

**TOWN OF MADISON
APPLICATION FOR BUILDING PERMIT
WITH CHANGES TO BUILDING FOOTPRINT
I N S T R U C T I O N S**



Check off list

1. Completed building permit application packets will be reviewed, approved, and date stamped by the Code Enforcement Officer. The Building Permit will be issued within ten (10) days of receipt of the approved application packet. Building permit applications for properties that are accessed from Class VI roads, private roads, easements or rights-of-way require review by the Board of Selectmen prior to issuance per NH RSA 674:41.

2. Building permits are required for construction or replacement of new dwellings, accessory buildings, decks, porches, roofs, and any interior or exterior remodeling having a value of \$1,000 or more. Painting is exempt. This value shall be interpreted as the cost of construction by a builder who purchases all materials and performs the work.

3. Building permits will not be issued for new dwellings or additions involving bedrooms unless a valid septic system 'Approval for Construction' has first been received from the N.H. Department of Environmental Services.

4. A driveway permit is required prior to the issuance of a building permit when a new dwelling is to be placed on a property which does not have an existing driveway. Applications for a driveway on a Town road must be filed at the Selectmen's Office and approved by the Road Agent. Applications for a driveway on a State road must be filed with and approved by the N.H. Department of Transportation. Applications for a driveway in the Village District of Eidelweiss must be filed at the Commissioner's Office and approved by the Board of Commissioners or their designee. Driveways located on Class VI roads or private roads not maintained by the Town, State, or the Village District of Eidelweiss must still meet the Madison Zoning setback requirements.

5. It shall be the responsibility of the property owner to file a N.H. Residential Energy Code with the Public Utilities Commission for the construction of a new dwelling, additions, or major remodeling. Mobile homes and modular homes certified by the N.H. Modular Home Program are exempt from filing an Energy Code.

6. PAGE 1. Complete this page of the application paying particular attention to the contracted services of a contractor/builder, plumber, electrician, and gas pipe-fitter. All construction involving gas, electrical, or plumbing must be installed by a N.H. licensed contractor according to N.H. STATE CODES. Plumbing and electrical work may be performed by the property owner **only** if it is installed according to N.H. PLUMBING AND ELECTRICAL CODES and is installed in a dwelling to be used as the property owner's principal living unit. Plumbing, Electrical, and Gas Piping Permits are required on all plumbing, electrical, and gas-piping construction that will be covered by walls or other obstructions and applications for such permits must be signed by the licensed installer performing the work.

Property Owner Initials = _____

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7. PAGE 2. Look up the map and lot number and record it in the upper right hand corner. Complete the form by circling and/or checking the appropriate box that describes the construction in your best estimate of what is planned. It is not necessary to check or circle items that currently exist and are not changing.
8. PAGE 3. Draw **to scale** (with a straight edge) the floor plan of the structure **with dimensions shown**. For additions to dwelling units, show the existing structure and the addition, with all new construction delineated with shading. Architectural drawings may be substituted in lieu of Page 3.
9. PAGE 4. Draw **to scale** (with a straight edge) the plot plan of the property on the grid with the location of new construction relative to the existing structure. If a driveway is being constructed or altered during the building process, the exact layout of the driveway must be depicted on the sketch. It is the responsibility of the property owner to provide correct setback information from the center line of all roads and all property lines including setbacks from water bodies or wetlands. Refer to the Town's Zoning Ordinance for the current setback requirements, including those for driveways. Septic plans cannot be accepted in lieu of a plot plan because they are sometimes inaccurate or incomplete with respect to property boundaries.
10. PAGE 5. Calculate the permit fee by following the calculation procedure. Payment of the fee is due when the application is submitted. Checks should be made payable to the Town of Madison.
11. PAGE 6. The property owner must read carefully the Statement of Compliance and indicate their agreement by signing where indicated. The questions on Class VI Road, Flood Zone, and Rental or For Sale Property status must be completed.
12. The property owner must initial the bottom of each application page to indicate understanding of and agreement with all information contained in the application. Any building permit issued upon false or incorrect information contained in this application, including setback measurements, shall be null and void and any structure constructed pursuant to such false or incorrect information may be required to be removed by the property owner.
13. The property owner or contractor must notify the Code Enforcement Officer when the foundation is completed, when framing is completed, when plumbing, electrical, and/or gas piping is completed, and when the structure is completed and make appointments to have timely inspections at completion of each stage of construction.
14. Before a building permit can be issued for any type of structure over 120 square feet in the Village District of Eidelweiss, the permit application must be accompanied by a certified plot plan and/or a letter of acceptance signed by all three Eidelweiss Commissioners.
15. Building permits are good for one year from the date of issuance. A renewal done prior to the permit expiration date will cost \$50. Renewals done after the expiration date will be done at \$5.00 per thousand of remaining construction costs.
16. When the new dwelling or major renovation is complete, and **prior to occupancy**, notify the Code Enforcement Officer who will make an appointment to inspect the construction and complete the CERTIFICATE OF COMPLIANCE. The Certificate of Compliance page must be signed by the property owner and contractor before it is returned to the Code Enforcement Officer with the original building permit at completion of construction.

