

**TOWN OF ALEXANDRIA, NH
47 WASHBURN ROAD
ALEXANDRIA, NH 03222**

BUILDING PERMIT APPLICATION

Date Received: _____ Fee Paid: Cash _____ Check _____ Ck.#: _____ Receipt #: _____

Property Owner's Name: _____

Property Owner's Address: _____

Applicant Name, if different: _____

NOTE: If the applicant is not the owner, a letter from the property owner giving the applicant authority to act on his/her behalf must accompany this building permit application

Telephone: Home: _____ Work: _____ Cell: _____

Location of Property:

Road: _____ Map: _____ Lot: _____

Building to be constructed: Residential: _____ Commercial: _____ Other: _____

If Other, please explain: _____

Dimensions: Length _____ Width _____ Height _____

Number of Bedrooms: _____ Builder: _____

Setback from roadway: _____ Feet

FEES:

Residential One Unit: _____ \$100 / Residential Two Unit: _____ \$100 / Residential Three Unit: _____ \$200

Residential Four Unit: _____ \$250 / Commercial: _____ \$300

Prerequisites:

Is this property located in a Floodplain Area? _____ Yes _____ No

Septic System Design Approval Number: _____ Date of Approval: _____

PUC Energy Compliance Approval Number: _____ Date of Approval: _____

Driveway Permit Number or Date of Approval: _____

Class VI Road Agreement: Date Signed: _____

(This agreement is necessary only if you are constructing on a Class VI, Private Road or ROW)

Letter of Authority for Applicant to Act as Agent: Not Applicable _____ Attached _____

Property Owner/Agent Signature: _____ Date: _____

Selectmen's Approval to Construct: Date Granted: _____

Selectmen's Signature: _____

Selectmen's Signature: _____

Selectmen's Signature: _____

A furnace installation must be inspected by Francis Butler, who may be reached at 744-8987.

NOTE: The Town of Alexandria does not issue Certificates of Occupancy.

TOWN OF ALEXANDRIA

Building Permit Guidelines

Permission to build shall not be in effect until application has been approved and a permit issued.

The applicant is legally responsible to assure that all information in the application is correct and accurately represents the proposed project.

Permits shall be posted and protected in a visible location on premises immediately upon being issued.

Building Permits are required for any new construction (including modular and mobile homes) or in order to increase the number of bedrooms within an existing structure. All other construction; i.e. additions, alterations, demolitions, garages, barns, decks, docks, fences, signs, and in-ground swimming pools must be reported on the annual inventory form.

FEE STRUCTURE:

One unit residential structure:	<i>\$100.00</i>
Two unit residential structure:	<i>\$100.00</i>
Three unit residential structure:	<i>\$150.00</i>
Four unit residential structure:	<i>\$200.00</i>
5+ units or commercial structure:	<i>\$300.00</i>

Private Septic:

Where on site septic systems are needed, obtaining the required State approval is the responsibility of the applicant. No building permit can be issued until State approval has been received.

Driveway Permit:

A permit is required for any new driveway within the town. An application for a driveway permit may be obtained from the selectmen's office or from the town's website at www.alexandrianh.com. The application shall be submitted to the driveway committee through the selectmen's office. To check on the status of a driveway permit, call 744-8986. No building permit will be issued without an approved driveway permit.

Energy Compliance:

New residential structures or additional to living space must meet NH State Energy Code Compliance and require a permit from NHPUC (271-2431). Applications may be obtained from the selectmen's office or at www.puc.nh.gov.

Oil Burner Permits:

All residential and commercial structure that will be installing *oil/gas/wood* burning equipment must secure a permit for the installation and concurrent inspection of said equipment. Please contact Fran Butler at 744-8987 to arrange for an inspection. It is the responsibility of the owner/installer to secure this permit.

Burn Permits:

Any outside burning requires a permit from the Fire Warden, Arthur Barron. He can be reached at 744-5024.

Class VI Road Waiver:

Anyone wishing to build on a Class VI Road, Private Road or Right of Way must first check with the selectmen's office to determine if that particular road has been voted to allow building permits. If so, a Class VI Road Waiver must be signed and must accompany the building permit application. Waivers may be obtained through the selectmen's office.

Commercial Buildings:

Any structure to be used for commercial purposes/public access must be reviewed by the NH State Fire Marshall's Office, or his designee, for compliance with the NH State Building Code.

Alarm Systems:

All alarm systems must be registered with the Alexandria Police Department. The phone number is 744-6650. Under no circumstances may any alarm system be directly wired to 911.

BUILDING PERMIT APPLICATION PACKET ACKNOWLEDGEMENT

**I, _____, hereby acknowledge that I have received
the following items in the Building Permit Application Packet.**

- 1. Building Permit Application**
- 2. Driveway Permit Application**
- 3. Building Permit Ordinance**
- 4. Building Permit Guidelines**
- 5. Energy Code Application**
- 6. Class VI Road Waiver**
- 7. Alarm System Ordinance**
- 8. Fire Permit Brochure**

Signed: _____

Date: _____

Witness: _____

Date: _____

Oil Burner Permits:

All residential and commercial structures that will be installing oil/gas/wood burning equipment must secure a permit for the installation and concurrent inspection of said equipment. Please contact Fran Butler at 744-8987 to arrange for an inspection. It is the responsibility of the owner/installer to secure this permit.

Burn Permits:

Any outside burning requires a permit from the Fire Warden, Arthur Barron. He can be reached at 744-5024.

Class VI Road Waiver:

Anyone wishing to build on a Class VI Road, Private Road or Right of Way must first check with the Selectmen's Office to determine if that particular road has been voted to allow building permits. If so, a Class VI Road Waiver must be signed and must accompany the building permit application. Waivers may be obtained through the selectmen's office.

Commercial Buildings:

Any structure to be used for commercial purposes/public access must be reviewed by the NH State Fire Marshall's Office or his designee for compliance with the NH State Building Code.

Alarm Systems:

All alarm systems must be registered with the Alexandria Police Department. The phone number is 744-6650. Under no circumstances may any alarm system be directly wired to 911.