

**For Office Use Only**

Permit # \_\_\_\_\_

Fee \$ \_\_\_\_\_

Map # \_\_\_\_\_ Lot # \_\_\_\_\_

## TOWN OF BETHLEHEM PERMIT APPLICATION

### New Commercial Construction

Please complete ALL sections of this application. If you feel something is not applicable to your project, please note N/A. Incomplete applications **WILL** hold up your approval.

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Method of Communication: (Circle One)      Home Phone      Cell      Email

LOCATION OF PROPERTY:      Town Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

(Please reference the GIS Maps located in the Government section of the Town's website for this information if you don't have it. ( [www.bethlehemnh.org](http://www.bethlehemnh.org).)

DESCRIPTION OF NEW CONSTRUCTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\* The Americans with Disabilities Act (ADA) requires that public buildings in New Hampshire be accessible to people with disabilities. This includes new buildings, places of public accommodation, and buildings undergoing renovations.

TYPE OF BUILDING(S) # Commercial Units \_\_\_\_\_ # Living Units \_\_\_\_\_

Describe Building and Amenities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SQUARE FOOTAGE OF NEW CONSTRUCTION\* (Attach sheet with calculations): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot Coverage % : Existing: \_\_\_\_\_ New: \_\_\_\_\_ Total: \_\_\_\_\_

TYPE OF HEATING: Oil\*\* \_\_\_\_\_ Wood \_\_\_\_\_ Electric \_\_\_\_\_ Gas \_\_\_\_\_ Solar \_\_\_\_\_ Other \_\_\_\_\_

\*\*A State permit for the installation of a new oil burner is required

ESTIMATED VALUE OF NEW CONSTRUCTION \$ \_\_\_\_\_ Completion Date: \_\_\_\_\_

ARCHITECT/ENGINEER: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

License # \_\_\_\_\_ Email \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
License # \_\_\_\_\_ Email \_\_\_\_\_

**Licenses: All electrical and plumbing work must be done by those licensed in NH. All renovations, repair and painting on buildings prior to 1978 require an APA-RRP License.**

ELECTRICIAN: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

PLUMBER: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

WATER SUPPLY: Describe source and storage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is property in a **FLOOD HAZARD AREA** as shown on Town’s Insurance Flood Maps? Yes \_\_\_ No \_\_\_  
Are there any streams, drainage ditches, or wetland areas impacted by this construction? Yes \_\_\_ No \_\_\_  
If **YES** was checked above, please submit your approval from the New Hampshire Wetlands Board.

ZBA SPECIAL EXCEPTION: Approval Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
SITE PLAN REVIEW: Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_  
NHWSPCC APPROVAL FOR CONSTRUCTION: \_\_\_\_\_ Date: \_\_\_\_\_  
NH DOT ACCESS PERMIT (If Applicable) \_\_\_\_\_ Date: \_\_\_\_\_  
BETHLEHEM FIRE DEPT: Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_  
OTHER: \_\_\_\_\_

**PLANS &MAPS: All of the following MUST accompany this application or be explained in writing:**

- 1. Map with scale, North arrow and the Name(s) of bordering road(s).
- 2. Lot lines and clear dimensions of lot.
- 3. Location of new building and all existing buildings and amenities.
- 4. Distances of new construction to center of roadway, lot lines and existing buildings.
- 5. Driveways, parking facilities and drainage control areas.
- 6. Wetlands, rivers, streams, drainage ditches, culverts, and seasonal runoff areas.
- 7. Septic systems, both proposed and/or existing, with dimensions to nearest water.
- 8. Annotated floor plans for each level, including basement.

Are you within 250 feet of the Ammonoosuc River or any water bodies protected under the shoreland water quality protection act? Yes \_\_\_\_\_ No \_\_\_\_\_

**FIRE SAFETY INSPECTION REPORTS:** This report shall be filed with the Board of Selectmen upon completion. Please contact the Fire Department for this report.

**CULVERTS:** Any culverts and/or other erosion runoff controls are to be installed at owner’s expense if deemed necessary by the Selectmen

**AS-BUILT PLANS:** At the completion of construction, plans showing actual construction must be filed with the Code Officer before any occupancy permit is issued. Any major change in construction plans must be approved by the Code Officer before construction continues.

**Timeframe:** A building permit will be void if:

1. Operations do not begin within twelve (12) months from the date of issuance of the permit.
2. At the termination of two (2) years from the date of the permit, the exterior of the building remains in an uncompleted condition. The Building Official shall order completion or removal at the expense of the owner of such uncompleted buildings, unless an extension of the permit is granted by the Building Official.

**Please Note: RSA 676:7 provides that any individual failing to secure an approved building permit shall be subject to a civil penalty of \$255 to \$550 per day and may be guilty of misdemeanor or a felony.**

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

I hereby certify that the information herein is true, and the above project will be accomplished in accordance with the information submitted. I have read and understand the Town of Bethlehem Zoning Ordinance as it applies to this project and I understand the Board of Selectmen will act to enforce both the Zoning Ordinance and the State of New Hampshire Building Code.

**ALL OWNERS OF RECORD MUST SIGN THE APPLICATION**

Signature of Property Owner \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date: \_\_\_\_\_

Approval Conditions: \_\_\_\_\_

\_\_\_\_\_

Approval Date: \_\_\_\_\_ Current Use? Yes \_\_\_ No \_\_\_ Paid? Yes \_\_\_ No \_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planning Clerk

Building Official

**Required Inspections:**

- Plumbing
- Electrical
- Foundation
- Frame
- Final
- Fire Inspection