Rev. Feb. 21 2012

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NOTICE
TOWN OF MADISON
BUILDING REQUIREMENTS

If you are anticipating any kind of building or construction in the future, the following should be of interest to you.

A large number of fines have been levied due to a lack of knowledge about state codes and local building and zoning regulations.

Please be aware that a building permit is required before the start of any construction or any renovation with a value of over \$1,000 (except painting). Plumbing, Electrical, and Gas Piping Permits are required on all plumbing, electrical, and gas-piping construction that will be covered by walls or other obstructions and applications for such permits must be signed by the licensed installer performing the work. Applications may be obtained at Madison Town Hall, 1923 Village Road (Route 113) or by downloading from our website at www.madison-nh.org. On new construction, a driveway permit is also required, which can be obtained from the Town Hall and requires the Town Road Agent's approval if it enters a Town road. Entrance on a State road requires State approval and entrance on a road in Eidelweiss requires Village District of Eidelweiss approval. Driveways located on Class VI roads or private roads not maintained by the Town, State, or the Village District of Eidelweiss must still meet the Madison Zoning setback requirements. Building permit applications for properties that are accessed from Class VI roads, private roads, easements or rights-of-way require review by the Board of Selectmen prior to issuance per RSA 674:41.

If setbacks from the road center-line or lot lines are in question, a Zoning Board variance may be required. The Town setback requirements are seventy-five (75) feet from the center line of the road, twenty-five (25) feet from sidelines and seventy-five (75) feet from wetlands. If the distance to any wetlands, including lakes, streams, ponds, and rivers are in question you may also have to obtain permits from the State of New Hampshire Shoreland Protection Department (271-7109).

The Village District of Eidelweiss has a number of its own regulations which may differ from the Town of Madison regulations. The setbacks in the Eidelweiss District are sixty-five (65) feet from the center line of the road, twenty-five (25) feet from side lot lines, forty (40) feet from the rear lot line, and seventy-five (75) feet from wetlands. Setbacks for accessory buildings are twenty (20) feet from lot lines. Additionally, the Madison Zoning Ordinance contains a Road Buffer Area within the Eidelweiss Residential District which prohibits clear cutting near roads and other property lines.

Before any of the above can take place on the construction of new dwelling units or other structures requiring a septic system, you must acquire septic system approval from the Department of Environmental Services, Subsurface Systems Bureau (271-3503).

If you are building yourself or hiring a contractor, please make sure you are familiar with the Zoning and Building Ordinances. Copies can be obtained from Town Hall.

