

MINOR BUILDING PERMIT APPLICATION



DATE:

APPLICATION FEE:

Type of Application:

(Check One)

Residential: ☐ Commercial: ☐

Code Enforcement Department Phone: (603) 527-1293 /Email: CodeEnforcement@laconianh.gov

PROPERTY OWNER:

OWNERS MAILING ADDRESS:

OWNERS PHONE #:

SITE LOCATION ADDRESS:

ZONING DISTRICT (LISTED ON TAX CARD):

MAP

BLOCK

LOT

Please review your zone's setback requirements.

(Found on the Table of Dimensional Requirements located online & in the Zoning Department)

DECLARE DIMENSIONS: FRONT:

LEFT SIDE:

RIGHT SIDE:

REAR:

(Measured in Feet)

PUBLIC WATER ☐

PUBLIC SEWER ☐

PRIVATE WATER ☐

PRIVATE SEWER ☐

CONTRACTOR'S NAME:

CONTRACTOR'S MAILING ADDRESS:

CONTRACTOR'S PHONE #:

ESTIMATED VALUE: \$

DESCRIPTION OF WORK TO BE DONE:

Is your property located in a flood way or flood zone?

YES ☐

NO ☐

TOTAL CONSTRUCTION AREA:

(Please verify setback requirements)

SQ FT

HEIGHT OF STRUCTURE

REMINDER: Applicant must declare the actual dimensions **FROM** structure **TO ALL** property lines.

NAME OF APPLICANT (Please print):

SIGNATURE OF APPLICANT:

BUILDING PERMIT PLAN REVIEW CHECKLIST

The City of Laconia requires the following information to process your plan review in a timely manner. **Please check all applicable boxes.** Failure to provide pertinent information will result in disapproving your application.

- ☐ For residential applications, please supply one (1) 11" x 17" drawing.
- ☐ GIS plot plan* showing the location of the proposed structure & the distance to all property lines including setbacks. *Available online at <https://next.axisgis.com/LaconiaNH/> or from Planning or Code Enforcement for \$2 fee.
- ☐ For commercial applications, one (1) 11" x 17" drawing. Please **do not** submit rolled plans.
- ☐ Plans for ALL commercial & multi-family buildings must bear an original seal & signature of a licensed professional engineer or architect. This requirement also applies to ALL commercial installations & may also be required for residential construction as determined by the Code Enforcement Director.
- ☐ Provide footing & foundation details
- ☐ Provide energy code compliance certificate, available at www.puc.nh.gov
- ☐ Fire alarm/suppression details & information for all commercial & multi-family buildings.
- ☐ Windows & doors **must** be shown on all drawings (MUST meet egress, light & ventilation requirements)
- ☐ Indicate use for each space (i.e. bedroom, kitchen, recreation, etc.)
- ☐ All new structures & additions may include 'STAKE-OUT' or 'AS-BUILT' surveys, as requested by the Planning & Zoning Department.

If you have questions regarding your Plan Review, please contact the Code Enforcement Department at (603) 527-1293 or CodeEnforcement@laconianh.gov.

PLEASE NOTE: Planning Board and/or Zoning Board approval(s) may be required **BEFORE** your permit is issued. The applicant/property owner agrees to follow all state and local laws, rules, ordinances and regulations.

OTHER PERMIT INFORMATION

The Department of Public Works issues the following permits: [DPW](#)

- Plumbing Permits
- Driveway Permits
- Digging/Excavation Permits
- Utility Markout Permits
- Drain Connection Permits
- Sidewalk Encumbrance Permits
- Sewer Connection/Discharge Permits

The DPW is located at 27 Bisson Avenue. (603) 528-6379

The Fire Department issues the following permits: [Fire Dept](#)

- Gas Permits
- Oil Piping & Appliance Installation Permits
- Fire Alarm Installation Permits
- Sprinkler System Installation Permits
- Wet & Dry Chemical Suppression Installation Permits
- Kitchen Suppression System Installation Permits
- Campfire & Brush Permits

The Fire Department is located at 849 North Main Street. (603) 524-6881

The Planning/Zoning Department issues the following permits: [Planning/Zoning Dept](#)

- Short Term Lodging Permits
- Site Development Permits
- Sign Permits
- Conditional Use Permits

The Planning/Zoning Department is located at City Hall, 45 Beacon Street East. (603) 527-1264