

**TOWN OF LOUDON
OFFICE OF THE BUILDING INSPECTOR
P.O. BOX 7032
8 COOPER STREET
LOUDON, NH 03307**

INFORMATION FOR COMMERCIAL/INDUSTRIAL BUILDING PERMIT APPLICANTS

- 1) THE BUILDING PERMIT YOU ARE BEING ISSUED IS VALID FOR A PERIOD OF ONE YEAR UNLESS THE FOUNDATION AND SEPTIC SYSTEM ARE COMPLETED. FRAMING AND EXTERIOR FINISH MUST BE COMPLETED WITHIN TWO YEARS FROM DATE OF ISSUE.
- 2) CONSTRUCTION INSPECTIONS, WHICH ARE REQUIRED, ARE BASED ON THE ATTACHED CONSTRUCTION INSPECTION TABLE. APPOINTMENTS FOR INSPECTIONS SHOULD BE MADE A MINIMUM OF TWO (2) BUSINESS DAYS BEFORE NEEDED.
- 3) UPON SATISFACTORY COMPLETION OF ALL INSPECTIONS, A CERTIFICATE OF OCCUPANCY WILL BE ISSUED BY THE BUILDING INSPECTOR TO PERMIT APPLICANT.
- 4) THE BUILDING PERMIT APPLICATION MUST BE COMPLETELY FILLED IN PER SECTION 801.3 OF THE LOUDON ZONING ORDINANCE BEFORE ISSUANCE OF PERMIT. (SEE BELOW FOR DEFINITION OF SECTION 801.3)
- 5) A BUILDING PERMIT WILL NOT BE ISSUED UNTIL SECTION 801.4 OF THE LOUDON ZONING ORDINANCE IS MET. (SEE BELOW FOR DEFINITION OF SECTION 801.4)
- 6) CERTIFICATE OF OCCUPANCY 1) NO LAND OR BUILDING SHALL BE OCCUPIED, USED, OR CHANGED IN USE UNTIL A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE BUILDING INSPECTOR STATING THAT THE PROPOSED USE OF SUCH LAND OR BUILDING COMPLIES WITH ALL PROVISIONS OF THE LOUDON ZONING ORDINANCE. 2) A CERTIFICATE OF OCCUPANCY SHALL BE APPLIED FOR AT THE SAME TIME APPLICATION IS MADE FOR A BUILDING PERMIT AND SHALL BE ISSUED FOLLOWING AN INSPECTION OF THE PREMISES BY THE BUILDING INSPECTOR AND HIS FINDINGS THAT ALL PROVISIONS OF THE LOUDON ZONING ORDINANCE HAVE BEEN MET.

FROM THE LOUDON ZONING ORDINANCE

SECTION 801.3 BUILDING PERMIT APPLICATIONS:

NO APPLICATION FOR A BUILDING PERMIT SHALL BE ACCEPTED OR APPROVED UNLESS IT IS (1) FILED IN WRITING ON THE FORM PRESCRIBED BY THE SELECTMEN, (2) ACCOMPANIED BY THE REQUIRED PERMIT FEE, AND (3) ACCOMPANIED BY A DRAWING, IN DUPLICATE, SHOWING THE LOT PLAN, THE LOCATION OF THE BUILDING OR USE ON THE LOT, ACCURATE DIMENSIONS OF THE LOT AND BUILDING OR USE; AND WHERE FOR HUMAN HABITATION OR USE, SHOWING LOCATION AND SPECIFICATIONS OF MEANS OF WASTE AND SEWAGE DISPOSAL, MEANS OF ACCESS TO SUCH LOT OR USE, AND SUCH OTHER INFORMATION AS THE SELECTMEN MAY DEEM NECESSARY TO PROVIDE FOR OBSERVANCE OF THE PROVISIONS OF THIS ORDINANCE, INCLUDING DOCUMENTATION OF CONSTRUCTION FROM THE NHWSPPC.

SECTION 801.4 STAKES AND MARKERS:

NO APPLICATION FOR A BUILDING PERMIT SHALL BE APPROVED UNTIL STAKES OR MARKERS SHALL BE FIXED ON THE LOT TO INDICATE THE LOCATION OF LOT LINES AND ALL CORNERS OF BUILDING(S), STRUCTURES(S), AND ALTERATIONS PROPOSED.