Updated 06/21/05
Updated 01/01/07
Updated 07/01/10
Updated 09/07/10

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TOWN OF MADISON, NH**APPLICATION FOR BUILDING PERMIT**

NEW DWELLING _____ ADDITION _____ REMODELING _____

ACCESSORY BUILDING _____ DECKS & PORCHES _____

PROPERTY OWNER _____	OFFICE USE ONLY _____
MAILING ADDRESS _____	DATE: _____
CITY _____ STATE _____ ZIP _____	PERMIT # _____
PHONE (_____) _____ - _____	FEE _____ BY _____
CONTRACTOR/BUILDER _____	SEPTIC APP# _____
MAILING ADDRESS _____	ENERGY CODE _____
CITY _____ STATE _____ ZIP _____	MAP _____ LOT _____
PHONE (_____) _____ - _____	
PLUMBER _____	LICENSE # _____
MAILING ADDRESS _____	
CITY _____ STATE _____ ZIP _____	PHONE (_____) _____ - _____
ELECTRICIAN _____	LICENSE # _____
MAILING ADDRESS _____	
CITY _____ STATE _____ ZIP _____	PHONE (_____) _____ - _____
GAS PIPER _____	LICENSE # _____
MAILING ADDRESS _____	
CITY _____ STATE _____ ZIP _____	PHONE (_____) _____ - _____
LOCATION: Rural Residential _____ Village _____ Edelweiss _____ Commercial _____	
ACCESS FROM (ROAD NAME) _____	
ESTIMATED VALUE OF CONSTRUCTION \$ _____	
LAND SURVEY (EIDELWEISS ONLY) _____	DATE _____
COMMERCIAL ACTIVITIES _____	NO. EMPLOYEES _____

NOTE: If construction has not started within one year, building permits are no longer valid. However, permits may be renewed for an additional year before the first date of expiration (cost is \$50).

A general plot plan, drawn to scale, must be attached to this application showing at a minimum the following:

1. The location of the building with correct setback measurements from the centerline of all roads, all boundaries and any water bodies or wetlands.
2. Driveways with correct setback measurements on new driveway installations.
3. Floor Plans.

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MAP _____ LOT _____

I. BUILDING DESCRIPTION

Please check the appropriate box that best describes the type of structure, interior finish and fixtures in either the new building, addition or renovation. There is no need to indicate features that already exist.

FOUNDATION	X	INTERIOR	X	KITCHEN BUILT-INS	X
CONCRETE		PLASTER		FAN	
CONCRETE BLOCK		DRYWALL		FAN & HOOD	
STONE/BRICK		PANELING		BUILT-IN RANGE	
PIERS/LOOSE STONE		KNOTTY PINE		COUNTERTOP RANGE	
CUT STONE		INSULATION BOARD		WALL OVEN	
		ROOM DIVIDERS		MICROWAVE	
BASEMENT	X	UNFINISHED		DISHWASHER	
FULL BASEMENT		OPEN STUD		DISPOSAL	
PARTIAL BASEMENT		SOFTWOOD TRIM		COMPACTOR	
CRAWL SPACE		HARDWOOD TRIM		ISLAND/PENNINSULA	
SLAB		ONAMENTAL TRIM			
RECREATION ROOM		BUILT-INS		VACUUM SYSTEM	
FINISHED BASEMENT		CEILING TILES			
HEATED BASEMENT		SUSPENDED CEILING		SECURITY SYSTEM	
OPEN BSMNT GARAGE					
ENCL BSMNT GARAGE		EXTERIOR	X	INTERCOM	
		CLAPBOARD			
ELECTRICAL	X	WOOD SHINGLE		FLOORS	X
ROMEX		LOG		DIRT	
BX CABLE		T-1-11		CONCRETE	
KNOB & TUBE		SHAKES		CARPET	
CONDUIT		VINYL/ALUMINUM		SOFTWOOD	
AMPS _____		BOARD & BATTEN		HARDWOOD	
		NOVELTY		WIDE PINE	
HEATING & AC	X	MASONITE		COMPOSITION	
HOT WATER		ASPHALT SHINGLE		SLATE	
STEAM		INSUL-BRICK		TILE	
HOT AIR		BRICK VENEER			
FLOOR/WALL FURNACE		BRICK-ON		PLUMBING	X
GAS FIRED		STONE		BATHROOMS # _____	
OIL FIRED				JETTED TUB	
ELECTRIC		ROOFING	X	SPA/HOT TUB	
WOOD/ADD-ON		ASPHALT		SAUNA	
ZONES # _____		WOOD SHINGLE		LAUNDRY SINK	
CENTRAL AC		SLATE		WATER HEATER	
AC WALL UNITS		METAL		SOLAR WATER HEATER	
NO CENTRAL HEAT		TAR & GRAVEL		PLASTIC PIPE	
FIREPLACES # _____		ROLL		COPPER PIPE	
BASEMENT WOODSTOVE		ONDULINE		GALVANIZED PIPE	
EXTRA OPENINGS					
HEARTH					

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MAP _____ LOT _____

II. FLOOR PLAN OF BUILDING

In the space below, draw to scale a floor plan of all floors for new construction or draw appropriate changes if an addition or remodeling, with dimensions shown.

A large grid for drawing a floor plan. The grid is composed of small squares, approximately 1/4 inch by 1/4 inch each. It is intended for drawing a floor plan to scale.

