



TOWN OF WOODSTOCK BUILDING PERMIT APPLICATION

If you are a homeowner, builder, or developer who plans on making any changes to property, please note that although Woodstock does not have zoning we do have a Building Permit process and Ordinances.
An approved building permit is required before any demolishing or building can be started , including foundations.

Date: _____

Permit # _____

Name and Mailing Address of OWNER(S) _____

Phone(CELL) _____ (other) _____

Email _____

LOCATION OF PROPERTY

Tax Map# _____ Lot# _____

Street/Highway _____

PERMIT REQUESTED TO:

- ☐ Build New
- ☐ Change Use
- ☐ Relocate
- ☐ Demolish
- ☐ Make Addition to
- ☐ Other (specify) _____

PROPOSED CONSTRUCTION TO BE USED FOR:

- | | |
|--|--|
| <input type="checkbox"/> Residence: | <input type="checkbox"/> Commercial Building |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Multiple Family, # of Units _____ | <input type="checkbox"/> Accessory Building / Shed |
| | <input type="checkbox"/> Factory / Manufacturing |

APPROXIMATE DIMENSIONS OF LOT

Road Frontage _____

Depth _____

PLANNED STRUCTURE SET-BACK

From edge of right-of-way _____ ft

From any lot line _____ ft

Please refer to the [Set-Back Ordinance](#) (click link) or find on the Town website for more information.

HEAT IN STRUCTURE?

☐ Yes

☐ No

If you answered **YES** to this question, please submit an **APPROVED New Hampshire Residential Energy Code Application for Certification of Compliance (PUC Form)** or find on

www.woodstocknh.gov*

Please note: if filling out the form online to then print, remember to save this form before clicking on any links

IF THIS WILL BE THE 2nd BUILDING ON THIS LOT, DO YOU ANTICIPATE APPLYING FOR A SUBDIVISION WITHIN THE NEXT FIVE (5) YEARS?

Yes

No

DO YOU NEED TO COMPLY WITH OUR SHORELINE PROTECTION ACT?

Yes

No

Verified by Building Inspector (initials)_____

*If you answered **YES** to this question, please attach a **NHDES approved Shoreland Impact Permit**. The Shoreland Water Quality Protection Act (SWQPA) establishes minimum standards for the subdivision, use and development of shorelands adjacent to the state's public waterbodies within 250 feet of the shoreline, referred to as the Protected Shoreland. **NH Shoreland Permit Application** can be found at www.woodstocknh.gov (or click link below)*

<https://www.woodstocknh.gov/planning-board/files/nhdes-shoreland-permit-application>

IS THIS PROPERTY LOCATED IN THE FLOOD PLAIN?

☐ Yes

Verified by Building Inspector (initials)_____

☐ No

*If you answered **YES** to this question, please complete the **attached Town of Woodstock's Floodplain Application** and attach a certified engineer's review that confirms that the plans comply with all State and Federal Floodplain Regulations. *If it is a **non-residential structure**, please fill out a **Non-Residential Floodproofing Certificate application** found at www.woodstocknh.gov (link below)*

<https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:36a1858e-51ad-4285-84cf-94febc2197f2>

IS THIS PROPERTY IN CURRENT USE?

*Select yes **ONLY** if your property is registered as in "Current Use", which is a tax incentive that is available to qualifying landowners who maintain their land as undeveloped forest, farm, or open space, and must be at least 10 acres.*

☐ Yes

☐ No

UTILITIES

***SEWER**

- ☐ Town Sewer Available
- ☐ No Change in Capacity Need
- ☐ *Additional Capacity, # of Units _____
- ☐ *New Sewer Hookup Required, # of Units _____
- ☐ Town Sewer Permit # _____
- ☐ NHWSPCC Sewer Permit # _____
- ☐ Not Applicable

(click link)

(click link)

For NEW SEWER hookup or additional sewer capacity, **SEWER SERVICE & **SEWER CONNECTION** applications must be submitted and fees (per unit) must be paid before building permit is issued.*

WATER

- ☐ Town Water Available
- ☐ No Change in Capacity
- ☐ Need Additional Capacity, # of Units _____
- ☐ New Water Hookup Required, # of Units _____
- ☐ Not Applicable

(click link)

(click link)

For NEW WATER hookup or additional water capacity, **WATER SERVICE & **WATER CONNECTION** applications must be submitted and fees (per unit) must be paid before building permit is issued.*

PLANNING BOARD APPROVAL

Is Planning Board Approval Required?

