



TOWN OF CONWAY
COMMERCIAL BUILDING PERMIT APPLICATION

MAP & LOT _____ - _____
PERMIT ISSUED _____
NUMBER _____
BY _____
FEE _____ **CASH** _____
CK# & NAME _____

A Building Permit is required for:

- Any construction activity regardless of structural footprint change on the property, whether for modifying/expanding an existing structure or constructing/installing a new structure.

Applications for Building Permits (BP) must be submitted to the Building Inspector at least **30 days** prior to start of the project to allow adequate time for review and issuance of permit(s). Projects shall not start prior to issuance of the permit(s). Starting prior to receiving permits may result in a cease and desist order, removal of materials and fines up to \$275 per day.

Applicants and Contractors should review the Town of Conway's Zoning and Building Permit Ordinances prior to submitting a BP application. By signing this application, the property owner and/or contractor acknowledges that they understand that state law (RSA 155-A) requires structures to be remodeled or constructed in accordance with the currently adopted International Building Code. The Assessing Office will visit the construction site and verify all permits. BP applications may also be denied pending Planning Board and Board of Selectmen review, if required.

Building Permits are valid for one (1) year from the date of issuance.

Depending on the project, additional items may be necessary before a BP may be issued

- please refer to the Applicant's Checklist on Page Two

Contact the Building Inspector before submitting your BP application to determine whether or not any additional information is required.

REQUIRED SIGNATURES FOR BUILDING PERMIT

FIRE CHIEF _____ **SUBDIVISION** _____
BUILDING OFFICIAL _____ **SITEPLAN** _____
KEARSARGE LIGHTING _____ **PRECINCT-H20/SEWER** _____
DRIVEWAY PERMIT _____ **SHORELINE APPROVAL #** _____

DREDGE/FILL/WETLANDS/FLOOD PLAIN PERMITS _____

NOTES _____



**COMMERCIAL BUILDING PERMIT
APPLICANT'S CHECKLIST**

Property Owner(s): _____ Tax Map: _____ Lot: _____

**THIS CHECKLIST AND ALL APPLICABLE ITEMS ASSOCIATED WITH YOUR PROJECT
MUST BE SUBMITTED BEFORE THE BUILDING PERMIT WILL BE ISSUED**

Is this a renewal? YES - NO - N/A
If yes, has there been any change to your project
that was not previously approved? YES - NO - N/A

Will this be used as a rental property? YES - NO - N/A

Did you review the Town's Zoning Ordinance, Building
Permit Ordinance and Building Permit Application Instructions
before completing and submitting this application? YES - NO - N/A

Do you have a surveyed plot plan? YES - NO - N/A
If yes, are property corners clearly identified and visible? YES - NO - N/A

Does your project comply with all Zoning and Building Permit
Ordinance requirements? YES - NO - N/A

Will a driveway be created or improved? YES - NO - N/A
If yes, is a copy of your Driveway Permit from the
Town of Conway or State of NH attached? YES - NO - N/A

Will a retaining wall 4" tall or greater be required? YES - NO - N/A
If yes, are retaining wall plans attached? YES - NO - N/A

Will a septic system be installed or upgraded? YES - NO - N/A
If yes, is a copy of the Approval for Construction
from NH DES attached? YES - NO - N/A

Is your existing septic system adequate to handle the
proposed number of bedrooms? YES - NO - N/A

Will you create a structural footprint change within 250'
of a body of water (including the Saco and Swift Rivers)
greater than 10 acres in size? YES - NO - N/A
If yes, is a copy of your Shoreland Impact Permit or
Permit of Notification from NH DES attached? YES - NO - N/A

Did you submit a copy of the Variance/Special Exception granted to you by the
Zoning Board of Adjustment? YES - NO - N/A



**TOWN OF CONWAY
COMMERCIAL BUILDING PERMIT APPLICATION**

PROPERTY OWNER(S): _____ **TAX MAP:** _____ **LOT:** _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **PHONE:** _____

EMAIL: _____ **PROJECT LOCATION:** _____

TYPE OF PROJECT (circle):

New Dwelling Addition Remodel Deck/Porch Renewal (BP# _____)

Accessory Building Demo Caretaker's Unit Other

BRIEF PROJECT DESCRIPTION:

CONTRACTOR: _____ **PHONE:** _____

EMAIL: _____ **TOWN REGISTRATION #:** _____

ESTIMATED COST OF CONSTRUCTION/INSTALLATION: _____

ADDITIONAL ITEMS INCLUDED (IF REQUIRED - SEE APPLICANT'S CHECKLIST)

