



# City of Rochester, New Hampshire

## Building and Licensing Services

### Minor Building Permit Application (Residential)

**Location of Construction** (Address): \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone #: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**Applicant information:** Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

<b>Proposed Construction is for:</b>		<b>Accessory Apartment</b>		<b>In-Law Apartment</b>	
Is this allowed in my Zone? - Please review – <a href="#">RO2619-275a Table 18A Residential Uses.pdf (ecode360.com)</a>					
Difference between AND criteria for Accessory Apartment and In-Law Apartment – Please review – <a href="#">accessory inlaw apartment info.pdf (rochesternh.gov)</a>					
Sq Ft for proposed unit? _____		Will this be in an already existing structure?		Yes	No
Proposed unit will be:		Attached to single family home		Detached	_____ # of proposed Bedrooms
<b>Proposed Construction is for:</b> (Please include all that apply)					
<b>Addition- Res</b>		<b>Alteration- Res</b>		<b>Repair/Replace</b>	
<b>Garage:</b> Attached Detached		<b>Barn</b>		<b>Deck</b>	
<b>Pool</b> Above In-Ground Other _____				<b>Solar Panels</b>	
				Sq Ft: _____ Existing _____ Proposed _____	
Will this project involve the following trades? Plumbing: Yes No Electrical: Yes No Mechanical: Yes No					
(Separate trade permits will be required)					
<b>Property is located in:</b> (Respond to all)		Historic District Yes No		Flood Hazard Area- per the Flood Insurance Rate Map Yes No	
		Within 50 feet of a jurisdictional Wetland Area		Yes No - if so please document	
<b>Primary use of Property is:</b>		Residential		Municipal	
				Mixed Use (Both Res & Com)	
<b>Building Type:</b>		Single Family (		On it's own land In a park	
				Two Family Multi (3-5) Multi 6+	
<b>Setbacks Information:</b>		City Water: Yes No		Bedrooms: Existing _____ Proposed _____	
Front: _____ Right: _____		City Sewer: Yes No		Bathrooms: Existing _____ Proposed _____	
Rear: _____ Left: _____		Corner Lot: Yes No		Units: Existing _____ Proposed _____	

Description of work to be performed: \_\_\_\_\_

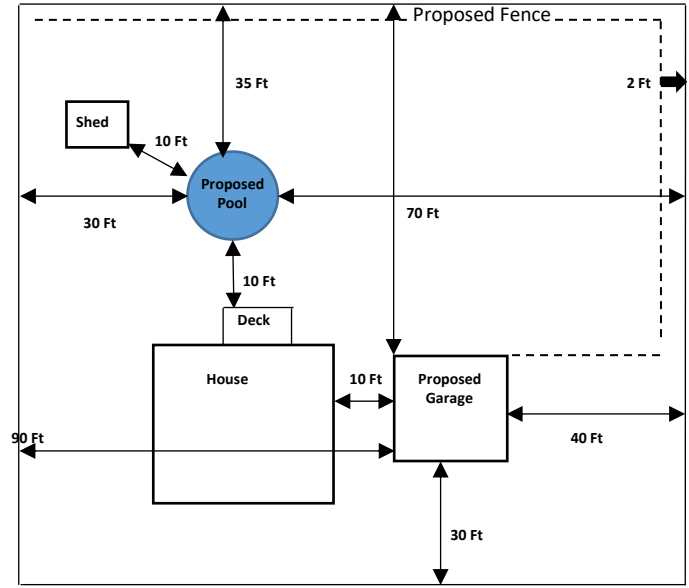
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Site Plan

Instructions:

- 1) Show the Property lines and road(s)
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all structures within 10' and to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure
- 5) If installing a fence – show the location

### Sample Plan:



**Street Name**

This image shows a full page of blank graph paper. The grid consists of small, uniform squares formed by thin, light gray lines. There are no margins, text, or other markings on the page.

**Signature**

Date \_\_\_\_\_

# Construction Plan

## Instructions:

Provide sufficient information as to the proposed structure.

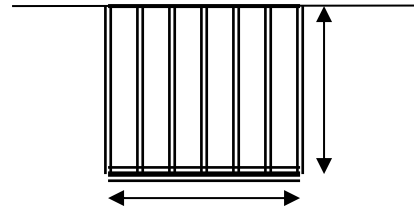
- 1) The Size.
- 2) If attached to the house, where and how?
- 3) Show Sketch below of how structure is to be framed. (Show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans.

Sample Plan:

Deck Framing

House



Signature

Date

Certification of Accuracy: As the owner/owners agent of record, I certify that all information contained within this application is true and accurate to the best of my knowledge and belief.

Certification of Compliance: I hereby certify that I am familiar with all pertinent codes relating to the above specified work, and that all work shall be performed in compliance with these codes, also that I am familiar with the City Rochester Ordinance, Chapter 275 and all use and dimensional regulations.

Inspections: This signed application constitutes consent on the applicant's part to allow for inspections at the property by the department of Building and Licensing Services, Assessing Office and any other required City Staff. Any work that is covered prior to the inspection may be required to be removed for inspection.

***Please be advised, the order of inspections, for the BUILDING INSPECTOR ONLY, are as follows:***

1. Reinforcing steel prior to placement of concrete
2. Foundation/ Pier Depth
3. Rough-In: Framing with all other trades roughed in and fire blocking/draft stopping in place; before final sheathing (vinyl, cedar, etc) is applied.
4. Insulation
5. Drywall Installation ( Prior to mud & tape)
6. Final Inspection

**Note:** Not all inspections may apply to every situation and additional inspections may be required may be required as needed. Electrical, plumbing, and mechanical work all require additional inspections. Check with Fire Department for their required inspections. Permits are non- transferable. If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee. PLEASE BE ADVISED: Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. Any renewal shall require reapplication and payment of required fees based on the remaining work.

Applicants are advised that the making of a false statement on this form is a criminal offense.

**40.15 Permits. (a) (4) Fees for building permits shall be waived for honorably discharged veteran of an active duty, National Guard or reserve member of the United States Armed Forces, who plans to construct or have constructed for himself/herself a home or appurtenance to a home already owned by him/her for exclusive occupancy by himself/herself and his/her immediate family.**

**IF THIS APPLIES, PLEASE CHECK THE BOX. (VERIFICATION MAY BE REQUIRED)**

☐

**\*\*Guest Approval on Permit for:**      Owner      Contractor      Other      Email(s) \_\_\_\_\_

**Cost of Construction:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

Permit fee is based on \$9.00 per \$1,000.00 of Construction Cost (Rounded Up Nearest \$1,000.00) plus a \$10.00 application fee.

Minimum Permit Fee is \$20.00.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date