☐

Yes

☐

No

Have Plans been submitted to Planning Board?

☐

Yes

☐

No

Was Land Subdivided after 10/16/78?

☐

Yes

☐

No

Date of final subdivision approval from the Woodstock Planning Board _____

CONSTRUCTION

Approximate Starting Date _____

Completion Date _____

Construction by: _____ or Owner Build _____

Building is to be: _____ ft Wide X _____ ft Long X _____ ft High

Setback from Street: _____ ft

Setback from Abutting Property: _____ ft

ELECTRICAL

By _____

PLUMBING

By _____

MECHANICAL EQUIPMENT AND SYSTEMS

By _____

A diagram of the proposed construction is required to be submitted with the application and must include:

A. Lot Diagram

B. Proposed location of changes or additions

C. Notation of setback measurements

Diagram may be hand drawn. All submitted plans must remain the property of the Town of Woodstock.

ESTIMATED VALUE

Estimated value (actual value after project is complete) of addition or construction changes \$ _____
(must have)

Please NOTE: Building Permit Fee of \$50.00 must be submitted with application.
If a fee is not required, it will be refunded.

MULTI-UNIT DWELLINGS:

*NO OCCUPANCY SHALL BE ALLOWED UNTIL INSPECTED AND APPROVED BY THE FIRE MARSHALL

*NO OCCUPANCY SHALL BE ALLOWED UNTIL INSPECTED AND APPROVED BY THE WATER DEPARTMENT FOR PROPER WATER METER FUNCTION

I/WE THE UNDERSIGNED, SUBMIT THE ABOVE INFORMATION AND IF ANY CHANGES OCCUR DURING CONSTRUCTION, I WILL ADVISE THE TOWN OF SUCH CHANGES. I UNDERSTAND THAT THIS PERMIT MAY BE SUSPENDED UNTIL PROPER NOTIFICATION HAS BEEN MADE AND APPROVAL HAS BEEN GRANTED FOR SUCH CHANGES.

THE CONSTRUCTION AUTHORIZED BY THIS BUILDING PERMIT MAY REQUIRE APPROVALS FROM OTHER AGENCIES OR ENTITIES. THE ISSUANCE OF THE PERMIT DOES NOT, AND CANNOT, LIMIT IN ANY MANNER THE NECESSITY FOR SUCH OTHER APPROVALS. THE PERMITTEE IS HEREBY ADVISED OF HIS/HER RESPONSIBILITY TO OBTAIN ANY AND ALL OTHER SUCH APPROVALS.

SIGNATURES ARE REQUIRED FROM ALL OWNERS ON RECORD.

SIGNATURE OF OWNER **DATE**

SIGNATURE OF OWNER **DATE**

Selectman

Date of Approval

Selectman

Building Inspector

Date of Issuance

COMMENTS:

Date of Expiration

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FOR WOODSTOCK, NH

(fill out only if property is located in a floodplain)

A **Floodplain Development Permit** is required for **any development proposed in a Special Flood Hazard Area (SFHA) shown on the effective Flood Insurance Rate Map for Woodstock, NH**. The term "development" includes new or improved structures, placement of fill, excavation, storage of materials, and other activities **defined in the Town of Woodstock Floodplain Management Ordinance**. All development that occurs in the SFHA **must be in compliance with this ordinance to protect lives and property from future flood damages**.

Date _____

Property Owner Name _____

Mailing Address _____

Phone Number _____

Email Address _____

Contractor Name _____

Mailing Address _____

Phone Number _____

Email Address _____

The primary contact person is the Property Owner Contractor *[Check one]*.

