

**TOWN OF SUTTON**  
**OFFICE OF THE SELECTMEN/BUILDING INSPECTOR**  
**P.O. Box 487, North Sutton, NH 03260**

**INFORMATION FOR BUILDING PERMIT APPLICANTS:**

- 1) If approved, your building permit is valid for twenty-four (24) months from the date of Selectmen's approval. You must begin construction within six (6) months of permit approval or your permit will be considered invalid according to the Town of Sutton Building Ordinance Article II B.
- 2) Construction inspections, which are required, are checked on the attached construction schedule. It is your responsibility to arrange for inspections.
- 3) Upon satisfactory completion of all inspections, a Certificate of Occupancy (if required) will be issued by the Building Inspector.

**THE APPLICANT MUST:**

- 4) Show Town of Sutton tax map identification on ALL permit applications and attachments. Attach copy of Town of Sutton tax map to permit.
- 5) Complete the application. The application must be signed by the current property owner. Declare a cost figure in the "estimated cost" block and sign the forms wherever requested.
- 6) Application for a permit and payment of the permit fee does not grant approval to proceed. Please provide 1 complete set of plans (8 ½ by 11" or 11 X 17") for Town Files.
- 7) Please notify the Town immediately of any change of Contractor, Plumber, Electrician

**APPLICANT CHECKLIST:**

**Provided**

**Not Applicable**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Obtain State approval for construction of a Septic System and provide WSPCC Approval Number.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtain a driveway permit from the Town of Sutton Road Agent.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Include a reasonable facsimile to scale of the plot, building and driveway with the permit application. <u>This site plan must include the location of all existing and proposed structures, the well and septic system and show distances from abutting lot lines and the center of the road.</u> Plans must also include the location of all outdoor fuel, gas, and/or oil storage tanks. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Floor Plans to scale</u> must be submitted for the proposed work. Rooms must be identified on the plans. The plans must include elevations for new construction.   |
| <input type="checkbox"/> | <input type="checkbox"/> | If land is in current use a current use/change in use map must be submitted with the application. The map must clearly show area of residential use and curtilage.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wetlands Permit — All building permits for new construction must have site flagged in order to perform inspection for wetlands. In addition, wetlands delineation may be required.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood Plain determination map - indicate approximate location of your property. Attach Elevation Certificate, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | PUC approved Energy Permit or Compliance Letter in accordance with RSA 155-D.   |

# TOWN OF SUTTON -- APPLICATION FOR A BUILDING PERMIT

**Permit #** \_\_\_\_\_ **Permit Fee** \_\_\_\_\_

Zone:  Rural Agricultural  Residential Map/Lot Number: \_\_\_\_\_ Flood Plain (Y/N ) \_\_\_\_\_

Site Location: \_\_\_\_\_ Road Class or Easement (Specify) \_\_\_\_\_ Wetland(Y/N) \_\_\_\_\_

Lot Size: \_\_\_\_\_ Or \_\_\_\_\_ Road Frontage \_\_\_\_\_ Current Use (Y/N) \_\_\_\_\_ Waterfront/Shoreland (Y/N) \_\_\_\_\_  
 Acres Square Footage Feet

