



# Major Building Permit Application

Town of Milton, New Hampshire  
Code Enforcement Department  
55 Industrial Way, PO Box 310, Milton, NH 03851 Telephone:  
(603) 652-4501

Issue Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Cash/Check #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Map # \_\_\_\_\_  
Lot # \_\_\_\_\_  
Zoning \_\_\_\_\_

Location of Construction (Address): \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*Proposed Construction is for:*  
*(check only one)*

<input type="checkbox"/> New Single-Family Dwelling	<input type="checkbox"/> New Commercial Structure
<input type="checkbox"/> New Two-Family Home	<input type="checkbox"/> Commercial Addition
<input type="checkbox"/> New Multi-Family Dwelling	<input type="checkbox"/> Commercial Alteration
<input type="checkbox"/> Replacement / New Mobile Home	<input type="checkbox"/> Other: _____

Is property within the following?    Approved Site Plan (Yes / No)    Shoreland Protection Zone (Yes / No)  
(You must respond to all)  
Major or Minor Subdivision (Yes / No)  
Flood Hazard Area – per the Flood Insurance Rate Map (Yes / No)  
Is proposed work located within 50 feet of a jurisdictional Wetland Area (Yes / No) –if so please document.

*Land Information:*    City Water ( Yes / No )    Corner Lot ( Yes / No )  
City Sewer ( Yes / No )

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

Property Owner Signature \_\_\_\_\_

\_\_\_\_\_ Date

**Page 2 - Section A****EXISTING (or PREVIOUS) CONDITIONS****Existing Use:** (land only ☐ - if so skip to "B")

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Residential\_\_\_ Commercial\_\_\_ Mixed Use (both)\_\_\_

**Existing Structures:** (Existing Conditions)

Existing # of Buildings on site: \_\_\_\_\_

Total Sq Ft of existing building(s): \_\_\_\_\_

Garage Parking: \_\_\_\_\_ Exterior Parking: \_\_\_\_\_

Electrical Service: \_\_\_\_\_

Type of Heat: \_\_\_\_\_ Fuel Type: \_\_\_\_\_

# of Fireplaces: \_\_\_\_\_ # of Kitchens: \_\_\_\_\_

Foundation Type: \_\_\_\_\_ Building Height: \_\_\_\_\_

# of Full Baths: \_\_\_\_\_ # of Partial Baths: \_\_\_\_\_

**For Residential Units:** (Existing Conditions)

# of Units: \_\_\_\_\_

# of Bathrooms: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

**For Commercial Units:** (Existing Conditions)

# of Units: \_\_\_\_\_

Office Area (sq ft): \_\_\_\_\_

Office Area (sq ft): \_\_\_\_\_

**Page 2 - Section B****PROPOSED CONDITIONS****Is land in current use?** Yes ☐ No ☐**If "Yes", you must submit a map to Assessing showing the portion being taken out of current use and attach a copy of the map to this application.****Proposed Use:**

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Residential\_\_\_ Commercial\_\_\_ Mixed Use (both)\_\_\_

