



TOWN OF CENTER HARBOR CONSTRUCTION PERMIT APPLICATION

For Town Use Only

Permit # _____ App. Fee _____ Cash/Check # _____ Date Filed _____

Please fill out every section COMPLETELY. A construction permit must be obtained from the Code Enforcement Officer for all construction including 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 (1) 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.

* signifies a required field

Location of property where work will be performed:*

Tax Map and Lot # (e.g. 000-000):*

A property map can be found at: https://www.axisgis.com/Center_HarborNH . Enter the property address in the search function in the upper left corner of the webpage.

APPLICANT INFORMATION*

Name of Applicant:

Property Address (street, city, state, zip):

Mailing Address (if different from property):

Phone: Email:

Preferred means of contact: Phone Email

PROPERTY OWNER (if different from applicant)

Name of Property Owner:

Property Address (street, city, state, zip):

Mailing Address (if different from property):

Phone: Email:

TYPE OF IMPROVEMENT* (please select one)

- New Building
 Addition**
 Demolition**
 Alteration**
 Landscaping/Ground Work***
- Transfer of Mobile Home:
 Into Center Harbor
 Out of Center Harbor
 Within Center Harbor
- Other

Please specify the type of work to be done:

** It is the owner’s responsibility to ensure the construction work being requested is free of ANY hazardous materials (asbestos, lead paint, etc.). Any remodeling or demolition requires an asbestos abatement report from a state licensed inspector. This must be submitted with the building permit application before any approval will be granted.

*** If this work is to be done on a shoreland property please refer to Sections 5 Structure Setbacks and Section 11:8 prohibited use of the Town of Center Harbor [Zoning Ordinance](#). The definition of “Structure” can also be found in the [Zoning Ordinance](#) under Section 2:2:15.

Either insert electronic signature or print and sign below:

PROPOSED USE*

Residential

- Single Family Dwelling
- ADU (Accessory Dwelling Unit — Section 5:9:2)
- Garage
- Other — Please specify:

Non-Residential+ — Please specify:

+ Non-Residential may require Site Plan Review. See Town of Center Harbor [Zoning Ordinances](#), Regulations and Bylaws “Site Plan Review Procedures of Non-Residential Developments”.

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 delineated measurements AND total acreage. A Land Use Change Tax (LUCT) penalty will apply.

Please refer to the State of NH website regarding Current Use: <https://www.revenue.nh.gov/current-use/index.htm>

A completed application consists of the following:

- A completed Construction Permit Application
- A sketch of the project with delineated property lines along the road/property line setbacks per town ordinances
- A building plan of the proposed project
- You may submit a completed application in 3 ways:
 - Email (preferred — include tax map/lot & address in subject line): planningzoning@centerharbornh.gov
 - In person: Town of Center Harbor, Planning Department, 36 Main Street, Center Harbor, NH 03226
 - Mail: Town of Center Harbor, Planning Department, PO Box 140, Center Harbor, NH 03226

Please contact the Planning/Zoning Clerk at 603-253-4561 within 2 business days to confirm the Building Department has received your application.

We will contact the applicant within 14 days of the application submission. If approved, the applicant will be notified of the total fee—payable by cash or check—and given instructions to pick up the permit.

SIGNATURES*

The owner of this property and the undersigned agree to conform to all applicable laws of this jurisdiction.

Either insert electronic signature or print and sign below:

Applicant's Signature*

Date*

Applicant's Printed Name*

Owner's Signature

Date

Owner's Printed Name

If owner does not sign, a letter of authorization from the owner is required upon submission. Hard copy or email accepted.

CODE ENFORCEMENT OFFICER USE ONLY

Notes and conditions if applicable:

Property owner/agent signature on acknowledgement of conditions: _____

Approved Denied Permit Expiration Date: _____ Valid for one (1) year

Code Enforcement Officer Signature: _____

William Doucette — Code Enforcement Officer

Phone: 603-455-6823

Email: code@centerharbornh.gov