

# TOWN OF MADISON

## BUILDING PERMIT APPLICATION INSTRUCTIONS

A Building Permit is required for:

- any structural footprint change on the property whether for modifying/expanding an existing structure or constructing/installing a new structure regardless of size or cost;
- any alteration of an existing structure not resulting in a footprint change but costing \$1,000 or more in materials and labor based on what a contractor would charge whether or not you do the work yourself

Applications for Building Permits (BP) and Mechanical Permits (MP) must be submitted to the Code Enforcement Officer at least 30 days prior to start of the project to allow adequate time for review and issuance of permit(s). Projects shall not start prior to issuance of the permit(s). Starting prior to receiving permits may result in a cease and desist order, removal of materials and fines up to \$275 per day.

Applicants and Contractors should review the Town of Madison's Zoning and Building Permit Ordinances prior to submitting a BP application. BP applications will be denied if the project proposed violates Zoning ordinances until a Variance for the project is granted by the Zoning Board of Adjustment. The Zoning Ordinance is available for review at the Town Office or on the Town's website at [www.madison-nh.org](http://www.madison-nh.org). BP applications may also be denied pending Planning Board and Board of Selectmen review, if required.

\* Depending on the project, ADDITIONAL ITEMS may be necessary before a BP may be issued including:

- Driveway Permit (for new driveways or upgrades to existing driveways including paving)
- Approval for Construction from the State of NH Department of Environmental Services for a new septic system or upgrade of an existing septic system
- Letter from a licensed septic designer indicating an existing septic system is adequate for the # of additional bedrooms proposed
- NH Residential Energy Code Application
- Class VI/Private Road Waiver of Liability Agreement
- Shoreland Impact Permit or Permit by Notification issued by the State of NH Department of Environmental Services
- Certified Boundary Plan from a licensed NH surveyor (Eidelweiss Residential District only)
- Variance granted by the Zoning Board of Adjustment
- Restrictive Covenant for an Accessory Dwelling Unit\*\*

\* Contact the Code Enforcement Officer before submitting your BP application to determine whether or not any additional information will be required

\*\* Restrictive Covenant for the ADU must be recorded at the Carroll County Registry of Deeds and a copy provided to the Code Enforcement Officer before the Certificate of Compliance will be issued

Incomplete permit applications will not be processed until all required information and additional items are submitted. Applications are reviewed and processed in chronological order from the date received.

**BUILDING PERMIT  
APPLICANT'S CHECKLIST**

Property Owner(s): \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

**THIS CHECKLIST AND ALL APPLICABLE ITEMS ASSOCIATED WITH YOUR PROJECT MUST BE SUBMITTED BEFORE THE BUILDING PERMIT WILL BE ISSUED.**

(circle one)

Did you review the Town’s Zoning Ordinance, Building Permit Ordinance and Building Permit Application instructions before completing and submitting this application? YES NO

Does your project comply with all Zoning and Building Permit Ordinance requirements? YES NO

Will a driveway be created or improved? YES NO

If yes, is a copy of your Driveway Permit attached? YES NO

Will a new E-911 address be required after the driveway is installed? YES NO N/A

Will a septic system be installed or upgraded? YES NO

If yes, is a copy of the Approval for Construction from NH DES attached? YES NO

Is your existing septic system adequate to handle the increased # of bedrooms? YES NO N/A

If yes, is a letter from a NH Licensed Septic Designer attached confirming it? YES NO

Did you submit a completed NH Residential Energy Code Application? YES NO N/A

(required for new dwellings, additions and/or renovation projects)

Did you submit a completed & notarized Class VI/Private Road Waiver of Liability Agreement? (for properties accessed from Class VI & private roads only) YES NO N/A

If yes, did you submit the recording fee for the Carroll County Registry of Deeds? YES NO

Will you create a structural footprint change within 250 feet of a water body greater than 10 acres in size? YES NO

If yes, is a copy of your Shoreland Impact Permit or Permit by Notification from NH DES attached? YES NO

Did you submit a certified boundary plan of your property prepared by a NH licensed surveyor? (for Eidelweiss Residential District only – accessory buildings less than 120 sqft are exempt) YES NO N/A