**Setbacks:**

Front Setback: \_\_\_\_\_ Left Setbacks: \_\_\_\_\_

Rear Setback \_\_\_\_\_ Right Setbacks: \_\_\_\_\_

**Proposed Structures:** (Total of existing + proposed)

Proposed # of Buildings on site: \_\_\_\_\_

Total Sq Ft of proposed building(s): \_\_\_\_\_

Garage Parking: \_\_\_\_\_ Exterior Parking: \_\_\_\_\_

Electrical Service: \_\_\_\_\_

Type of Heat: \_\_\_\_\_ Fuel Type: \_\_\_\_\_

# of Fireplaces: \_\_\_\_\_ # of Kitchens: \_\_\_\_\_

Foundation Type: \_\_\_\_\_ Building Height: \_\_\_\_\_

# of Full Baths: \_\_\_\_\_ # of Partial Baths: \_\_\_\_\_

**For Residential Units:** (Total of existing + proposed)

Proposed # of units: \_\_\_\_\_

Proposed # of Bathrooms: \_\_\_\_\_

Proposed # of Bedrooms: \_\_\_\_\_

**For Commercial Units:** (Total of existing + proposed)

Proposed # of units: \_\_\_\_\_

Proposed Office Area: \_\_\_\_\_

Proposed Other Area: \_\_\_\_\_

ATTACHMENTS AND SUBMITTALS REQUIRED AT THE TIME OF APPLICATION	
For Residential 1 and 2 Family	For Commercial or Multi-unit Residential
Site Plan <input type="checkbox"/>	Site Plan – Approved Site Plans Must be Certified Prior to Issuance of Building Permits. <input type="checkbox"/>
Driveway Permit <input type="checkbox"/>	Driveway Permit [If Required] <input type="checkbox"/>
N.H. Approved Septic Design [If Required] <input type="checkbox"/>	N.H. Approved Septic Design <input type="checkbox"/>
Approved Storm Water Management Plan <input type="checkbox"/>	Approved Storm Water Management Plan <input type="checkbox"/>
Foundation Certification as requested by the Code Enforcement Officer <input type="checkbox"/>	Three (3) full sets of plans [Stamped When Required by RSA 310 -A] <input type="checkbox"/>
P.U. C. Prescriptive Compliance Application, Res Check Compliance Application, or <input type="checkbox"/>	Letter of Energy Compliance From Design Prof. [May Use Residential Compliance Options to a Maximum building size of 4000 Square Feet] <input type="checkbox"/>
Have you filled out page two Section A and B completely? <input type="checkbox"/>	Have you filled out page two Section A and B completely? <input type="checkbox"/>
All Precedent Conditions of the Notice of Decision that was Approved by the Planning Board are met. <input type="checkbox"/>	Statement of Special Inspection [IBC Section 1705] [If Applicable] <input type="checkbox"/>
Fire Department – Review and E-911 Application Approval <input type="checkbox"/>	Fire Department – Fire Protection Plans and Review (If Applicable) <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Please be advised, the order of inspections, for the **Building Inspector Only**, are as follows:

- |  |                                     |
|--|-------------------------------------|
| 1. Reinforcing Steel Prior to Placement of Concrete. | 5. Rough Electrical, Plumbing & Gas |
| 2. Foundation / Pier Depth                           | 6. Insulation                       |
| 3. Foundation Walls – Damp proofed & Drains          | 7. Final Inspection                 |
| 4. Rough Framing                                     |                                     |

Note: Not all inspections may apply to every situation and additional inspections may be required as needed. Electrical, Plumbing and Mechanical Work all require additional inspections. \*\*All oil fired heating systems as well as wood stoves & pellet stoves must be inspected by the Fire Department.

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.

Inspections: This signed application constitutes consent on the applicant's part to allow for inspections at the property by the Code Office, Assessing Office and any other required City Staff. Appointments for inspection require 48-hour advance notice. Any work that is covered prior to the inspection may be required to be removed for inspection.

Certificate of Occupancy (C/O): A C/O must be issued PRIOR to any occupancy of residential and/or commercial structures. A Certificate of Occupancy shall be clearly displayed in all structures of non-residential uses. For Commercial Projects: As-Built Drawings must be submitted prior to issuance of a C/O.

***Permits are non – transferable.***

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

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

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

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

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

Paid By: \_\_\_\_\_ ☐ CASH ☐ CHECK # \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

THIS PERMIT IS: ☐ ISSUED with the following conditions: ☐ DENIED for the following reason(s):

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## Code Enforcement Office

### Instructions for Permit Applications:

1. All information **MUST** be printed legibly.
2. Owner name, mailing address and phone number.
3. Location and address of work site.
4. Complete description of work to be done.

### Notes:

It is the responsibility of all contractors, electricians and plumbers to obtain the necessary permits from the Code Enforcement office at the Municipal Building before any work has begun. Work must begin within six (6) months of the issuance of any permit.

Electrical and plumbing work requires separate permits. Electricians and plumbers must have a valid license from the State of New Hampshire to obtain a permit. Permits are not transferable.

It is the responsibility of the contractor / property owner to obtain all inspections required. It is also their responsibility to ensure that the construction is within compliance with the Milton Zoning Ordinance. Appointments for inspection require 48-hour advance notice. A rough-in inspection is required before any work is covered, and a final inspection is required when all work is complete. This signed application constitutes consent on the applicant's part to allow for all inspections at the property location listed.

No permit will be issued until all of the above information is furnished, and all the above conditions are met.

### Permits are non-transferable.

If you have any questions, feel free to contact the Code Enforcement office at (603) 652-4501.

Statement of Compliance: I hereby apply for permission to make certain building improvements as described above (plans to be submitted, if required by the building inspector). I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit, and may be grounds for legal action against me.

Code Enforcement Approval would certify that the applicant could proceed with certain building improvements in accordance with the specifications submitted. Any deviation from the specifications submitted will require an amendment to this permit or additional permits.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

# Construction Plan

## Instructions:

Provide sufficient information as to the proposed structure.