SECTION 1: SITE LOCATION

Property Address _____

Tax Map No. _____

Lot No. _____

SECTION 2: OTHER PERMITS

The Applicant must obtain all other necessary Federal, State or local permits **before a floodplain development permit can be issued**. Are other permits required from State or Federal Jurisdictions for this project?

☐ Yes

☐ No

If yes, please indicate which apply and **attach copies of the approved permits:**

☐ NHDES Shoreland Permit

☐ NHDES Wetlands Permit

☐ NHDES Subsurface Systems Permit

☐ NHDES Alteration of Terrain

☐ NH/USACE General Permit

☐ USACE/Section 9&10 of Rivers and Harbors Act

☐ Section 404 of Clean Water Act

☐ Other: _____

SECTION 3: TYPE OF PROPOSED DEVELOPMENT

Check all that apply:

Structures

a. Type of Structure

- ☐ 1. Residential Structure
- ☐ 2. Non-Residential Structure
☐ To be elevated ☐ to be floodproofed
- ☐ 3. Manufactured Home
- ☐ 4. Accessory Structure

b. Type of Development Activity for Structure

- ☐ 1. New Construction
- ☐ 2. Addition to Existing Structure
- ☐ 3. Renovation/Repair/Maintenance of Existing Structure
- ☐ 4. Other
- ☐ 5. Drilling
- ☐ 6. Mining
- ☐ 7. Bridge or Culvert Construction / Alteration
- ☐ 8. Road Construction / Alteration
- ☐ 9. Fence or Wall Construction
- ☐ 10. Watercourse Alteration
- ☐ 11. Storage of Equipment or Materials
- ☐ 12. Sewage Disposal System
- ☐ 13. Water Supply System
- ☐ 14. Other _____

Other Development Activities

- ☐ 1. Functionally Dependent Use:
1a. Dock
1b. Pier
1c. Other _____
- ☐ 2. Paving
- ☐ 3. Filling
- ☐ 4. Grading
- ☐ 5. Dredging
- ☐ 6. Excavation

General description of Proposed Development

SECTION 4: DOCUMENTATION

The following documentations must be submitted with this permit application (when applicable):

For any additions or renovations, repairs or maintenance to an existing residential or non-residential structure or a manufactured home, a completed Application for Substantial Improvement/Substantial Damage Determination;

Copies of all required Federal and State permits as indicated in **Section 2** above;

A Site Plan showing:

1. property boundary and lot dimensions
2. location of all proposed development on the site as indicated in **Section 3** above;
3. Nearby roads and water bodies;
4. Flood zone and floodway boundaries from the community's Flood Insurance Rate Map (FIRM);
5. If applicable, the Base Flood Elevation (BFE) that applies to the site from the FIRM and Flood Insurance Study (FIS) report;
6. For proposed new or modified structures in an AE flood zone: the proposed elevation of the top of the structure with vertical datum indicated.
7. For proposed new or modified structures in a VE flood zone: the proposed elevation of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) with vertical datum indication;
8. For proposed new or modified structures in an AO flood zone: the elevation of the highest adjacent grade of the building site with the vertical datum indicated.

For a proposed development in a Regulatory Floodway: The applicant must submit certification prepared by a Professional Engineer, along with supporting technical data and analyses that shows the development will not cause any (0.0 feet) increase in BFE **OR** obtain and provide a FEMA Conditional Letter of Map Revision (CLOMR) evaluating the project. In the latter case, a FEMA Letter of Map Revision (LOMR) must also be provided following completion of the project. CLOMR and LOMR submittal requirements and FEES are the responsibility of the Applicant.

For a proposed development in an AE flood zone for a watercourse that has BFEs shown on the FIRM but no regulatory floodway: The Applicant must submit certification prepared by a Professional Engineer, along with supporting technical data and analyses, that shows the development, when combined with all other existing and anticipated development, will not increase the BFE more than 1.0 foot at any point within the community.

For a proposed watercourse alteration: the Applicant must submit:

1. A detailed description of the project;
2. Copies of all required notifications as documented in the Floodplain Management Ordinance;
3. Certification provided by a registered professional engineer, assuring that the flood carrying capacity of the altered watercourse can and will be maintained.

