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

Industrial __________ Commerical __________ Residential __________

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 516-6338 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.

The issuance of the Building Permit No. ___________ 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.

Applicant's Name (please print)

Applicant’s Signature

Applicant’s Fee: __________ Check#: __________ Cash: _______ Date: _______ Initials: _______

Building Inspector’s Signature

White — Applicant’s Copy
Canary — Inspector’s Copy
Pink — Assessor’s Copy
BUILDING PERMIT APPLICATION REQUIREMENTS

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

DESCRIPTION: ________________________________________

A. BUILDING PERMIT APPLICATION

B. PLOT PLAN (setbacks) OR FLOOR PLAN

C. ZONING APPROVAL OF PLOT PLAN

D. WETLANDS IMPACT ☐ NHDES PERMIT REQ'D YES NO

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.