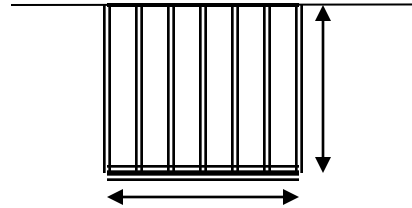
- 1) The Size.
- 2) If attached to the house, where and how?
- 3) Show Sketch below of how structure is to be framed. (Show the spans, lumber size, beam location, etc.)

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

Sample Plan:

Deck Framing

House



Signature \_\_\_\_\_

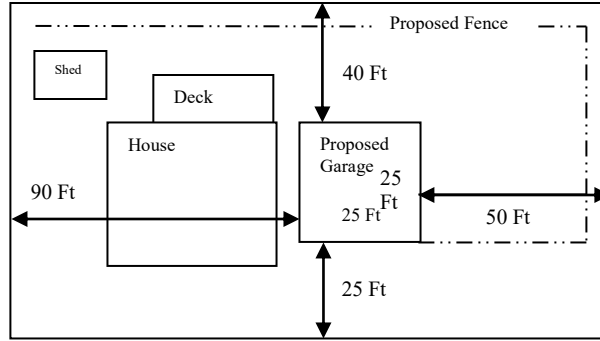
Date \_\_\_\_\_

# Sketch 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 lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.

## Sample Plan:



Street

Signature

Date

## **Technician Permits**

### **Plumbing, Electrical, Gas, Oil, Mechanical**

*\*All Technicians must pull their own permits and have proof of Licensing and/or Certification*

Please list your Technicians:

Plumbing -

\_\_\_\_\_  
Name / Business

\_\_\_\_\_  
Mailing Address and Phone Listing

Electrician -

\_\_\_\_\_  
Name / Business

\_\_\_\_\_  
Mailing Address and Phone Listing

Gas / Propane -

\_\_\_\_\_  
Name / Business

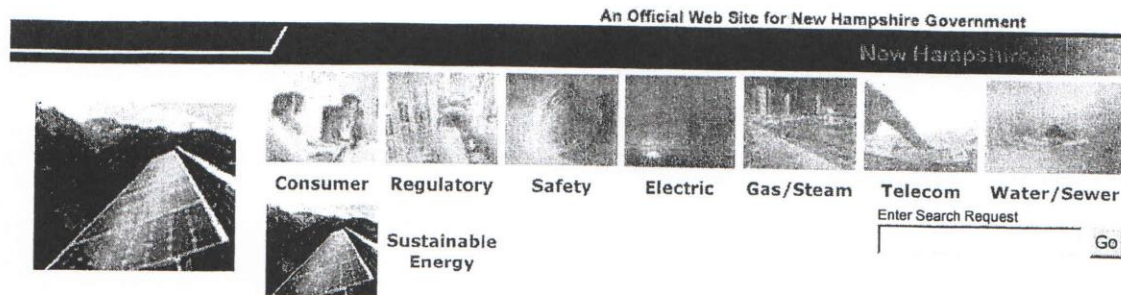
\_\_\_\_\_  
Mailing Address and Phone Listing

Oil / Mechanical -

\_\_\_\_\_  
Name / Business

\_\_\_\_\_  
Mailing Address and Phone Listing





- Email Alert Network
- Renewable Energy Rebates
  - Residential
- Greenhouse Gas Emissions Reduction Fund (GHGERF)
- Electric Renewable Portfolio Standard Program
- Energy Efficiency and Sustainable Energy Board
- Energy Codes
- Contact Information
- Request for Proposals

- Orders
- Rules
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- Regulated Companies
- Links
  - Links Disclaimer

Home > Sustainable Energy > Energy Codes > Residential

## Residential

### New code effective April 1, 2010

For certification of compliance with the Residential Energy Code, fill out the EC-1 form and submit it to the PUC.

- [Residential Energy Code Application \(EC-1 Form\)](#) - 3/10 **NEW**

#### Please mail your applications to:

New Hampshire Public Utilities Commission  
21 S. Fruit St, Suite 10  
Concord, N.H. 03301-2429

Or **FAX** to 603 271-3878

Or scan and **e-mail** to [energycodes@puc.nh.gov](mailto:energycodes@puc.nh.gov)

**NOTE:** Any project to be constructed in New Hampshire must meet the requirements of **Climate Zone 6** per amendment of the Building Code Review Board. See: <http://www.nh.gov/safety/boardsandcommissions/bldgcode/meetings/documents/min101207.pdf>

## REScheck Software Tool

REScheck should be used only if your structure will not meet the code requirements laid out in the EC-1 form. NOTE: REScheck will not allow trade-offs for high efficiency heating systems.

