



TOWN OF NEW LONDON, NH
Building Permit Application

BP # _____ *

PID # _____ *

*(to be assigned by staff)

Please review the attached frequently asked questions, before you submit your application.
Detach this page and only submit the remaining pages.

Applying for a Building or Demolition Permit: A Building Permit is required before you begin any construction, alterations or repairs; however, there are instances when a building permit may not be required (**see Building Permit Frequently Asked Questions**).

Completed Application: In order to make the best use of your time and staff time, please complete the application and attach **all** required information (refer to checklist in this application).
The application cannot be sent for approval unless it is complete.

Application Review: Staff will review the application for completeness and will make a recommendation to the Board of Selectmen (BOS). The BOS will review the application and act to approve, approve with conditions, deny or request additional information, per RSA 676:13. Generally speaking, once a completed application is received, it can take anywhere from 15-30 days for a decision to be made.

Signature Required: The property owner is required to sign the building permit application. If the property owner would like a contractor or agent to represent him/her through the building permit process, the property owner must sign an authorization letter authorizing the contractor/agent. If the property was purchased in the last 30 days, a copy of the deed must be submitted with the application.

Application Filing Requirements:

The Building Permit must be accompanied by:

1. A plot plan drawing of the site. You may use a copy of the tax map to prepare this drawing; however, the tax map is not a surveyed plan and should only be used as reference. Tax maps are available at the Town Offices or on the Town website.
 - On the plot plan drawing, include all property lines, setback distances, existing and proposed buildings, driveways and site features.
2. Two complete sets of building plans or floor plans showing all interior changes, dimensions and square footage of each floor.
3. Payment of all applicable fees, according to the current schedule of fees (see attached fee schedule).
4. Copy of all other approvals, as required, and described within.

Once you have completed your building permit application and are ready to submit, please deliver to Amy Rankins, Assessing Coordinator, New London Town Offices, 375 Main Street, New London, NH 03257. She can be reached at 526-4821, ext. 20 or by email at landuse@nl-nh.com. The Town understands that your project is important and wants to make the process as simple and easy as possible. **Detach this page and only submit the remaining pages.**



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Contact Information:

Property
Owner(s): _____

Physical (construction) Address: _____

Tax Map/Lot: _____

Phone: _____ Cell Phone: _____

Mailing Address: _____

Email Address: _____

**Name of Designated Agent: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

**For contractor to act as agent, owner must sign authorization letter.

Please circle the appropriate response

1. Does the project only involve interior work? YES NO
2. Is your home on a septic system and you want to increase the number of bedrooms?
YES NO
3. Is your home connected or to be connected to Town Sewer, and you plan to add
additional living space such as finishing a basement? YES NO
4. Does the project involve a Multi-Family (3 or more units), Commercial or Industrial site,
or change in use? YES NO
5. Is any tree cutting or removal of vegetation proposed in the waterfront buffer?
YES NO
6. Is the property classified as being under "current use?" YES NO



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Type of Improvement (check all that apply):

<input type="checkbox"/> interior improvement	<input type="checkbox"/> new single family dwelling	<input type="checkbox"/> non-residential (commercial or industrial)	<input type="checkbox"/> manufactured home	<input type="checkbox"/> temporary structure
<input type="checkbox"/> garage, barn or other improvement	<input type="checkbox"/> new two-family dwelling	<input type="checkbox"/> exterior improvements with change of building footprint	<input type="checkbox"/> pre-site housing	<input type="checkbox"/> dock
<input type="checkbox"/> shed	<input type="checkbox"/> new multi-family dwelling	<input type="checkbox"/> exterior improvements with no change in building footprint (new roof, new siding, new windows, etc.)	<input type="checkbox"/> relocation of Structures on the property	<input type="checkbox"/> boathouse
<input type="checkbox"/> demolition	<input type="checkbox"/> accessory dwelling unit incorporated into existing residence	<input type="checkbox"/> ADA improvements	<input type="checkbox"/> energy-related Improvement (solar, geothermal or new generator)	<input type="checkbox"/> other
<input type="checkbox"/> addition to existing building	<input type="checkbox"/> living space over garage or other existing/detached building on the site	<input type="checkbox"/> plumbing, electrical, mechanical, heating or cooling systems new or upgrades	<input type="checkbox"/> conversion to another Use	

Detailed description of the project, for example: “adding a two-story addition to an existing single-family house, existing building footprint is 2,300 square feet and new addition will add another 1,200 square feet.” Be sure to include total new square footage added for each floor.

*****NOTE: If solar array, please list size in terms of KW:**

Total Estimated Cost of Construction (including groundwork): \$ _____



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Information/Documents Needed to Process Building Permit –

Please Initial Off All Items Submitted as Part of this Application

Document	Submitted by property owner	FOR OFFICE USE ONLY	
		Rec'd by staff	Notes
Complete Application			
Signed Authorization Letter			
Fees paid in full			
Plot Plan of the Site			
Floor Plans – square footage of each floor is listed, total new square footage proposed listed			
PUC Energy Code #			
Estimated Cost of Work			
Height (maximum) of building			
Septic System Approval #			
Town Sewer Approval			
Driveway Town or State Approval			
Erosion and Sedimentation Plan			
Floodplain Elevation Certificate			
ZBA Approval			
Planning Board Approval			
State of NH or Federal Permits			
Easement Documents			
Asbestos Notification or statement of no asbestos			
Other:			

Applicant agrees that the proposed building project described above will conform to the New London Zoning Ordinance, as amended, and with all other requirements of law of the Town of New London and the State of New Hampshire. Further, the signer certifies that all information provided in support of this application is true and complete and authorizes inspection by town officials for purposes of this permit.

Signature of Property Owner(s):

Date:



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TO BE COMPLETED BY STAFF

Physical Address: _____ Tax Map/Lot Number: _____

FOR OFFICE USE ONLY – Zoning Administrator Review			
Zoning Districts/Overlay Districts			
ZBA History/Approvals/Denials			
PB History /Approvals/Denials			
Required Setbacks- front _____ side _____ rear _____ ROW _____ Other _____			
Setbacks shown on plot plan- front _____ side _____ rear _____ ROW _____ Other _____			
Other General Comments			
Flood Elevation Certificate			
FOR OFFICE USE ONLY			
Fee calculation amount:			
\$			
Date Payment Rec'd:			

FOR OFFICE USE ONLY			
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> DENIED	Permit #:	Vision PID:	Associated in Vision
Approved with conditions:			
Denied, reasons for denial:			
Signatures:			
Zoning Administrator:		Date:	
Town Administrator:		Date:	