

WHAT REQUIRES A BUILDING PERMIT

- New construction, additions, renovation of any building or building systems. Renovation means: a change to a building elevation, a change to egress paths, modifications to floor plans or layouts where walls are added greater than 5'9" in height, decks, rooms added.
- Relocation of a structure
- Construction of a structure- setback must be 10' from property line and 30' from right of way
- Change of Occupancy type
- New or replacement heating or air conditioning systems
- Plumbing work on any building: water/sewer lines, septic tanks, wells, and fire lines where additional lines or fixtures are added
- Electrical work where load is increased or circuits added
- Signs
- Fences over 6' - setback must be 10' from property lines and 30' from right of way

WHAT DOES NOT REQUIRE A BUILDING PERMIT

- Minor, non-structural repairs. Repairs mean: replacement of the parts of a building with new parts that are the same or equal. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work are considered repairs.
- Repair or replace any portion of a system such as parts of a plumbing or electrical system
- Repair faucets or valves, and unstop clogged drains and sewer lines
- Gutters, drainpipes and fences under 6'
- Replace existing doors and windows provided they are not fire doors or egress windows
- Residing and re-roofing
- Movable cases, counters and partitions not over five feet nine inches high
- Any portable heating appliance
- Any portable ventilation equipment
- Any portable cooling unit

* This is not an inclusive list. If you have questions as to whether or not you require a building permit, please call the Code Enforcement Officer at 239-4951

Permit renewal:

Construction must begin and be completed within one year of issuance. If construction has been substantially initiated, but not completed, applicant may apply to renew the permit. Permit may be renewed once.

*TOWN OF WINCHESTER
BUILDING PERMIT INFORMATION*

*PLEASE NOTE THAT A CERTIFICATE OF OCCUPANCY MUST BE ISSUED
BEFORE OCCUPYING STRUCTURE*

Materials required for submission of application:

- Historical district permit if in historic district- see zoning ordinance
- Application form
- Two sets of construction plans (one for application, one to post at site) drawn to scale
- Foundation plan- Scale $\frac{1}{4}''=1'$
- Floor plan- Scale $\frac{1}{4}''=1'$
- Elevations- Scale $\frac{1}{4}''=1'$
- Sections/framing details-Scale $\frac{1}{4}''=1'$
- Site plan drawn to scale

Scale 1' = 20' showing:

- Lot line dimensions
- Set back lines
- Location of all existing and proposed structures
- All waterways & wetlands
- Location of septic/ sewer line & well/ water line
- Driveway location

These plans must be listed in scale and of sufficient clarity to accurately describe the proposed work and demonstrate compliance to all codes and ordinances

- Driveway permit (either Town or State)
- Septic plans with approval number
- Certificate of Compliance ("Energy Permit #") from NH PUC- Form may be obtained at town hall
- Work order # for electrical from PSNH
- Approval from Planning Board or Zoning Board if applicable

General Requirements:

Upon submission of application, allow **10 business days** for approval

It is the applicant's responsibility to schedule required inspections. Required inspections will be determined by the Code Enforcement Officer & Fire Inspector upon issuance of the building permit. A minimum of 48 hours prior notice must be given.

Building permit and one copy of plans must be on site at all times

Incomplete applications will not be accepted