1 square = _____ feet

Property Owner Initials = _____

MAP _____ LOT _____

III. PLOT PLAN WITH BUILDING LOCATION

In the space below, draw to scale a plot plan with the proposed new or altered dwelling, accessory building, addition, or driveway clearly shown with minimum distances from road and lot lines delineated. All distances from the structure must be from the nearest point to the lot line, center line of road, and/or water course. In case of measurements on a slope, the distance must be measured horizontally. Refer to Madison's Zoning Ordinance Article V, Section 5.9 for minimum setback requirements.

A large grid area for drawing a plot plan, consisting of 30 columns and 30 rows of small squares.

1 square = _____ feet

Property Owner Initials = _____

MAP _____ LOT _____

IV. FEES AND OTHER PERMITS (REQUIRED FOR CONSTRUCTION OVER \$1,000)

FEES: The following fees are levied to cover the expenses related to time and travel in visiting the site for purpose of compliance with municipal ordinances.

1. New Construction & Remodeling

(A) Total floor plan dimensions No. sq. ft. _____ X .35 = \$ _____

(B) Garages, barns, porches & decks No. sq. ft. _____ X .35 = \$ _____

(C) Sheds No. sq. ft. _____ X .25 = \$ _____

2. Interior/Exterior renovations - \$50.00 (regardless of size) \$ _____

3. Driveway Permit (Madison only from Road Agent) - \$40.00 \$ _____

4. Plumbing Permit - \$30.00 \$ _____

5. Electrical Permit - \$30.00 \$ _____

6. Gas Piping Permit - \$30.00 \$ _____

7. Permit Renewal - \$ _____
\$50 renewal before permit expiration date. Renewals done after expiration date shall be done at \$5.00 per thousand of remaining construction costs.

PERMIT TOTAL \$ _____

NOTE: Private Sewage Disposal Permit (NH Water Supply & Pollution Control, Concord, NH)

A NON-REFUNDABLE FEE SHALL BE PAID TO THE TOWN OF MADISON WITH EACH APPLICATION FOR A BUILDING PERMIT PER ARTICLE II, SECTION 2.1-C OF THE MADISON ZONING ORDINANCE.

Part of these fees will be used to offset the costs of E911, assessing and tax map updates.

Property Owner Initials = _____

MAP _____ LOT _____

V. STATEMENT OF COMPLIANCE

I, _____, property owner, hereby apply to the Madison Code Enforcement Officer for a building permit. I certify that I have complied with all State and Local requirements and further understand that the information I supply is to be relied upon by the C.E.O. and the Assessors for the Town. My initials at the bottom of each page indicate understanding of and agreement with the information provided. False information shall be subject to all fines and penalties for perjury. If any changes to the information contained in the permit application are made, written notice shall be given to the Code Enforcement Officer immediately for the record.

I understand that by signing this page, I grant the C.E.O. permission to enter onto my property for timely inspections. Failure to comply with this section constitutes reason for revocation of the issued building permit. The property owner or contractor must notify the C.E.O. when the foundation is completed, when framing is completed, and when plumbing, electrical and/or gas piping is completed so inspections can be conducted at each of these stages.

I further understand that State law requires any dwelling unit that is constructed or substantially remodeled to be equipped with an Automatic Fire Warning and Smoke Detection System, and I certify that I will comply with the same.

Is the property located on a Class VI Road?
Yes No

Is the property located in a Flood Zone?
Yes No

Upon completion, will the property to be used for rental purposes or will it be for sale?
Yes No

Property Owner Signature: _____

Date: _____

PLEASE NOTE: EFFECTIVE APRIL 20, 1987, A CERTIFICATE OF COMPLIANCE IS REQUIRED BY THE TOWN OF MADISON FOR ALL NEWLY CONSTRUCTED OR REMODELED DWELLING UNITS IN ACCORDANCE WITH ARTICLE II, SECTION D OF THE MADISON ZONING ORDINANCE ADOPTED 03/10/87. PLEASE CONTACT THE TOWN OFFICE (367-4332) FOR APPOINTMENTS FOR INSPECTION WHEN THE STRUCTURE IS COMPLETED. ALSO, PLEASE NOTIFY THE OFFICE UPON COMPLETION OF ACCESSORY BUILDINGS, DECKS, PORCHES, AND OTHER ALTERATIONS REQUIRING A BUILDING PERMIT.

