

**TOWN OF BARTLETT
OFFICE OF SELECTMEN
56 TOWN HALL ROAD
INTERVALE, NH 03845
(603) 356-2950**

COMMERCIAL BUILDING PERMIT CHECKLIST

The following items must accompany a completed Building Permit application form for a commercial property in order for the application to be considered complete. Please be aware that the submission of an application form and the required non-refundable fee does not allow construction to begin nor is the issuance of a building permit guaranteed. The applicant is responsible for supplying this information to us. Failure to supply this information may result in delay or denial of your permit. This information may appear on one plan or as many as are necessary to supply the information accurately:

1. A site plan showing the dimensions of the lot and the location(s) of all existing and proposed structures on the lot including their dimensions and all setbacks.
2. Calculations of the total septic capability, proposed septic requirements, and 75% density calculation as per Article VIII of the Zoning Ordinance. If a new septic system is to be installed, a copy of the Approval for Construction form issued by the State must be submitted.
3. A site plan or sketch that adequately shows:
 - A. The existing and proposed green area as per Article XI of the Zoning Ordinance.
 - B. The existing and proposed parking area including the number and size of spaces as per Article XV of the Zoning Ordinance.
 - C. The lighting plan including the type, location, and height of all lights as per Article IV-P of the Zoning Ordinance.
4. If the property is located in either the Floodplain, Wetlands or within the Ridgeline District, appropriate documents proving compliance must accompany the application.
5. If there are any signs to be erected, a sketch of the size, number and location of all signs (existing and proposed) must be submitted.
6. All building permit applications for new commercial structures or modifications to existing commercial buildings or residential structures that contain three or more dwelling units are processed by a consultant that is contracted by the Town of Bartlett. All work, including information to be submitted previous to the issuance of the building permit, related to such structures must comply with the requirements of the International Building Code, the NFPA 101 Life Safety Code and all other referenced or adopted Codes and Standards.

All of the above may not be necessary for all applications, however, this serves as a guideline for what the Selectmen and their designee need in order to process your permit. The burden is entirely upon the applicant to supply the necessary information and documents in order to process the permit.

FEES: (non-refundable)

MAJOR PERMIT FEE (new or change of commercial activity) = \$100.00 *or*

MINOR PERMIT FEE (changes to existing commercial activity) = \$50.00

plus

REVIEW FEE - Commercial/Multi-Family plan and specifications = \$75.00/hr *and*

INSPECTION FEE - Commercial/Multi-Family construction = \$75.00/hr

Applicants should make sure plans are complete and construction is ready for inspection since an hourly rate is charged for the consultant.

COMMERCIAL CHANGE OF USE PERMIT NO. _____ EXPIRES _____

TOWN OF BARTLETT, NH
56 TOWN HALL RD.
INTERVALE, NH 03845 (603)356-2950

APPLICATION FEE \$50.00
(Non-refundable)

COMMERCIAL CHANGE OF USE PERMIT APPLICATION

PLEASE NOTE: SIGNED AND COMPLETED APPLICATIONS MUST BE RECEIVED BY 1PM THE DAY BEFORE THE SELECTMEN MEET IN ORDER TO BE REVIEWED THAT WEEK.

ATTACH ADDITIONAL INFORMATION IF NEEDED. SELECTMEN REVIEW ALL PERMITS AT THEIR WEEKLY MEETING. APPLICANT IS RESPONSIBLE FOR SUPPLYING ALL NECESSARY FORMS, PLANS, ETC. AS REQUIRED HEREIN. APPLICATIONS WILL BE PROCESSED BETWEEN 3-7 DAYS, PLEASE PLAN ACCORDINGLY. VIOLATIONS ARE SUBJECT TO FINES.

I. GENERAL INFORMATION:

LOCATION OF PROPERTY _____ MAP _____ PARCEL _____
OWNER: _____ PHONE _____
MAILING ADDRESS: _____ TOWN _____ STATE _____ ZIP _____
BUILDER: _____ PHONE _____
BUILDER'S MAILING ADDRESS _____

II. CHANGE OF USE:

CURRENT OR PREVIOUS USE: _____ HOW LONG? _____
PROPOSED USE: _____ COST OF CHANGE \$ _____
DESCRIBE IN DETAIL THE NEW USE (attach separate sheet if needed): _____

WILL THIS AFFECT THE SEPTIC REQUIREMENTS? YES [] NO []

If yes, provide approval information _____

This approval does NOT relieve me from compliance with other than Town of Bartlett regulations and/or ordinances. I further understand that this approval does NOT relieve me from complying with the State regulations that may be applicable, the Lower Bartlett Water Precinct Zoning Ordinance, the Kearsarge Lighting Zoning Ordinance, or any other duly constituted and enacted regulations or procedures. The Town of Bartlett has NOT adopted a building code under NHRSA 674:51, therefore, the contractor responsible for the construction must notify the State Fire Marshal before construction begins on any building except one or two family dwellings as per NHRSA 155-A:2,VII. I understand that the contractor is responsible for meeting the minimum requirements of the State building code as applicable (NHRSA 155-A:2,VIII). I hereby certify that the above information is true and that the above change of use will be accomplished in accordance with the data submitted herein and I understand that the compliance with Town of Bartlett regulations will be verified by the Board of Selectmen. (Note: Application must be signed with an **original** signature of the property owner(s) - fax is not acceptable.)

(Rev. 5/09)

Date: _____ Owner _____

Approved by _____ Date _____ Fee paid _____