



TOWN OF EATON OFFICE OF THE SELECTMEN

BUILDING PERMIT INSTRUCTIONS AND CHECKLIST

A Building Permit must be obtained before a building or structure is constructed, extended, removed or altered. This requirement also applies to permanent and temporary structures such as: barns, gazebos, storage containers, pools, solar panels, retaining walls, fences, sheds, decks, signs, etc. Change of use of a building also requires a Permit. Repair or maintenance where the purpose of the building is not changed and existing walls are not altered that does not exceed \$2,500 in cost for labor and materials does not require a permit.

Building Permit applications will be denied if the proposed project violates the Eaton Zoning Ordinance. If a permit is denied, the reason for denial shall be clearly stated in writing. The Zoning Board of Adjustment may, upon Appeal, Special Exception or Variance, authorize the issuance of a permit. The Zoning Ordinance is available for review at the Town Office or on the Town's website at www.eatonnh.org.

No permit shall be transferred to a subsequent owner.

Building Permits, when issued, are valid for one (1) year and may be renewed annually up to three (3) times.

Failure to secure an approved Building Permit may result in fines pursuant to RSA 676:17.

Builders of new construction are required to provide adequate on-site sanitary facilities such as portable toilets.

It is the responsibility of the contractor and/or property owner to arrange for building inspections at the appropriate stages of the work (i.e. pre-foundation/site disturbance, frame & masonry, rough plumbing/mechanical/gas/electrical system, final inspection). Contact Building Inspector David Pandora at (603) 356-3737 or via email at joannepandora@gmail.com to schedule inspections.

NOTE: A Certificate of Occupancy must be obtained from the Board of Selectmen PRIOR to occupying any dwelling.

Building Permits are issued by the Board of Selectmen at their regular meetings on the first and third Tuesday of each month. Applications **must** be submitted to Town Hall at least one week prior to the Selectmen's meeting.

All construction must comply with the State Building Code and the Eaton Zoning Ordinance. In addition, State Law requires compliance with the following codes for the construction of residential buildings and structures:

- International Residential Code
 - International Building Code
 - International Plumbing Code
 - International Energy Conservation Code
 - International Mechanical Code
 - International Swimming Pool & Spa Code
 - Life Safety Code (including fire and smoke detectors), NFPA 101
 - National Electrical Code, NFPA 70
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- Any electrical work must be completed by a licensed electrician per RSA 319-C:1
 - Any plumbing work must be completed by a licensed plumber per RSA 329-A
 - Any gas work must be completed by a licensed gas fitter per RSA 153:28
 - The property owner who chooses to build their own residential structure may do their own electrical and plumbing work with the following conditions:
 - ✓ It is a single-family dwelling occupied by the owner as their primary domicile
 - ✓ There are no other dwelling units in the structure
 - ✓ All work must meet aforementioned building codes
 - ✓ Owner adheres to the Building Inspector requirements

The following items are required to be submitted with the Building Permit application for dwelling units:

- State Septic system approval and design plan
- State or Town Driveway Permit
- NH Residential Energy Code approval (www.energy.nh.gov/renewable-energy.energy-codes)
- Plans of structure/addition showing all setbacks
- For Building Permit applications that involve land that is in Current Use, a survey map showing the land being taken out of Current Use must be provided for the Assessor. The land being taken out of Current Use must be monumented on the ground. The Land Use Change Tax must be paid in full before a Certificate of Occupancy is issued.
- Class VI/Private Road Waiver of Liability Agreement (RSA 674:41)
- USGS Topo maps showing location of work

Note: Issuance of a Building Permit allows the Assessor and/or Board of Selectmen or their designated representative to visit the property to ensure compliance with Permit conditions and the Zoning Ordinance.



TOWN OF EATON
Office of the Selectmen
PO Box 88
Eaton, NH 03832
(603) 447-2840

BUILDING PERMIT APPLICATION

Date of Application: _____ Permit Number (Office Use): _____

Property Owner(s) _____ Tax Map _____ Lot _____

Name(s) _____

Property Address _____

Mailing Address _____

Phone Number _____ Email _____

Project (please check all that apply):

____ New Dwelling ____ Commercial ____ Addition ____ Remodel/Alteration/Repair
____ Deck/Porch ____ Accessory Building ____ Accessory Dwelling Unit/ADU/Duplex
____ Electrical ____ Plumbing ____ Gas ____ Solar ____ Other

Project Description

Estimated Cost of Construction/Installation \$ _____

Location: ____ In Floodplain ____ In Wetland ____ In Shoreland Protection
____ In Steep Slope zone ____ In Ridgeline Protection zone

Zoning District: ____ Rural Residential ____ Village District ____ Commercial

Is this property presently, or will it become rental property? ____ Yes ____ No

Does this property receive a "Current Use" taxation – RSA 79-A? ____ Yes ____ No
See RSA Chapter 79-A Current Use Taxation. "Current Use" is an assessment of land value for taxation purposes meant to encourage the preservation of open space. Land presently within "Current Use" cannot be part of the buildable area of the lot unless removed from Current Use.