Did you submit a copy of the Variance granted to you by the Zoning Board of Adjustment? (for projects non-conforming to Zoning Ordinance requirements only) YES NO N/A

Did you submit a copy of your Restrictive Covenant\* for the accessory dwelling unit? YES NO N/A

\*The Certificate of Compliance allowing occupancy will NOT be issued for the project until the Restrictive Covenant is submitted to the Town and recorded at the Registry of Deeds

Will the structure be located on any part of your property designated as Current Use? YES NO N/A

**TOWN OF MADISON**

**CODE ENFORCEMENT OFFICER**

Phone: 603-367-4332 x309 Fax: 603-367-4547 Email: [code@madison-nh.org](mailto:code@madison-nh.org) Website: [www.madison-nh.org](http://www.madison-nh.org)

**BUILDING PERMIT APPLICATION**

**PROPERTY OWNER(S):** \_\_\_\_\_ **TAX MAP** \_\_\_\_\_ **LOT** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**TYPE OF PROJECT:**

NEW DWELLING \_\_\_\_\_ ADDITION \_\_\_\_\_ REMODELING \_\_\_\_\_ DECK/PORCH \_\_\_\_\_

ACCESSORY BUILDING \_\_\_\_\_ ACCESSORY DWELLING UNIT \_\_\_\_\_ OTHER \_\_\_\_\_  
(detached garage, barn, shed, etc.) (800 sqft or less in size)

**BRIEF PROJECT DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

**ESTIMATED VALUE OF CONSTRUCTION OR INSTALLATION:** \$ \_\_\_\_\_

**ZONING DISTRICT:** Rural Residential \_\_\_\_\_ Village \_\_\_\_\_ Commercial \_\_\_\_\_ Eidelweiss \_\_\_\_\_

**ADDITIONAL ITEMS INCLUDED** (if required – see Cover Page & Applicant’s Checklist):

- \_\_\_\_\_ Driveway Permit – permit #: \_\_\_\_\_
- \_\_\_\_\_ Septic System Approval for Construction from NHDES – approval #: \_\_\_\_\_
- \_\_\_\_\_ Letter from Septic Designer approving adequacy of existing system for increased # of bedrooms
- \_\_\_\_\_ NH Residential Energy Code Application
- \_\_\_\_\_ Class VI/Private Road Waiver of Liability Agreement (notarized, signed by Selectmen, recorded at Registry)
- \_\_\_\_\_ Shoreland Impact Permit or Permit by Notification from NHDES – permit #: \_\_\_\_\_
- \_\_\_\_\_ Certified Boundary Plan from a licensed NH Surveyor (Eidelweiss Residential District only)
- \_\_\_\_\_ Variance granted by the Zoning Board of Adjustment
- \_\_\_\_\_ ADU Restrictive Covenant
- \_\_\_\_\_ None required

**BUILDING CONTRACTOR:** \_\_\_\_\_ Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**BUILDING & MATERIALS DESCRIPTION:**

Please check the appropriate box that best describes the type of structure and **new** materials to be used in construction/installation. There is no need to indicate features that already exist.