Property Owner Initials = _____

T O W N O F M A D I S O N
CERTIFICATE OF COMPLIANCE

(Ref. Sec. 2.1D of Madison Zoning Ordinance passed 3/10/87)

This Certificate is issued by the Town's Code Enforcement Officer on the condition that the dwelling unit or renovation meets all Zoning requirements and that the plumbing, electrical & gas installations are constructed according the New Hampshire Codes. By signing this Certificate, the Contractor certifies that the construction meets all Town and State regulations.

Property Owner Name _____

Property Owner Signature _____

Mailing Address _____

Location _____ Map # _____ Lot # _____ Permit # _____

Contractor Name _____

Contractor Signature _____

The above structure has been inspected and is deemed to have been completed and constructed in accordance with Town of Madison Ordinances.

Date _____ Signed _____
Code Enforcement Officer

Permit **NOT** issued for the following reasons: _____

Date _____ Signed _____
Code Enforcement Officer

Property Owner Initials = _____

**TOWN OF MADISON
P.O. BOX 248
MADISON, NH 03849**

PHONE: 603-367-4332
www.madison-nh.org

FAX: 603-367-4547
office@madison-nh.org

BOB BABINE
CODE ENFORCEMENT OFFICER
OFFICE HOURS: M, T, W 8 AM -11 AM

ELECTRICAL PERMIT

TOWN OF MADISON ELECTRICAL PERMIT # _____

Application Date: _____

FEE: \$30.00 (Cash/Check) Made payable to **TOWN OF MADISON**

PROPERTY OWNER _____ PHONE # _____

PROPERTY OWNER'S MAILING ADDRESS _____

INSTALLER _____ PHONE # _____

INSTALLER ADDRESS _____

LOCATION OF JOB _____

MAP _____ **LOT** _____

This application is made with full knowledge of the current requirements of the regulation governing such installation, which will be made in compliance therewith, I further agree, upon accepting this permit, not to cover any part of the installation until it is inspected and approved.

INSTALLER SIGNATURE: _____

NH LICENSE # _____ EXPIRATION: _____

JOB DESCRIPTION _____

DATE PERMIT ISSUED _____ EXPIRES _____

CODE ENFORCEMENT OFFICER SIGNATURE _____

Property Owner Initials = _____

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PLUMBING PERMIT

TOWN OF MADISON PLUMBING PERMIT # _____

Application Date: _____

FEE: \$30.00 (Cash/Check) Made payable to **TOWN OF MADISON**

PROPERTY OWNER _____ PHONE # _____

PROPERTY OWNER'S MAILING ADDRESS _____

INSTALLER _____ PHONE # _____

INSTALLER ADDRESS _____

LOCATION OF JOB _____

MAP _____ **LOT** _____

This application is made with full knowledge of the current requirements of the regulation governing such installation, which will be made in compliance therewith, I further agree, upon accepting this permit, not to cover any part of the installation until it is inspected and approved.

INSTALLER SIGNATURE: _____

NH LICENSE# _____ EXPIRATION: _____

JOB DESCRIPTION _____

DATE PERMIT ISSUED _____ EXPIRES _____

CODE ENFORCEMENT OFFICER SIGNATURE _____

Property Owner Initials = _____

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CODE ENFORCEMENT OFFICER
OFFICE HOURS: M, T, W 8 AM -11 AM

GAS PIPING PERMIT

TOWN OF MADISON GAS PIPING PERMIT # _____

Application Date: _____

FEE: \$30.00 (Cash/Check) Made payable to **TOWN OF MADISON**

PROPERTY OWNER _____ PHONE # _____

PROPERTY OWNER'S MAILING ADDRESS _____

LOCATION OF JOB _____

INSTALLER _____ PHONE # _____

INSTALLER ADDRESS _____

MAP _____ **LOT** _____

Note: I hereby agree to comply with all installation requirements of the current ICC Gas Code, State Fire Code, State Building Codes, and any other requirements in effect in the Town of Madison.

INSTALLER SIGNATURE: _____

NH LICENSE # _____ EXPIRATION: _____

JOB DESCRIPTION _____

DATE PERMIT ISSUED _____ EXPIRES _____

CODE ENFORCEMENT OFFICER SIGNATURE _____

Property Owner Initials = _____

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