Explain: _____

Setbacks: *Structure setback requirements: 60 feet from the centerline of any public or private road, 30 feet from any property boundary line and 125 feet from any body of water five acres or more (Conway Lake, Crystal Lake, Long Pond, Hatch Pond, Roberts Pond, Thurston Pond, Purity Lake).*

Specify setback distances: To the Road _____ To the Rear of property _____

To the Right boundary _____ To the Left boundary _____

Length of road frontage _____ Distance from any lake/pond _____

Septic Systems: *New septic loads may not be added to any existing structure without an approved State Septic System design.*

Septic Approval # _____

Energy Code Approval # _____

Please provide the following information for those that apply:

Contractor/Builder/Driveway Contractor

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

License Number: _____

Plumber

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

License Number: _____

Electrician

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

License Number: _____

Gas Fitter

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

License Number: _____

BUILDING DESCRIPTION -- Please complete this section for all permits

Number of Bedrooms _____ Number of Bathrooms _____

****Please check the appropriate box(es) that best describes the type of structure, interior finish and fixtures*

FOUNDATION		EXTERIOR		ELECTRICAL	
Concrete		Clapboard		100 Amp	
Concrete Block		Vinyl		200 Amp	
Stone/Brick		Wood Shingle		Other:	
Piers/Loose Stone		Log			
Slab		Brick			
Other:		Other:		PLUMBING	
				Laundry	
BASEMENT				# Kitchens	
Full Basement		INTERIOR		Disposal	
Partial Basement		Plaster		Spa/Hot Tub	
Crawl Space		Drywall		Other:	
		Paneling			
Finished		Unfinished			
Unfinished		Open Stud		WATER	
Garage		Ceiling Tiles		Dug Well	
		Other:		Artesian	
ROOFING				Driven Point	
Asphalt Shingles				Other:	
Metal		HEATING			
Other:		Electric			
		Hot Water			
INSULATION		Steam			
Fiberglass Batt		Hot Air			
Insulated Panel		Fireplace			
Sprayed		Wood Stove			
Other:		Solar			
		No Heat			
FLOORING		Other:			
Basement Type:					
		HEATING FUEL			
1st Floor Type:		Oil			
		Propane/LP			
2nd Floor Type:		Electric			
		Wood			
3rd Floor Type:		Other:			

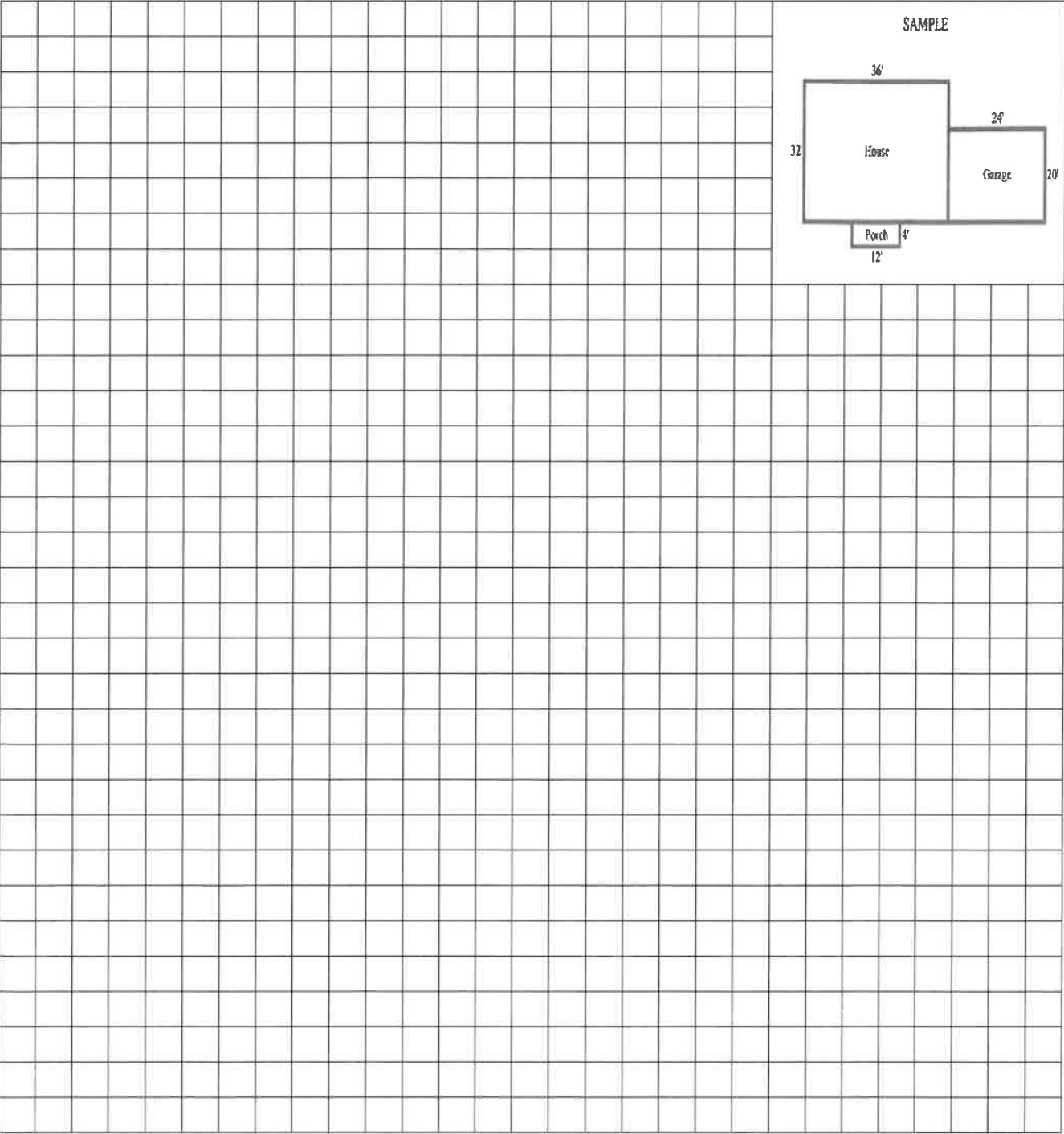
List items not appearing on this list on the back of this page