If you wish to use the software approach to prove compliance of residential structures with the code you should download the latest version of [REScheck Software](#). Click on **Code** on the toolbar and set to **2009 IECC**. Please ignore the New Hampshire option.

Then set the State to **New Hampshire** and City to the municipality where the project is planned.

[Click here to download REScheck software](#)

You **MUST** submit page 1 of the EC-1 form **and** simple building plans with a REScheck filing.

- Alternative means for showing compliance
  - [Architect's or Engineer's Certification](#)
- [Modular Home](#)

For questions on the new code or help with these applications you may contact us at 603-271-6306 or e-mail [EnergyCodes@puc.nh.gov](mailto:EnergyCodes@puc.nh.gov)

- [Training](#)
- [Links to other useful sites](#)

Internet Explorer Users:  
(other browser instructions may vary slightly)

If you are having difficulties printing these forms try saving the PDF files to your pc first and print it from there. Simply **right click on the link** and select "**Save target as...**", choose location to save file and click **Save**. If you are still having difficulties you may need update your Adobe Acrobat Reader. For the latest version of Adobe use the link available on our [links](#) page.

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**2010 New Hampshire  
Residential Energy Code Application**  
for Certification of Compliance for New Construction, Additions or Renovations  
(EC-1 Form)

Minimum Provisions

Effective Date April 1, 2010

<b>Owner/Owner Builder:</b> Company Name: (if applicable)			<b>General Contractor:</b> Company Name		
Name:			Name:		
Mail Address:			Mail Address:		
Town/City:	State:	Zip:	Town/City:	State:	Zip:
Phone:			Phone:		
E-Mail:			E-Mail:		
<b>Location of Proposed Structure:</b>			<b>Type of Construction:</b>		
Tax Map #: _____ Lot #: _____			<input type="radio"/> Residential <input type="radio"/> Small Commercial <input type="radio"/> New Building <input type="radio"/> Renovation <input type="radio"/> Addition <input type="radio"/> Thermally Isolated Sunroom <input type="radio"/> Modular Home: the site contractor must submit this form detailing supplementary rooms and Floor and/or Basement insulation unless the floor insulation is installed or provided by the manufacturer and no heated space is added.		
Street: _____			<b>Total New Conditioned* Floor Area:</b>		
Town/City: _____ County: _____			_____ ft <sup>2</sup>		
<b>Zone 5</b> <input type="radio"/> Cheshire, Hillsborough, Rockingham or Strafford <b>Zone 6</b> <input type="radio"/> All other counties			<b>Basement or Crawl Space:</b> (*a conditioned space is one being heated or cooled containing un-insulated ducts or with a fixed opening into a conditioned space and it must be insulated)		
<b>Heating System:</b> (if new system is being installed) <b>Annual Fuel Use Efficiency (AFUE):</b> _____ % <b>Fuel Type(s):</b> <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane (LP) <input type="checkbox"/> Electric <input type="checkbox"/> Wood <input type="checkbox"/> Other _____ <b>Heating System Type:</b> <input type="checkbox"/> Hot Water <input type="checkbox"/> Hot Air <input type="checkbox"/> Stove <input type="checkbox"/> Resistance <input type="checkbox"/> Heat Pump <input type="checkbox"/> Geothermal			<b>Conditioned?</b> <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Full Basement <input type="checkbox"/> Walk Out Basement <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____		
<b>Structure is EXEMPT because:</b> <input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register <input type="checkbox"/> Low energy use (less than 1 watt/ ft <sup>2</sup> )			<b>Form Submitted by:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Architect <input type="checkbox"/> Designer <input type="checkbox"/> Other _____		

4/10

I hereby certify that all the information contained in this application is true and correct, and construction shall comply in all respects with the terms and specifications of the approval given by the Public Utilities Commission and with the New Hampshire Code for Energy Conservation in New Building Construction.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Official Use Only:</b>		
Date Complete Application Received:	Approved by:	Date:
Approval Number:	<b>Stamp:</b> Reason: <input type="checkbox"/> 1; <input type="checkbox"/> 2; <input type="checkbox"/> 3; <input type="checkbox"/> Other: _____ Notice: <input type="checkbox"/> e-mail; <input type="checkbox"/> vm; Date: _____	



**Town of Milton**  
55 Industrial Way  
Milton NH, 03851



**Land Use and Code Enforcement**  
PO Box 310  
(p)603-652-4501  
(f)603-652-4120

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### **Water Quality Management**

The Milton Conservation Commission (MCC, <https://www.miltonnh-us.com/conservation-commission>) and Three Ponds Protective Association (TPPA, <https://www.facebook.com/threeponds.net>) are teaming up to provide educational materials to Milton residents about taking care of our lakes, our most precious natural resource and the engine of our town economy. Below are links to several short, interesting and fun videos on crucial topics for protecting lake water quality, produced by state environmental and health departments. We also are pleased to provide an informational sheet about boating safety, links to the latest TPPA newsletters, and a video by local expert Professor James Haney featuring in-depth information about cyanobacteria. In addition, we offer specific resources for shore land homeowners about best practices in caring for their lake shore property to keep our lake water clean.