___ Planning Board Approval

___ Town or State Driveway Permit - permit # _____

___ Septic System Approval for Construction from NHDES - approval # _____

___ Class VI/Private Road Waiver of Liability Agreement (notarized, signed by Selectmen, recorded at Registry

___ Shoreland Impact Permit or Permit by Notification from NHDES - permit # _____

___ Variance/Special Exception Granted by the Zoning Board of Adjustment

___ Surveyed Plot Plan

___ Rental Property License

___ Approved Storm Water Management Plan

___ One Full Set of Plans/Construction Documents, (Including MEP, Structural, etc. as Required)
PDF and Hard Copy

___ Letter of Energy Compliance from Design Professional (May Use Residential Compliance Options to a
Maximum of 4,000 square feet)

___ Statement of Special Inspection (IBC Section 1705, if applicable)

___ Footing Certification - This is Due Prior to Foundation Inspection or Issuance of Building Permit

___ Fire Department - Fire Protection Plans and Review Fee Submitted in Addition to Building Permit/Fee



TOWN OF CONWAY

BUILDING DEPARTMENT

Tax Map: _____
Lot: _____

MECHANICAL PERMIT APPLICATION

An application fee of \$75 is applied to all mechanical permit applications

Estimated Cost of Mechanical Installation: _____

Location of Construction (Address): _____

Primary Use of Property: Residential Commercial

Property Owner: _____ Phone #: _____

E-mail: _____

Contractor: _____ Phone #: _____

Mailing Address: _____

License Holder: _____ NH Gas Fitter License #: _____ Exp: _____

E-mail: _____

Applicant information: Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name: _____ Phone #: _____ E-mail: _____

FIXTURE	TYPE	#	FIXTURE	TYPE	#
Air Conditioners			Propane Tanks		
Dryers			Ranges		
Furnaces			Unit Heaters		
Gas Generators			Water Heaters		
Grilles			Other		
Heater Range			Other		
Heating Boilers			Other		
Ovens			Other		

Description of work to be performed: _____

Mechanical Contractor's Signature: _____ Date: _____



TOWN OF CONWAY

BUILDING DEPARTMENT

Tax Map: _____

Lot: _____

ELECTRICAL PERMIT APPLICATION

An application fee of \$75 is applied to all electrical permit applications

Estimated Cost of Electrical Installation: _____

Location of Construction (Address): _____

Primary Use of Property: Residential Commercial

Property Owner: _____ Phone #: _____

E-mail: _____

Contractor: _____ Phone #: _____

Mailing Address: _____

Master Elec: _____ NH Master Electrician #: _____ Exp: _____

E-mail: _____

Applicant information: Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name _____ Phone #: _____ E-mail: _____

Services, Panels, Disconnects	Quantity	Devices	Quantity	Luminaries	Quantity
60		Receptacles		Incandescent	
100		Switches		Fluorescent	
200		Motion Sensor		Neon	
400		Carbon Monoxide		L.E.D.	
600		Smoke Detectors		Exit/Emergency Lts	
800		Other		Exh/Paddle Fan	
1000					
1200		Equipment			
1600		Range		Washer	
2000		Oven		Dryer	
Other _____ Amps		Microwave		Boiler	Gas Oil
Meters		Dishwasher		Furnace	Gas Oil
Motors		Disposal		A/C Unit	
Air Comp/Cond.		HW Heater		Door openers	
Electric Heat		Refrigerator/Freezer		Sump Pump	
Heat Pump		Other			
Manufactured Structure		Transformers			
Modular Structure		Up to 25 KVA			
Fire Pump		25 KVA & over			
Standard Temp Service					
Illuminated Sign		Generators and Transfer Switches			
Above ground pool		Up to 10 KVA		Over 75 KVA	
In Ground pool		10KVA- 75 KVA		Transfer Switches	

Description of work to be performed: _____

Electrical Contractor's Signature: _____ Date: _____



Tax Map: _____
Lot: _____

TOWN OF CONWAY

BUILDING DEPARTMENT

PLUMBING PERMIT APPLICATION

An application fee of \$75 is applied to all plumbing permit applications

Estimated Cost of Plumbing Installation: _____

Location of Construction (Address): _____

Primary Use of Property: Residential Commercial

Property Owner: _____ Phone #: _____

E-mail: _____

Contractor: _____ Phone #: _____

Mailing Address: _____

Master Plumber: _____ NH Master Plumber #: _____ Exp: _____

E-mail: _____

Applicant information: Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name: _____ Phone #: _____ E-mail: _____

FIXTURE	#	FIXTURE	#	FIXTURE	#
Water Distr. Syst.		Dishwasher - Res		Stacks	
Waste System		Garbage Disposal		Sinks	
Water Tank/Heater		Laundry Tray/ Wash Sink		W C / Toilet	
Floor Drains		Washing Machine		Lavatory	
Sewage Ejector		Special Wastes		Showers	
Drinking Fountain		Rainwater Leaders		Urinal	
Pump		Bath Tub		Other	
Sill Cocks					

Description of work to be performed: _____

Plumbing Contractor's Signature: _____ Date: _____



TAX MAP: _____ LOT: _____

PERMIT FEES:

The following fees are levied to cover expenses related to time in reviewing and issuing applications and for project inspections to ensure compliance with state code and municipal ordinances. Part of these fees are also used to offset the costs of E911, assessing and tax map updates. ***DRIVEWAY PERMIT AND PAVING SURETY FEES MUST BE ON A SEPARATE CHECK FROM THE REST OF THE BUILDING PERMIT APPLICATION FEE**

APPLICATION FEE: \$75.00 PLUS \$12.00 PER \$1,000.00 OF ESTIMATED COST OF CONSTRUCTION.