<b>FOUNDATION:</b>		<b>FRAMING:</b>		<b>HEATING SYSTEM:</b>	
POURED CONCRETE		EXTERIOR WALLS:		HOT WATER	
CONCRETE BLOCK		2x4		BASEBOARD	
STONE/BRICK		2x6		RADIANT	
PIERS		Log		HOT AIR	
OTHER (please list):		Other (please list):		RESISTANCE (ELEC.)	
				STOVE/FIREPLACE	
<b>BASEMENT:</b>		INTERIOR WALLS:		HEAT PUMP	
FULL BASEMENT		2x4		GEOTHERMAL	
PARTIAL BASEMENT		2x6		OTHER (please list):	
CRAWL SPACE		Other (please list):			
SLAB				<b>HEATING FUEL:</b>	
FINISHED		RAFTERS*:		OIL	
UNFINISHED		2x4		PROPANE (LP)	
BASEMENT GARAGE		2x6		ELECTRIC	
		2x8		WOOD	
<b>ROOFING:</b>		2x10		NATURAL GAS	
ASPHALT SHINGLES		2x12		OTHER (please list):	
METAL		Other (please list):			
OTHER (please list):				<b>ELECTRICAL:</b>	
		TRUSSES*:		ROMEX	
<b>INSULATION:</b>		WOOD		MC CABLE	
FIBERGLASS BATT		STEEL		OTHER (please list):	
INSULATED PANEL					
SPRAYED		FLOOR JOISTS:		<b>PLUMBING:</b>	
OTHER (please list):		2x6		COPPER	
		2x8		PEX	
<b>FLOORING:</b>		2x10		PVC	
HARDWOOD		2x12		CPVC	
SOFTWOOD		Other (please list):		OTHER (please list):	
TILE					
OTHER (please list):		CEILING JOISTS:		<b>GAS PIPING:</b>	
		2x6		STEEL	
<b>EXTERIOR SIDING:</b>		2x8		COPPER	
CLAPBOARD		2x10		OTHER (please list):	
VINYL		2x12			
Other (please list):		Other (please list):			
<b>LIST ITEMS NOT APPEARING ON THIS LIST ON THE BACK OF THIS PAGE</b>					

\* Roof strength must withstand a minimum of 90 lbs/square foot

**FLOOR PLAN OF BUILDING - FOR NEW STRUCTURES AND FOOTPRINT OR FLOOR PLAN CHANGES TO EXISTING STRUCTURES**

For Each Floor: In the space below, draw to scale a floor plan for new structures and/or changes to existing structures. Show dimensions. Use additional sheets if necessary. Project plans may be substituted for drawings.

																				<p style="text-align: center;">SAMPLE</p> <p>The sample diagram shows a floor plan on a grid. It consists of three main parts: a 'House' measuring 36 feet wide and 32 feet high; a 'Garage' measuring 24 feet wide and 20 feet high, attached to the right side of the house; and a 'Porch' measuring 12 feet wide and 4 feet high, attached to the bottom side of the house.</p>																																																																																																																																																																																																																																																																																																																																																			

1 square = \_\_\_\_\_ feet



**PERMIT FEES:**

The following fees are levied to cover expenses related to time in reviewing and issuing applications and for project inspections to ensure compliance with state code and municipal ordinances. Part of these fees are also used to offset the costs of E911, assessing and tax map updates.

1. New Construction & Additions:

(A) Dwellings & Additions sq. ft. (all floors) \_\_\_\_\_ x .35 = \$ \_\_\_\_\_

(B) Garages, Barns, Porches & Decks sq. ft. (all floors) \_\_\_\_\_ x .35 = \$ \_\_\_\_\_

(C) Sheds sq. ft. \_\_\_\_\_ x .25 = \$ \_\_\_\_\_

2. Interior/Exterior Renovations to Existing Structures (no footprint change) - \$50.00 \$ \_\_\_\_\_

3. Driveway Permit (for access onto Town roads) - \$40.00 \$ \_\_\_\_\_

4. Electrical Permit\* - \$30.00 \$ \_\_\_\_\_

5. Plumbing Permit\* - \$30.00 \$ \_\_\_\_\_

6. Gas Piping Permit\* - \$30.00 \$ \_\_\_\_\_

7. Permit Renewal for New Construction projects (one-time): \$ \_\_\_\_\_

- \$50.00 if renewed on or before the expiration date
- Renewals up to 30 calendar days after the expiration date will be calculated at \$5.00 per \$1,000 of the remaining construction costs.
- A new permit will be required for the remaining construction after 30 calendar days from the original permit's expiration date.