For a proposed development that is located in Zone A (no BFEs) and is either greater than 50 lots or greater than 5 acres: The Applicant must develop a BFE for the area, and provide data such as hydraulic and hydrologic analyses that were used to develop the BFE.

For existing buildings determined to be Substantially Improved or Substantially Damaged: A completed and certified Elevation Certificate form <https://www.woodstocknh.gov/building-inspector/files/new-elevation-certificate-required> that includes the elevation of the current lowest floor of the existing structure.

The proposed development requires documentation to be submitted following completion of development. The Applicant must complete and sign the Agreement to Submit Post-Construction Floodplain Development Documentation form.

The Board of Selectmen reserves the right to require additional documentation not listed above, as needed, to process the permit application and ensure compliance with the Woodstock Floodplain Management Ordinance.

The Applicant understands and agrees that:

- No work may begin until a completed permit application is approved and a Floodplain Development Permit issued;
- It is both the owners and owners' representatives' responsibility to comply with all local, state and federal regulations, codes, and ordinances.
- If issued, a permit may be revoked and a stop work order issued if any false information is found to have been provided in this application and supporting documents;
- Construction plans submitted to and approved by the Town of Woodstock in support of an issued permit must be followed and adhered to. Any deviance there from may also be the basis for a notice of violation, stop work order, and revocation of a permit and/or assessment of a penalty by the Town of Woodstock;
- If a permit is revoked, all work shall cease until the permit is reissued or a new permit is issued;
- The Applicant hereby gives consent to the Board of Selectmen to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- If issued, the permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to, this application are a true description of the existing property and the proposed development project.

Property Owner/Authorized Agent: _____
Signature

Date

(This section to be completed by the Community)

Name of Flooding Source

FIRM Panel # _____ Effective Date: _____

Flood Zone Determination of Proposed Development (check all that apply):

☐ AE Zone (Includes AI-3D) ☐ DA Zone ☐ AO Zone ☐ VE Zone ☐ DX Zone (Floodplain Development Permit not required)

Floodway: Determination of Proposed Development:

Site located in floodway? Yes **No** Not Applicable

Development site located In FEMA AE zone for river or stream with BFEs but no floodway established? Yes No Not Applicable

Base Flood Elevation Determination of Proposed Development:

BFE at the development site (rounded to 10th of a foot, e.g. 100.2, If applicable): _____ vertical datum: ☐ NAVD88 ☐ NGVD29

Basis of Zone AE (includes AI-30) and VE determination (if applicable): ☐ FIS ☐ FIRM

Basis of Zone A BFE determination (if applicable):

☐ From a Federal Agency: ☐ USGS ☐ USDA/NRCS ☐ USACE ☐ other _____

☐ From a State Agency: ☐ NHDOT ☐ other _____

Established by Professional Land Surveyor or Engineer

☐ Two feet above Highest Adjacent Grade to structure: Highest Adjacent Grade Elevation: _____ + 2 ft. _____ = BFE of _____

☐ Other:

Basis of Zone AO BFE determination (If applicable): Highest Adjacent Grade Elevation: _____ + Zone AO Depth _____ = BFE of _____

Substantial Improvement /Damage Determination (if applicable):

Based on the review of the Application for Substantial Improvement/Damage Determination form and accompanying documentation, the proposed development has been determined to be:

☐ Substantial Improvement/Damage ☐ Not a Substantial Improvement/Damage

For New Construction or Substantial improvement of any structure:

New Construction: Proposed lowest floor elevation of structure: _____

Substantial Improvements: Lowest floor elevation of existing structure: _____

Vertical datum that applies for elevation: ☐ NAVD88 ☐ NGVD29

For New Construction or Substantial improvement of a non-residential structure:

Building will be: ☐ Elevated ☐ Floodproofed

Section Completed by: _____ Title: _____

Completed Date: _____

Permit Application is: ☐ Approved ☐ Denied Comments: _____

Permit#: _____ Issued by: _____ Date: _____