ELECTRICAL, PLUMBING, AND GAS PIPING PERMITS ARE \$75.00 PLUS \$12.00 PER \$1,000 OF ESTIMATED COST OF INSTALLATION

ESTIMATED COST OF CONSTRUCTION/INSTALLATION: _____

Base Fee: \$75.00	\$ <u> \$75.00 </u>
Estimated cost of construction divided by \$12.00 per thousand	\$ _____
Driveway Permit (for access on to Town Roads) \$100.00	\$ _____
Paving Surety \$2,000.00 *(see note above)	\$ _____
Electrical Permit - \$75.00 plus estimated cost of installation divided by \$12.00 per thousand	\$ _____
Plumbing Permit - \$75.00 plus estimated cost of installation divided by \$12.00 per thousand	\$ _____
Gas Piping Permit - \$75.00 plus estimated cost of installation divided by \$12.00 per thousand	\$ _____
Permit renewal for ALL construction projects	
\$75.00 if renewed on or before the expiration date	
\$150 if renewed after the expiration date	

TOTAL PERMIT FEES: \$ _____

DRIVEWAY PERMIT AND SURETY FEE: \$ _____

FEES ARE NON-REFUNDABLE AND CHECKS MUST BE MADE OUT TO THE *TOWN OF CONWAY*



TAXMAP: _____ LOT: _____

STATEMENT OF COMPLIANCE & INFORMATION REVIEW:

I/we, the property owner(s), certify that the information supplied in this building permit application *is* true and accurate and is to be relied upon by the Building Inspector and the Assessors for the Town. I/we reviewed the current Town of Conway's Zoning and Building Permit Ordinances and certify that the construction project described in this application will comply with all state and local codes, rules and regulations.

I/we are responsible for the following actions:

- submit written notice to the Building Inspector for review and approval of any changes to the project prior to making those changes
- grant the Building Inspector permission to enter onto my/our property for timely inspections
- **schedule applicable inspections** with the Building Inspector as the project progresses including:
Foundation, Framing, Electrical, Plumbing, Gas, Insulation, and Final
- All footing and concrete wall forms must be inspected **prior** to pouring concrete
- schedule a **Final Inspection*** with the Building Inspector and receive an approved Certificate of Occupancy for all permitted projects prior to use or occupancy

My/our signature(s) below indicate that I/we have reviewed each page of this application and all supporting documentation and understand and agree with the information provided. I/we further understand that false information shall be subject to fines and penalties for perjury, and failure to comply with this section constitutes reason for revocation of the issued building permit and removal of materials constructed or installed.

* I/we further understand that ALL PROJECTS require a Final Inspection and issuance of a Certificate of Occupancy (CO) before occupancy and/or use of any new structure or change to an existing structure. Occupancy and/or use prior to a final inspection and receiving the CO may result in a cease and desist order; **an order to remove materials constructed or Installed; and fines up to \$275 per day.**

Property Owner(s) or Agent's name (print): _____

Property Owner(s) or Agent's signature: _____

Date: _____

Contractor's name (print): _____

Contractor's signature: _____

Date: _____



TOWN OF CONWAY
CONTACT INFORMATION

Building Inspector

Jeremy Gibbs
603-447-3811 Ext. 220

Zoning Officer

Nicholas DeVito
603-447-3811 Ext. 231

Assistant Building Inspector

James Hounsell
603-447-3811 Ext. 227

Fire Chief signature is required from all Districts or Precincts for commercial/industrial development. A Precinct map is available to review at Town Hall.

North Conway Fire District

Chad McCarthy, Fire Chief
603-356-5327

Conway Village Fire District

Steve Solomon, Fire Chief
603-447-2681

Center Conway Fire Department

Glenn Merrill, Fire Chief
603-447-5671

East Conway Fire Department

Richard Marr, Fire Chief
603-344-5192

If precinct water or sewage is required, a signature of the person in charge of those precincts will be required. A Precinct map is available to review at Town Hall.

North Conway Water Precinct

Jason Gagnon, Superintendent
603-356-5382

Conway Village Fire District

Bruno Vallieres, Superintendent
603-447-5470

Signature from the **Kearsarge Lighting Precinct Commissioners** (603-387-5595 or 603-986-8787) if the structure is being built in the lighting precinct.

Please be sure to include a condominium association approval letter if required.