#### **For Lake Shore Homeowners: MS4 and Shoreland Protection**

##### ***NH Homeowner's Guide to Stormwater Management***

(<https://www4.des.state.nh.us/SoakNH/wp-content/uploads/2020/03/Homeowners-Guide-to-Stormwater-Management-2019.pdf>) – an invaluable and comprehensive guide from DES on best practices in reducing runoff from your shore land property.

**DIY Fact Sheets** (<https://www4.des.state.nh.us/SoakNH/resources-2/diy-fact-sheets/>) - scroll through the page to find the appropriate DES fact sheets for your situation.

##### ***Conservation Practices for Homeowners***

(<https://www.maine.gov/dep/land/watershed/materials.html>) – scroll down the page for this Fact Sheet Series as well as a Buffer Handbook and Buffer Plant list from the Maine Department of Environmental Protection.

**Milton's Storm Water Management- MS4.** (<https://www.miltonnh-us.com/storm-water-management-committee-ms4>) This will bring you to the community website and will have the most up to date progress on the communities MS4 requirements. Reference town maps and other educational sources.

**Questions? Want help identifying erosion areas on your property?** Get advice or ask for a site visit from Wayne Sylvester, MCC member and Vice President of TPPA. Call him at (603) 652-3493 (H) or (603) 686-9032 (C) or email [wsly7.sylvester@aol.com](mailto:wsly7.sylvester@aol.com).

#### **Short videos:**

NH Lakes Association (<https://nhlakes.org/article-library/>):

Click on the link above, then on the 'videos' menu button, then choose one of the first two recommended short videos:

- ***Clean, Drain, and Dry to prevent the spread of invasive species!*** (5 minutes)

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- ***Tips for Lake-Friendly Boating*** (just under 4 minutes)

NH Department of Environmental Services:

- ***Climate Change: What does it mean for New Hampshire?*** (just over 9 minutes)

(<https://www.youtube.com/watch?v=ktcVNILclIQ>)

- ***The Importance of Rain Gardens*** (just over 2 minutes)

(<https://www.youtube.com/watch?v=Qp8HK-Y2Ifg&t=4s>)

- ***How Do I Build a Rain Garden?*** (6 minutes)

(<https://www.youtube.com/watch?v=Q2EoHBnCCII>)

- ***Protecting New Hampshire's Wetlands*** (5½ minutes)

(<https://www.youtube.com/watch?v=gCqh3prodwY&feature=youtu.be>)

Vermont Department of Health:

- ***Know What Grows in Our Lakes: How to Identify Cyanobacteria*** (about 2½ minutes)  
(<https://www.youtube.com/watch?v=ea0EHw5suDs>) If you identify cyanobacteria in NH, please immediately notify NH DES. Call the Beaches/Cyanobacteria Hotline at (603) 848-8094 or email [beaches@des.gov](mailto:beaches@des.gov) and they will arrange a site visit. If able, collect a sample (wear gloves!) in a clean plastic or glass container and bring it to NHDES.

### **Other Resources:**

#### ***Toxic Cyanobacteria and Lake Monitoring in the 21<sup>st</sup> Century***

([https://media.unh.edu/media/Toxic+Cyanobacteria+and+Lake+Monitoring+in+the+21st+Century/1\\_nful39e1](https://media.unh.edu/media/Toxic+Cyanobacteria+and+Lake+Monitoring+in+the+21st+Century/1_nful39e1)) A webinar by Professor James Haney. Click to view this in-depth educational video of Professor Haney giving a 35-minute powerpoint presentation about his current research on toxic blue-green algae. Note that the automatic text translation running underneath the page contains errors and should be ignored.

***Navigation Safety and Shoreline Protection on Milton Three Ponds*** – A handout created by Milton resident Humphrey Williams. Click to view or download the 3-page pdf file, which includes a map of the channel and buoy locations in the Milton Three Ponds.

***TPPA Update Newsletters:*** Click here (<https://us16.campaign-archive.com/home/?u=289e619665c7465769e0bcf68&id=b380893426>) to read recent or past newsletters with information about invasive plant mitigation work, boat inspections, photos of local loons and more. You can also sign up to get TPPA's free newsletter sent to your email inbox.