

## Town of Middleton Building Permit Cover Sheet

The following sheet contains important information that will assist you in obtaining your permit.

1. Please be sure that all sections are filled out completely. Please put N/A in any section that does not pertain to your application.
2. Provide copies of all necessary licenses for the trade's people you will employ.
3. Permit must be posted in a visible location at all times during construction. If not posted, a STOP WORK ORDER will be issued until the permit is posted.
4. All exterior framing for heated areas must be 2x6 construction with at least R-19 insulation in the walls and R-30 in the ceiling.
5. Documentation that the roof can support at least 80 lbs. per sq. foot must be submitted with the application for any new or replacement roof for any structure.
6. Please allow up to 14 days from the day the permit is logged in at the Town Hall for the permit to be issued or denied.
7. If the Code Enforcement Officer requests more information, allow 14 additional days for the date the information is submitted to the Town Hall for the permit to be issued or denied.
8. If permit is denied based on a zoning issue, you have several options available, including redesigning the building to comply with the zoning requirements or submitting an application to the Zoning Board of Adjustment for relief from the zoning requirements.
9. Building Permit Fee may be paid in cash or check made out to the Town of Middleton.
10. Please call Code Enforcement Officer with any questions. 603-755-1083.
11. Re-inspection fee of \$100.00 will be required prior to the third inspection if the second inspection fails for the same reason as the first inspection.
12. Dig Safe must be called (1-888-344-7233) prior to any digging taking place and the Dig Safe number you receive must be provided to the Code Enforcement Officer prior to starting work.

**TOWN OF MIDDLETON  
APPLICATION FOR BUILDING PERMIT**

Date of Application: \_\_\_\_\_ Building Permit #: \_\_\_\_\_ Permit Fee: \_\_\_\_\_  
(office use only) (office use only)

**I. Location of Work to be Done**

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

Subdivision: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Size of Lot: \_\_\_\_\_

**II. Identification of Owner (mailing address)**

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

**III. Property Requirements for a Permit (not inclusive)**

1. Residential set Backs: 50 Feet From Frontline and 20 Feet From Both Sidelines for all Construction
2. Septic Needs to be set Back 100 Feet From any Wetlands
3. Septic Needs to be 75 Feet From any Well on Your Property or Surrounding Property
4. 200 Feet of Frontage on Town Accepted Road

**IV. Type of Building and Use**

**A. Type of work being performed**

- |   |   |
|---|---|
| <input type="checkbox"/> New Home           | <input type="checkbox"/> Demolition                 |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Foundation Only            |
| <input type="checkbox"/> Repair/Replacement | <input type="checkbox"/> Replacement Windows/Siding |
| <input type="checkbox"/> Storage shed       | <input type="checkbox"/> Garage                     |

**B. Proposed Use of New Building**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> N/A   | <input type="checkbox"/> One Family  |
| <input type="checkbox"/> Multi Family (two or more) Enter # Of Units _____ | <input type="checkbox"/> Storage     |
| <input type="checkbox"/> Government  | <input type="checkbox"/> Other _____ |

**V. Permit Names and Numbers**

**You Must Provide the Names of all Trades to Be Used in the Above Work, Including Permit or License Number and Copy of License and Driver License**  
**State Approved Septic Design Must Also Include Design # and Must be on File at Town Hall**

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Septic: \_\_\_\_\_

Driveway: \_\_\_\_\_

Well: \_\_\_\_\_

**VI. Fee Calculation for Permit and Fee Rates**

**A. Fee Rates:**

New Construction or Living Space:	\$ .40 per sq foot
Garages:	\$ .30 per sq foot
Renovations	\$ .20 per sq foot
All Other (including replacement, storage etc):	\$ .20 per sq foot

**Example:**

25' x 30' foot 2 story house being built the fee would be \$600 (see below for calculation example)

25' \* 30' \* 2 stories = 1500 sq feet

1500 sq feet \* \$ .40 per sq foot = \$600

Permit Fee= \$600

**VII. Selected Characteristics of Building**

**A. Principal Type**

- Masonry
- Wood Frame
- Brick
- Steel
- Other

**B. Principal Type of Heating**

- Gas
- Oil
- Electric
- Wood
- Other

**C. Type of Sewage Disposal**

- Public or Private Company
- Private (septic tank etc)
- Other

**D. Type of Water**

- Public or Private Company
- Private well
- Other

**E. Dimensions**

Number of Stories \_\_\_\_\_  
Total Sq Feet of House \_\_\_\_\_  
Total Sq Feet of Repair/Replacement Area \_\_\_\_\_

**F. Residential Building Only**

Number of Bedrooms \_\_\_\_\_  
Number of Bathrooms:  
Full \_\_\_\_\_ Partial \_\_\_\_\_

**APPLICATION MUST BE COMPLETED BEFOR PERMIT WILL BE ISSUED**

**NOTICE:**

**The Following are Required:**

1. Certified Plot Plan Signed by a Licensed Surveyor
  2. State Approved Septic Design (new construction or replacement)
  3. Copy of Plan for Building and or Written Description of Planned Revision
  4. For any Roof Replacement or New Roof, Proof of the Ability to Support 80 lbs per sq Foot Snow Load
  5. Any and all Other Documentation Requested by the Code Enforcement Officer
  6. If Area is Heated, it Must Be 2x6 Exterior Construction With R-19 Insulation in Walls And R-30 in Ceiling
  7. Approval of Board of Selectmen is Required for any Construction on Class Six Roads or Private Roads
- PER ORDER OF THE SLECTMEN**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Denied By: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason Denied: \_\_\_\_\_

**Town Of Middleton  
Application For wiring**

<b>Electrical Permit # E- For Office use only</b>
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Street address of project \_\_\_\_\_

Map# \_\_\_\_\_ Lot# \_\_\_\_\_ Building Permit # \_\_\_\_\_

Owners Name \_\_\_\_\_

Owners Address \_\_\_\_\_

Daytime Telephone # (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Fax # (\_\_\_\_)-\_\_\_\_-\_\_\_\_

2<sup>nd</sup> Telephone # (\_\_\_\_)-\_\_\_\_-\_\_\_\_

Person Performing Work \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone #(\_\_\_\_)-\_\_\_\_-\_\_\_\_ Fax #(\_\_\_\_)-\_\_\_\_-\_\_\_\_

2<sup>nd</sup> Telephone # (\_\_\_\_)-\_\_\_\_-\_\_\_\_

N.H. Master Electricians License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Permit Fees are as follows: (Please check the one that applies)

- In conjunction with a building permit. Building Permit # \_\_\_\_\_ **NO FEE**
- Not in conjunction with a building Permit. Pd Cash \_\_\_\_\_ Pd Check # \_\_\_\_\_ **FEE \$25.00**
- Will be ready for inspection on \_\_\_\_\_ For access call \_\_\_\_\_
- Will call when ready for inspection. 755-1083

Please describe work to be performed.

**To schedule inspections call 755-1083  
48 Hours notice required prior to all inspections.**

\_\_\_\_\_  
**Signature of Person performing work**

\_\_\_\_\_  
**Date**