Owners Name: \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

E-911 Street Address \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

Electrician \_\_\_\_\_ License # \_\_\_\_\_ Work Phone \_\_\_\_\_

Plumber: \_\_\_\_\_ License # \_\_\_\_\_ Work Phone \_\_\_\_\_

<p><b>Type of Construction/Improvement</b></p> <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair Replacement <input type="checkbox"/> Foundation Only <input type="checkbox"/> Demolition	<p><b>Proposed Use - <u>New Construction</u>:</b></p> <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> 3 or more Family <input type="checkbox"/> Other-Specify: _____ <input type="checkbox"/> Addition-Specify: _____ <input type="checkbox"/> Garage/Carport	<p><b>Proposed Use - <u>Existing Space</u>:</b></p> <input type="checkbox"/> Finish Upstairs <input type="checkbox"/> Finish Cellar <input type="checkbox"/> Conversion <input type="checkbox"/> Other - Specify: _____																												
<p><b>Cost of Construction/Improvement</b></p> <p>\$ _____</p>	<p><b>Septic Approval</b>                  WSPCC Approval # _____                  If adding bedrooms you must provide approved septic design adequate for # of bedrooms.</p>	<p>☞ Does this construction require a variance or special exception?  <input type="checkbox"/> Yes <input type="checkbox"/> No                  If yes, date variance or special exception was granted. _____                  Attach special exception/ variance.</p>																												
<p><b>Principal Type of Frame</b></p> <input type="checkbox"/> Masonry <input type="checkbox"/> Woodframe <input type="checkbox"/> Structural Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other - _____	<p><b>Principal Type of Heating</b></p> <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric Forced: <input type="checkbox"/> air <input type="checkbox"/> hot water <input type="checkbox"/> Coal <input type="checkbox"/> Wood <input type="checkbox"/> Other - _____ <input type="checkbox"/> Central Air Conditioning	<p><b>Fireplaces/Chimneys</b></p> <input type="checkbox"/> Fireplace # _____ <input type="checkbox"/> Chimneys # _____ # of Flues <input type="checkbox"/> Masonry # _____ <input type="checkbox"/> Metal # _____																												
<p><b><u>New Construction - General</u></b></p> Square footage of structure _____ _____ Square footage of addition _____ _____ Square footage of garage _____ Square footage deck/porches _____ Dimensions of footprint _____ Height of structure _____ Total # bedrooms _____	<p style="text-align: center;"><b><u>Dimensions</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Existing</td> <td style="width: 50%; border: none; text-align: right;">Adding</td> </tr> <tr> <td style="border: none;">_____ # of Stories</td> <td style="border: none; text-align: right;">_____</td> </tr> <tr> <td style="border: none;">_____ Square footage</td> <td style="border: none; text-align: right;">_____</td> </tr> <tr> <td style="border: none;">_____ Bedrooms</td> <td style="border: none; text-align: right;">_____</td> </tr> <tr> <td style="border: none;">_____ Bathrooms</td> <td style="border: none; text-align: right;">_____</td> </tr> <tr> <td style="border: none;">_____ Other</td> <td style="border: none; text-align: right;">_____</td> </tr> </table>	Existing	Adding	_____ # of Stories	_____	_____ Square footage	_____	_____ Bedrooms	_____	_____ Bathrooms	_____	_____ Other	_____	<p style="text-align: center;"><b><u>For Additions Only</u></b></p> <p><b>Fill in those dimensions that apply:</b>                  Foundation size : _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">1</td> <td style="width: 33%; text-align: center;">2</td> <td style="width: 33%; text-align: center;">3</td> </tr> <tr> <td style="border: none;">Bed Room sizes:</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Bathrooms sizes:</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Full _____</td> <td style="border: none;">1/2 _____</td> <td style="border: none;">3/4 _____</td> <td style="border: none;">_____</td> </tr> </table> <p>Kitchen _____ Dining _____                  _ F/R _____</p>		1	2	3	Bed Room sizes:	_____	_____	_____	Bathrooms sizes:	_____	_____	_____	Full _____	1/2 _____	3/4 _____	_____
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**Description of Project (Required):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner Release:** By signing this application, I understand that the Building Inspector, Code Officer, or other designee of the Board of Selectmen will enter my property as many times as necessary prior to issuance of a Certificate of Occupancy to conduct both announced and unannounced inspections of the property. I also understand that this permit is being issued based on the number of bedrooms stated on this application. I understand that if the # of bedrooms is changed through converted use of a room, I am responsible for obtaining a state approved septic approval (design) for the actual number of bedrooms being used.

Signature of Owner: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

**Contractor/Owner Release:** By signing this Building Permit Application, I certify the following:

- ◆ I have read and understand the Town of Sutton’s Building Code (and all codes adopted by reference) and Zoning Ordinance.
- ◆ That all construction will be in compliance with the Town of Sutton Building Code (and all codes adopted by reference) and Zoning Ordinances;
- ◆ That all alterations in construction plans, such as changes to proposed footprint location of structure shall be approved by the Board of Selectmen, Building Inspector and/or all other necessary parties prior to the start of construction of any changes; and
- ◆ I understand that any violation of the Town of Sutton’s Building Code (and all Codes adopted by reference) and/or Zoning Ordinance may result in a Stop Work Order, Court Action, or Civil Penalty (or any combination thereof).