***Roof strength must withstand a minimum of 90 lbs/square foot*

TAX MAP: _____ LOT: _____

FLOOR PLAN OF BUILDING - FOR NEW STRUCTURES AND FOOTPRINT OR FLOOR PLAN CHANGES TO EXISTING STRUCTURES

For Each Floor: In the space below, draw to scale a floor plan for new structures and/or changes to existing structures. Show dimensions. Use additional sheets if necessary. Project plans may be substituted for drawings.



1 square = _____ feet

TAX MAP: _____ LOT: _____

**PLOT PLAN WITH BUILDING LOCATION - FOR NEW STRUCTURES AND FOOTPRINT
CHANGES TO EXISTING STRUCTURES**

In the space below, draw to scale a plot plan showing the lot lines of the property and the location of the proposed new and/or altered structures and new driveway(s) on the property. Delineate distances from the closest part of the new structure(s) and driveway(s) at 90 degree angles to the lot lines and center of road and from wetlands, water courses and standing bodies of water. In cases where measurements are on a slope, the distance must be measured horizontally.

	<div style="text-align: center;">SAMPLE</div>																			

1 square = _____ feet

BUILDING PERMIT FEES FOR NEW CONSTRUCTION & REMODELING

Commercial Total Sq Ft _____ x .45 \$_____

Residential Dwellings & Additions:

First Floor Living Sq Ft _____ x .45 \$_____

Second Floor Living Sq Ft _____ x .45 \$_____

Finished Basement Living Sq Ft _____ x .45 \$_____

Third Floor, Attic, Loft Living Sq Ft _____ x .45 \$_____

Unfinished Basement/Attic Non-Living Sq Ft _____ x .25 \$_____

Porches, Decks, Pool Non-Living Sq Ft _____ x .25 \$_____

Garage, Barns, Sheds, Solar Non-Living Sq Ft _____ x .25 \$_____

All Other Structures Total Sq Ft _____ x .25 \$ _____

Generator/Mini-Splits \$10.00 \$_____

Interior Remodel Total Sq Ft _____ x .25 \$_____

Demolition & Re-build Combined Project:

Demo Fee: \$10 Less than 100 sf - \$50 More than 100 sf \$_____

Administrative Fee \$30 Residential - \$50 Commercial \$_____

Driveway Permit Fee (for access onto Town Roads) \$35.00 \$_____

Total Permit Fees \$_____

Fees are non-refundable and checks must be payable to: **Town of Eaton**

Amount Paid: \$_____ Check #_____

Permits are valid for one year from the date of issuance

Please continue to next page

*****Please Read & Sign Below*****

I/We understand and accept that approval granted by the Town of Eaton, based upon information supplied herein, does not relieve me from having to comply with any Local Ordinances, State or Federal Laws.

I/We hereby certify that the information herein is true and the project will be accomplished in accordance with the information submitted. I have read and understand the Town of Eaton Zoning Ordinance as it applies to this project and I understand the Building Inspector will act to enforce the State of NH Building Code and the Board of Selectmen will act to enforce the Zoning Ordinance.

*****I/We understand that the Board of Selectmen and Town Assessor have the right to physically visit the property during and after construction.***

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

☐ Approved

☐ Denied

Selectman Signature: _____ Date: _____

Selectman Signature: _____ Date: _____

Selectman Signature: _____ Date: _____

Reasons for Denial: _____