**TOTAL PERMIT FEES \$ \_\_\_\_\_**

**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.**

**MECHANICAL PERMITS (ELECTRICAL, PLUMBING AND GAS PIPING) MAY BE APPLIED FOR SEPARATELY AND AT A LATER DATE FROM THE BUILDING PERMIT APPLICATION**

**INSPECTIONS REQUIRED:**

The property owner and/or contractor(s) are responsible for scheduling the following inspections with the CEO (if applicable): **Foundation, Framing, Mechanical (electrical, plumbing, gas), Insulation and Final\***

\* **Final Inspection** – ALL PROJECTS – Use and/or occupancy shall not occur until the Certificate of Compliance is issued

**STATEMENT OF COMPLIANCE & INFORMATION REVIEW:**

I/we, the property owner(s), certify that the information supplied in this building permit application is true and accurate and is to be relied upon by the CEO and the Assessors for the Town. I/we reviewed the current Town of Madison’s Zoning and Building Permit Ordinances and certify that the construction project described in this application will comply with all state and local codes, rules and regulations.

I/we are responsible for the following actions:

- submit written notice to the CEO for review and approval of any changes to the project prior to making those changes
- grant the CEO permission to enter onto my/our property for timely inspections
- schedule applicable inspections with the CEO as the project progresses including:  

**Foundation, Framing, Mechanical (electrical, plumbing, gas) Insulation and Final\***
- schedule a Final Inspection\* with the CEO and receive an approved Certificate of Compliance for all permitted projects prior to use or occupancy

My/our signature(s) below indicate that I/we have reviewed each page of this application and all supporting documentation and understand and agree with the information provided. I/we further understand that false information shall be subject to fines and penalties for perjury, and failure to comply with this section constitutes reason for revocation of the issued building permit and removal of materials constructed or installed.

\* I/we further understand that **ALL PROJECTS require a Final Inspection and issuance of a Certificate of Compliance (CC) before occupancy and/or use of any new structure or change to an existing structure in accordance with Article II, Section 2.1 D of the Madison Zoning Ordinance. Occupancy and/or use prior to a final inspection and receiving the CC may result in a cease and desist order; an order to remove materials constructed or installed; and fines up to \$275 per day.**

Property Owner(s) or Agent’s name (print): \_\_\_\_\_

Property Owner(s) or Agent’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWN OF MADISON**

**CERTIFICATE OF COMPLIANCE**

(Reference Article 2, Section. 2.1D of Madison Zoning Ordinance passed 3/17/18)

This Certificate is issued by the Town’s Code Enforcement Officer on the condition that the project(s) described in this building permit application and supporting mechanical permit applications comply with town zoning requirements and codes adopted by the State of New Hampshire to the best of his/her knowledge. By signing this Certificate, the Property Owner(s) and Contractor certify that the construction and/or installation satisfies all town and state code, rules and regulations.

**Property Owner’s Name(s)** (print): \_\_\_\_\_

**Property Owner’s Signature(s):** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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

Project Location: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

**Contractor’s Name** (print): \_\_\_\_\_ Company: \_\_\_\_\_

**Contractor’s Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

The above building project was inspected and deemed to be completed and constructed in accordance with Town of Madison ordinances and codes adopted by the State of NH to the best of my knowledge.

Code Enforcement Officer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement Officer

Certificate of Compliance NOT issued for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Code Enforcement Officer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement Officer

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

CODE ENFORCEMENT OFFICER

Phone: 603-367-4332 x309 Fax: 603-367-4547 Email: [code@madison-nh.org](mailto:code@madison-nh.org) Website: [www.madison-nh.org](http://www.madison-nh.org)

**MECHANICAL PERMIT APPLICATION**

TYPE: ELECTRICAL  PLUMBING  GAS PIPING

Fee: \$30.00 each (cash or check) payable to: TOWN OF MADISON

Date of Application: \_\_\_\_\_

**PROPERTY OWNER** (print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Location of job: \_\_\_\_\_ Map \_\_\_\_\_ Lot: \_\_\_\_\_

**ELECTRICAL INSTALLER** (print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NH License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Description & Materials: \_\_\_\_\_

\_\_\_\_\_

**PLUMBING INSTALLER** (print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NH License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Description & Materials: \_\_\_\_\_

\_\_\_\_\_

**GAS PIPING INSTALLER** (print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NH License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Description & Materials: \_\_\_\_\_

\_\_\_\_\_

Signatures above indicate agreement that installation will comply with all codes, rules, regulations and requirements governing such installation and that no part of the installation will be covered prior to inspection and approval by the Code Enforcement Officer.