

## **Requirements for Obtaining a Building Permit:**

1. **Application:**  
Completed and signed by the Property Owner.
  
2. **Septic System Approval:**  
State of New Hampshire Water Supply and Pollution Control approved plans and approval number.
  
3. **Driveway Permit:**  
Issued by the Town of Milton Road Agent or by the State of New Hampshire Department of Transportation when on a State Route.
  
4. **Site Plan\*: ~ Foundation Certification**  
Draw to scale, indicating the size and location of all new and existing structures.  
\_\_\_\_\_ Distances from all four lot lines.  
\_\_\_\_\_ Distances from right-of-ways.  
\_\_\_\_\_ Road frontage.  
\_\_\_\_\_ Distances from any water bodies, wetlands and streams in accordance with the current Zoning Regulations.  
**\*This information is required in all instances even if all setbacks are met.**
  
5. **Building Plans\*:**  
**Drawn to scale with details of all proposed construction.**  
\_\_\_\_\_ Foundation plans including steel in the footings and walls.  
\_\_\_\_\_ Framing plans including all evaluation of framing, floors, halls, and roof structures.  
\_\_\_\_\_ Insulation thickness and "R" values.  
\_\_\_\_\_ Specification of materials.  
\_\_\_\_\_ Detailed floor plans for each floor with all dimensions.  
\_\_\_\_\_ Dimensions of windows in bedrooms showing 5.7 sq. ft. minimum of clear opening.  
\_\_\_\_\_ NH Residential Energy Code Compliance.  
**\* This information is required for outbuildings as well as dwelling units.**
  
6. **Lot and Building Compliance with all Town Ordinances:**  
The following approvals must be obtained, if applicable:
  - a. Zoning Variance or Special Exception
  - b. Recorded Subdivision
  - c. Recorded Site Plan Review
  - d. Recorded Notice of Limits of Municipal Responsibility and Liability for private roads
  
7. **Lot of Record/Proof of Ownership (if recently purchased)**

**ALL OF THE ABOVE MUST BE SUBMITTED BEFORE ANY APPLICATION WILL BE CONSIDERED COMPLETE.**