EFFECTIVE 1/1/03: ON-SITE TOILET FACILITIES ARE REQUIRED.

EFFECTIVE 12/09: CONSTRUCTION HOURS ARE LIMITED TO 6 A.M. – 6 P.M. MONDAY - FRIDAY

TOWN OF LOUDON
APPLICATION FOR COMMERCIAL/INDUSTRIAL BUILDING PERMIT
New Construction, Additions, Renovations, Accessory Buildings

Landowner(S)/Applicant(S) Name: _____

Landowner(S)/Applicant(S) Address: _____

Phone: _____ (Home) _____ (Cell) _____ (Other)

Loudon Tax Map Reference: Map _____ Lot _____

Specific Lot Location: _____

Lot Size: _____ Acres _____ Frontage (Ft) _____ Depth (Ft)

⇒ **Is this lot or any portion of this lot under Current Use Assessment per RSA 79-A?**
() YES** () NO ** If YES, provide details, including copy of Current Use map

APPLICATION WILL AUTOMATICALLY BE DENIED IF APPLICANT FAILS TO COMPLETE CURRENT USE ASSESSMENT INFORMATION ABOVE

Include With This Application:

- Copy of Septic System Design Plan as Submitted & Approved By W.S.P.C.C.
- Copy of W.S.P.C.C. Approval for Construction #: _____
- Copy of Deed
- Driveway Permit (obtain from Road Agent or NH Dept. of Transportation)
- Sketch (with dimensions) showing location of proposed building(s), setbacks, and all other buildings on lot
- Engineered building plans (stamped by Engineer)
- Floor Plan (include basement plan if applicable)
- Land marked with stakes or markers
- Current Use Map with proposed area to be disturbed (if applicable)
- Fire Marshall's Approval
- Planning & Zoning Boards approval (attach copies of approvals with conditions)

Date of Planning Board Approval: _____ Application Approved for: _____

Date of Zoning Board Approval: _____ Application Approved for: _____

Check Type of Construction and Appropriate Zoning

Commercial:

- New Commercial Building
- Addition to existing Commercial Building
- Replacement of Commercial Building
- Commercial Accessory Building
- Other

Industrial:

- New Industrial Building
- Addition to existing Industrial Building
- Replacement of Industrial Building
- Industrial Accessory Building
- Other

DESCRIPTION OF BUILDING, ADDITION, REPLACEMENT

Description of intended permit (i.e.: Hotel, Car Wash, Mall, Etc.) _____

If permit is for an addition or accessory structure, the information below applies only to the new construction and not the existing structure(s):

Foundation size: _____ Foundation type: _____
(i.e.: poured concrete, block, etc.)

of square feet of office/showroom/sales area: _____ Total square footage of building: _____

Building setback from property lines: (attach map showing all setbacks)

Front: _____ Rear: _____ Sides: _____ Other: _____

Type of construction (i.e.: wood frame, concrete, brick, etc.): _____

CONDITIONS FOR ISSUANCE OF PERMIT

PERMITS ISSUED ARE SUBJECT TO THE FOLLOWING RESTRICTIONS AND LIMITATIONS:

- 1) Permit expires one (1) year from date of issue unless foundation and septic system are completed
- 2) Framing and exterior finish must be completed within two (2) years from date of issue
- 3) **Building is not to be occupied until a Certificate of Occupancy is issued by the Town of Loudon**
- 4) If applicable, impact fees must be collected prior to Certificate of Occupancy being issued

➔ Permit fees are based upon \$.10 per square foot for commercial/industrial

I UNDERSTAND THAT ANY VIOLATION OF THE ABOVE TERMS AND CONDITIONS, OR WILLFUL MISREPRESENTATION OF ANY INFORMATION ON THIS APPLICATION WILL RESULT IN LEGAL ACTION AGAINST ME AND WILL SUBJECT ME TO FINES OF UP TO \$275 PER DAY PLUS LEGAL EXPENSES FOR EVERY DAY THE VIOLATION CONTINUES.

