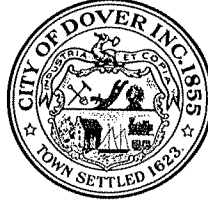


JAMES H. MAXFIELD
Building Official
j.maxfield@dover.nh.gov



Mailing address:
288 Central Avenue, Dover, NH 03820

Office location:
262 Sixth Street, Dover, NH 03820-4169
Tel: (603) 516-6038
Fax: (603) 516-6146

City of Dover, New Hampshire

OFFICE OF THE BUILDING OFFICIAL

“When will my permit be ready?”

While this office makes every attempt to process all permits as soon as possible, delays are inevitable. These delays can be due to the number of permit applications filed, the quantity of inspections requested, the amount of complaints received, etc. and cannot be controlled by this office. Some simple applications, such as sheds, decks, ramps, etc. can be processed within fifteen (15) working days. However, as stated above, all application processing times are subject to delays in connection with the work load.

Therefore consistent with State and local laws, a permit application in connection with residential development of ten (10) or less dwelling units will be approved or denied within thirty (30) days; and nonresidential application or residential applications encompassing more than ten (10) dwelling units will be approved or denied within sixty (60) days. The purpose of this notice is only to advise permit applicants of the outside time frame in which a permit application will be approved or denied. In most cases, permit applications for minor projects will continue to be processed within the fifteen (15) working days referenced above.

Effective: November 1, 2008, Inspection Services is located at the North End Fire Station, 262 Sixth Street. To schedule inspections please dial 516-6038.



CITY OF DOVER
APPLICATION FOR BUILDING PERMIT* OR CHANGE IN LAND USE

OFFICE USE ONLY

Industrial _____ Commerical _____ Residential _____

Building Permit
Est. Cost: _____
Fee: _____
Date: _____

Location: _____ Zone: _____ Map: _____ Lot: _____

- 1. Owner's Name: _____ Tel: _____
2. Owner's Address: _____ Cell: _____
3. Contractor's Name: _____ Tel: _____
4. Address _____ Cell: _____
5. Architect: _____ Specs: _____ Plans: _____

Proposed Use: _____ No. Families: _____

This Application For:

_____ Dwelling _____ Garage _____ Shed _____ Pool _____ Alterations _____ Additions _____ Demolitions
_____ Change of Use _____ Removal _____ Other: _____

New Building or Addition Size: _____ X _____ No. Stories _____ No. Bedrooms _____

*NOTES TO APPLICANT:

- 1. Separate permits are required by the installers of plumbing, mechanical and electrical.
2. It is the applicant's responsibility to notify the Building Inspector's Office at 516-6038 for inspections upon completion of the following: Footings; Foundation; Framing; Sprinkler; Fire Alarm; Wiring; Plumbing; Mechanical; Insulation; and Final.
3. Construction features must be supplied on plans or separate listing as per the Building Permit Application Requirements.
4. The issuance of the Building Permit No. _____ to: _____ shall not be construed as a right to occupy and/or use such building or structure upon completion of work. A final inspection by the Building Inspector, with approvals (if applicable) from the Planning Director, Public Works Director, and Fire and Police Chief's are required prior to the issuance of a Certificate of Occupancy by the Building Inspector. Failure to comply with the foregoing could result in fines and/or legal action.

The above numbered permit is issued upon the condition that the building, structure or land use must conform in all respects to the provisions of the zoning ordinance and other applicable city ordinances. The City of Dover, by issuing the permit, does not express or imply that the ordinances have been complied with.

I certify that the above information given is true and correct to the best of my knowledge. No major changes will be made without approval of the Building Inspector. Responsibility for compliance with the City ordinances is that of the applicant.

Applicant's Name (please print)

Applicant's Signature

Building Inspector's Signature

Applicant's Fee: _____ Check#: _____ Cash: _____ Date: _____ Initials: _____

BUILDING PERMIT APPLICATION REQUIREMENTS

This sheet must be completed and returned to this office along with your application

- | DESCRIPTION: _____ | REQ. |
|---|-------|
| A. BUILDING PERMIT APPLICATION | _____ |
| B. PLOT PLAN (setbacks) OR FLOOR PLAN | _____ |
| C. ZONING APPROVAL OF PLOT PLAN | _____ |
| D. WETLANDS IMPACT <input type="checkbox"/> NHDES PERMIT REQ'D <u>YES</u> <u>NO</u> | _____ |
| E. LIST OF MATERIAL & CONSTRUCT SPECIFICATIONS (2 sets) | _____ |
| F. CONSTRUCTION VALUE (labor & materials) \$ _____
(If owner doing work - Cost of material times 2 = const. Value) | _____ |

IF APPLICABLE:

CITY WATER _____ CITY SEWER _____ WELL _____

SEPTIC SYSTEM _____ APPROVED SEPTIC # _____

ELECTRICAL YES NO PLUMBING/MECH YES NO

Separate permits must be submitted for all electrical, plumbing and mechanical issues.