within the Current Use area of the property. Please refer to the State of NH website regarding Current Use information [www.nh.gov/revenue](http://www.nh.gov/revenue)

**7. Approvals: Please give information of the following or check N/A (Not applicable)**

Site Plan Approval # \_\_\_\_\_ N/A \_\_\_\_\_  
State Septic Approval # \_\_\_\_\_ N/A \_\_\_\_\_  
Life Safety Code Approval: State \_\_\_\_\_ Town \_\_\_\_\_ N/A \_\_\_\_\_  
Driveway Approval: State \_\_\_\_\_ Town \_\_\_\_\_ N/A \_\_\_\_\_  
Energy Code Compliance: State \_\_\_\_\_ Town \_\_\_\_\_ N/A \_\_\_\_\_  
Fire Department Compliance: State \_\_\_\_\_ Town \_\_\_\_\_ N/A \_\_\_\_\_  
1. Smoke Detectors (Hard wired): Town \_\_\_\_\_ N/A \_\_\_\_\_  
2. Permit to install oil burner: Town \_\_\_\_\_ N/A \_\_\_\_\_  
3. Permit to operate oil burner: Town \_\_\_\_\_ N/A \_\_\_\_\_  
4. Chimney inspection (during build) Town \_\_\_\_\_ N/A \_\_\_\_\_

**8. Will this construction create any new bedrooms:** ( ) Yes ( ) No  
\*\*If yes how many \_\_\_\_\_

**9. Estimated value of construction** (for US Census Bureau) \$ \_\_\_\_\_

**10. Square footage of proposed construction:** Heated: \_\_\_\_\_ unheated \_\_\_\_\_ Open deck: \_\_\_\_\_  
\*\*A complete set of building plans is required to be submitted with this application

**11. Submit a sketch of the lot and attach to this permit application.**

**Sketch requirements:**

1. Outline of the property with dimension of boundaries (**8x11 Sheet of paper submitted with application**)
2. Location and dimension of existing structures and of proposed construction
3. Distance from proposed construction on **ALL property lines**, center line of traveled ways, lake shore or any water courses, designated wetlands (refer to the Center Harbor Water Resource Overlay District Section 10 of the Center Harbor Town Ordinance), wells, septic systems and any other buildings on the lot.

**12. If your property is posted as “No Trespassing” and you would like to grant permission to the Town Assessing Officials to visit your property throughout the duration of this project please sign below.**

\_\_\_\_\_  
\*\*If you wish not to grant permission the Assessing Official assigned to this permit will contact the property owner for an appointment.

**13. The owner or his/her designee acknowledges responsibility for contacting the building inspector to perform necessary inspections.** \_\_\_\_\_ (Initial)

**THE OWNER OF THIS PROPERTY AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION**

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  
Owner's Signature Date Owner's Printed Name

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  
Applicant's Signature if different Date Applicant's Printed Name

Preferred means of contact: ( ) telephone ( ) email

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**FOR BUILDING INSPECTOR'S USE ONLY**

NOTES AND CONDITIONS:

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

Approved ( ) Denied ( )

\_\_\_\_\_  
Ken Ballance, Code Enforcement Officer  
603-455-6823

**Rules Regarding Building Permits and Inspections  
New Construction/Alterations/Renovations**

**COMMERCIAL BUILDINGS:**

1. Building plans with structural detail must accompany the building permit application and will become the property of the Town of Center Harbor.
2. Structures must meet or exceed the current State Energy Code and must have an approval number.
3. All structures will be constructed to meet the 2000 IBC National Building Code.
4. Plumbing must meet the current state of NH Plumbing Code and a licensed New Hampshire plumber must perform the work.
5. Electrical must meet the National Electrical Code and a licensed New Hampshire Master Electrician must perform the work.

**RESIDENTIAL STRUCTURES:**

1. Structures must conform to the 2009 IRC Code.
2. Electrical must meet the current National Electrical Code
3. Plumbing must meet the current State of New Hampshire Plumbing Code
4. Building plans must accompany the building permit application showing the dimensions and clearly marked heated/unheated occupied areas and decks.
5. New heated structures and heated additions with a value to or greater than 50% of the existing structure must conform to the current State of New Hampshire Energy Code.

CODE ENFORCEMENT OFFICER

Ken Ballance

603-253-4561 Office

603-455-6823 Office Cell (No text communication)