**Signed:** \_\_\_\_\_ (Print) \_\_\_\_\_ (Date) \_\_\_ / \_\_\_ / \_\_\_  
(Owner)

**Signed:** \_\_\_\_\_ (Print) \_\_\_\_\_ (Date) \_\_\_ / \_\_\_ / \_\_\_  
(Contractor)

**Special Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved by the Board of Selectmen:** \_\_\_\_\_ (Date) \_\_\_ / \_\_\_ / \_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Date) \_\_\_ / \_\_\_ / \_\_\_  
\_\_\_\_\_ (Date) \_\_\_ / \_\_\_ / \_\_\_

**Certificate of Occupancy:**  Required  Not Required  
Please return this permit and accompanying sketches with appropriate fee to the Office of the Selectmen for review. The permit must be received by noon on Wednesday for Selectmen’s consideration at the following Monday evening meeting.

**PLEASE NOTIFY THE TOWN IMMEDIATELY OF ANY CHANGE OF CONTRACTOR, PLUMBER OR ELECTRICIAN.**

**Fee Schedule:****WETLANDS PRELIMINARY INSPECTION****\$50.00****VALUE OF BUILDING**

UNDER \$ 1,000  
 \$ 1,000 to \$ 10,000  
 \$10,000 to \$ 30,000  
 \$30,000 to \$ 50,000  
 \$50,000 to \$100,000  
 OVER \$100,000

**PERMIT FEE**

\$ 10.00  
 \$ 20.00  
 \$ 30.00  
 \$ 50.00  
 \$ 100.00  
 \$ 150.00

**Beginning May 1, 2005, for all new construction (to include additions, garages and outbuildings) a wetlands inspection is required prior to the issuance of a building permit. The Town will arrange initial wetlands review by a licensed wetlands scientist for a fee of \$50.00. Based on inspection results, further wetlands delineation by a NH licensed wetlands scientist may be required at the applicant's expense. When this Building Permit has been approved, it will be returned to you as your permit. Permit Card MUST be prominently displayed during construction and returned to the Building Inspector upon completion. This permit expires twenty-four months from the date of Selectmen's approval. You must commence construction within six (6) months of permit approval or your permit will be considered invalid according to the Town of Sutton Building Ordinance Article IIB.**

For Office Use Only: Copies to: Building Inspector, Assessor, Property File, Building Permit File (Original), Applicant.  
 Approved by the Board of Selectmen 03/21/94 — Revised 11/29/96 — Revised 12/01/99 — Revised 11/01/04 — 05/01/05  
 Revised 8/15/2011 – Revised 7/24/2013 – Revised 4/18/2014

**TOWN OF SUTTON — REQUIRED CONSTRUCTION INSPECTION SCHEDULE**

DESCRIPTION	WHEN MADE	INSPECTOR	CALL
<input type="checkbox"/> Driveway access must be approved by the Road Agent	Before beginning construction and after installation	Steve Bagley , Road Agent	927-4411
<input type="checkbox"/> Proposed boiler/heating system review of plans by the Fire Chief	Before and after installation	Cory Cochran, Fire Chief	724-0474
<input type="checkbox"/> Excavation	Before pouring any concrete	Matt Grimes, Building Inspector	927-4321
<input type="checkbox"/> Foundation: Includes footings slabs, foundation walls, piers, damp proofing foundation drainage, stoops, porches and terraces	Prior to backfilling	Matt Grimes, Building Inspector	927-4321
<input type="checkbox"/> Rough framing, plumbing, electrical, chimney and fireplaces	Prior to applying insulation and non-structural interior & exterior wall finish.	Matt Grimes, Building Inspector	927-4321
<input type="checkbox"/> Insulation	Before closing any walls	Matt Grimes, Building Inspector	927-4321
<input type="checkbox"/> 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 Comm.	Prior to back filling septic tank, pumps (if used) distribution box, and with all pipe in place, connected & grouted	Authorized agent of the New Hampshire Water Supply and Pollution Control Commission.	271-3503
<input type="checkbox"/> Final Inspection	After completion of wiring, plumbing, heating system and receipt of septic use approval from NHWSPCC	Matt Grimes, Building Inspector	927-4321
<input type="checkbox"/> Occupancy	Occupancy permits will be issued after full compliance with this schedule. Before moving in, you are required to have hard-wired smoke detectors installed on each floor and two (2) safe means of egress	Matt Grimes, Building Inspector	927-4321

**PLEASE NOTIFY THE TOWN IMMEDIATELY OF ANY CHANGE OF CONTRACTOR, PLUMBER OR ELECTRICIAN.**

**It is your responsibility to arrange for inspections. To arrange for an inspection, at least two days in advance, call the Building Inspector at 927-4321 or Fire Chief at 724-0474. Feel free to call if you have questions about your project.**