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

Fees due: _____ Date Fees Paid: _____ Receipt #: _____

Disposition of Application: _____

Comments/Conditions: _____

Building Inspector Signature: _____

Date Issued: _____

Permit Number: _____

CONSTRUCTION INSPECTIONS

INSPECTIONS REQUIRE A MINIMUM 2 DAYS NOTICE (PLEASE HAVE YOUR BUILDING PERMIT # WHEN CALLING) YOUR BUILDING PERMIT # IS: _____

<u>DESCRIPTION</u>	<u>WHEN MADE</u>	<u>INSPECTOR</u>	<u># TO CALL FOR INSPECTION</u>
FOUNDATION: INCLUDES FOOTINGS, SLABS, FOUNDATION WALLS, PIERS, DAMPPROOFING FOUNDATION DRAINAGE, STOOPS, PORCHES AND TERRACES	PRIOR TO BACK FILLING	BLDG. INSPECTOR	798-5584 Building Department, 8 Cooper Street
ROUGH FRAMING, PLUMBING, ELECTRICAL, CHIMNEY AND FIREPLACES: INCLUDES THE STRUCTURE ENCLOSED WITH ALL WALL, CEILING AND ROOF FRAMING EXPOSED. ROOFING, FIREPLACES AND CHIMNEYS SHOULD BE COMPLETED. HEATING, PLUMBING & ELECTRICALWORK SHOULD BE ROUGHED IN.	PRIOR TO APPLYING INSULATION AND NON-STRUCTURAL INTERIOR & EXTERIOR WALL FINISH. ALL CHIMNEYS TO BE INSPECTED AT 4' ABOVE BASE W/CLEANOUT. ALL FIREPLACES TO BE INSPECTED AT SMOKE CHAMBER/SHELF	BLDG. INSPECTOR	798-5584 Building Department, 8 Cooper Street
SEWAGE DISPOSAL SYSTEM: INCLUDES SEPTIC TANK, DISTRIBUTION BOX, AND LEACHING BED OR CHAMBERS. SYSTEM WILL BE CONSTRUCTED IN ACCORDANCE WITH PLANS APPROVED BY THE NH WATER SUPPLY & POLLUTION CONTROL COMMISSION. ANY MAJOR CHANGES TO LOCATION AND/OR ELEVATIONS OF SEPTIC TANK AND/OR LEACHING BED MUST BE APPROVED IN ADVANCE BY THE NHWSPCC.	PRIOR TO BACK FILLING SEPTIC TANK, DISTRIBUTION BOX, PUMPS (IF USED) AND ALL PIPE IN PLACE,	AUTHORIZED AGENT OF THE NHWSPCC	271-3503 www.state.nh.us/ssb/
DRIVEWAY: INCLUDES COMPLETED DRIVEWAY CONNECTION TO ROAD. DRIVEWAY SWALE OR CULVERT MUST ADEQUATELY CARRY DITCH AND DRIVEWAY RUN-OFF SO AS TO PREVENT WATER FROM FLOWING OR PONDING ON ROADS	BEFORE CONSTRUCTION FINAL SIGN-OFF AT COMPLETION	ROAD AGENT	783-4568 Highway Garage, Clough Hill Road
OIL BURNER: INCLUDES INSTALLATION OR REPLACEMENT OF ANY OIL BURNER USED FOR SPACE HEATING	PRIOR TO OPERATION	FIRE DEPARTMENT	798-5612 Fire Department, 8 Cooper Street
FINAL: INCLUDES COMPLETED BUILDING, CLEANED & READY FOR OCCUPANCY OR USE. ALL WATER, PLUMBING, ELECTRICAL AND HEATING EQUIPMENT WILL BE INSTALLED AND OPERATING. LANDSCAPING NEED NOT BE COMPLETED.	UPON COMPLETION, BUT PRIOR TO OCCUPANCY OR USE	BLDG. INSPECTOR	798-5584 Building Department, 8 Cooper Street
PUBLIC UTILITIES COMMISSION	ENERGY CODE COMPLIANCE TO BE SUBMITTED WITH BUILDING PERMIT		271-6306 www.puc.state.nh.us