



TOWN OF OSS�PEE
Zoning Enforcement
55 Main Street, PO Box 67
Center Ossipee, NH 03814
Ph: (603) 539-4181 Fax: (603)539-4183

BUILDING PERMIT PROCEDURE

This is to inform you of the process of obtaining a building permit and subsequently a Certificate of Occupancy. The purpose of building codes is to provide minimum standards for the protection of life, limb, health, property and environment and for the safety and welfare of the consumer and general public. A building permit is required before you begin construction, alterations or repairs, other than ordinary repairs.

1. Submit an application for building permit accompanied by:
 - a. One (1) copy of your site plan: a site plan is a plot plan of the lot, to scale, showing proposed and existing structure/s, including distances from the proposed structure to all lot lines, streams, lakes, ponds or wetlands. (Aerial view) IF YOU ARE UNSURE OF YOUR SETBACKS, PLEASE CONDUCT A LAND SURVEY
 - b. One (1) complete set of building plans and specifications: a list of all materials to be used in the construction, (examples: joists, bedroom window sizes to meet emergency escape requirements, handrails and guard rails, insulations and R-value, foundation drainage, etc.)
 - c. Total square footage of building: basement, first floor, second floor, third floor, etc.
 - d. NHDES Septic Design if needed.
2. One (1) separate permit application for electrical, plumbing, mechanical and oil or gas heating systems may be required. A demolition permit is required before removal of any structure. Approval must be obtained, and taxes must be paid prior to moving a mobile home off its lot. Please contact the Building Inspector for details.
3. Submit an application for a driveway access permit, if applicable, to the Highway Dept. Driveways connecting to state roads need state approval. (Call NH Department of Transportation, District Office at Gilford (603-524-6667) When you have completed steps 1 through 3, submit your application and plans and pay applicable fees. **Please see attached fee schedule.**

CODE COMPLIANCE INSPECTIONS: When construction BEGINS, the following code compliance inspections **MUST BE REQUESTED IN ADVANCE:**

- a. Foundation footings, forms and reinforcement, if applicable. Do not pour concrete until this has been approved.
- b. Foundation - insulation, waterproofing and drainage, prior to back filling.
- c. Structural - rough frame, electrical and plumbing prior to covering.
- d. All underground fuel tanks and piping must be inspected prior to backfilling. Inspection of heating systems are required and conducted by the fire department in your precinct. Contact the appropriate agency: Ossipee Comer Fire 539-2407, Center Ossipee Fire 539-4401, West Ossipee Fire 539-6906
- e. Final inspection

8.2 GREENSPACE (only applicable to new construction and new driveways) All setback areas shall be greenspace (retained natural woodland shall be the preferred greenspace) or covered with grass, shrubs or ground cover. This article shall not apply to driveways including entrance and exits but at no time can the side/rear setback area be used for parking. (Amended March 14, 2023)

CERTIFICATE OF OCCUPANCY: You may not use or occupy a building or structure, in whole or in part, until a Certificate of Occupancy has been issued. **NO OCCUPANCY WILL BE ALLOWED WITHOUT A SEPTIC SYSTEM APPROVAL FOR OPERATION FROM THE STATE OF NEW HAMPSHIRE.** Please request a final inspection and Certificate of Occupancy when the project is complete.

Building & Zoning Department
55 Main Street, PO Box 67
Ctr Ossipee, NH 03814
Ph: (603) 539-4181 x5
building@ossipee.org
zoning@ossipee.org

BUILDING PERMIT APPLICATION

1. Owner Name: _____ Telephone: _____
Mailing Address: _____ Email: _____
2. Applicant (if different from owner): _____ Telephone: _____
Mailing Address: _____ Email: _____
3. Location of Lot: Map: _____ Lot: _____ Zoning District: _____
Street Address: _____
4. Type of Fuel: _____
5. Type of Construction: _____ Size: _____ Height: _____
6. Proposed Use: Single Family: ☐ Multi-Family: ☐ Apartments: ☐ Garage: ☐ Storage Building: ☐
Commercial (specify): _____ Other (specify): _____
Number of dwelling units: _____ Number of Bedrooms: _____
7. Description of Project (check all that apply): New: ☐ Alteration: ☐ Addition: ☐ Other: _____
Describe nature of work in detail (attach separate sheet, if necessary):

8. **SITE PLAN SKETCH:** Please attach a sketch of the lot showing proposed and existing structure (s). Include distances to property lines, abutters, highways, driveway, water source, septic system, streams, lake, pond or wetlands, etc. A certified plot plan may be required.

9. CONTRACTORS: (attach a separate sheet, if necessary):

General Contractor: _____

Address: _____ Telephone: _____

Electrical Contractor: _____ NH License: _____

Address: _____ Telephone: _____

Plumbing Contractor: _____ NH License: _____

Address: _____ Telephone: _____

Other Contractor: _____ NH License: _____

Address: _____ Telephone: _____

10. Is this lot serviced by the municipal water system? YES ☐ NO ☐

11. Is this lot serviced by the municipal sewer system? YES ☐ NO ☐

12. Does this property receive a Current Use assessment? YES ☐ NO ☐

RESTRICTIONS:

- Structures must conform to any and all building codes and ordinances currently in effect.
- The planning board must approve all commercial activity.
- All new construction, major renovations and additions must comply with the NH Energy Code and a copy filed with this office before this application may be approved. Contact the Public Utilities Commission, 8 Old Suncook Road, Concord, NH 03301 (603) 271-2431 for further information.
- Approval of the NH Water Supply and Pollution Control Commission for waste disposal system servicing the proposed.
- Approval of NH Wetlands Board for dredging or filling of wetlands, crossing streams, or culverts in streams must be obtained and a copy filed with this office before application may be approved.
- Approval must be obtained prior to beginning any work, which has not been specifically requested and subsequently approved by the building inspector.

DOCUMENTATION:

Preliminary approvals, where applicable. If not applicable, do not leave blank, write N/A in the appropriate space. A copy of each document is required.

NH Water Supply and Pollution Control Commission # _____ Date: _____

NH Highway Department Driveway Access Approval # _____ Date: _____

Ossipee Driveway Access Approval # _____ Date: _____

State Energy Code Approval # _____ Date: _____

Wetland Board Approval # _____ Date: _____

Planning Board Approval # _____ Date: _____

Shoreland Protection Approval # _____ Date: _____

ACKNOWLEDGEMENT:

I have received a copy of the Town of Ossipee Building Permit Procedure.
The information herein is true and complete to the best of my knowledge.
This project meets all local Planning and Zoning Regulations.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

I authorize the Town of Ossipee to enter my property to review the specifics of this application and to inspect before, during and upon completion, and to assess an updated value. I understand that the Town of Ossipee reserves the right to take up to 30 days to make a decision on this application.

OFFICE USE ONLY:

Permission is hereby **Granted** ☐ **Denied** ☐ a permit to construct or place the above on the land specified herein, in accordance with site and construction plans and/or specifications, as approved.

This permit expires one year from the date of approval.

Permit is void if work has not begun within twelve months of the date of approval.

Restrictions or comments (if any): _____

Code Enforcement Officer Signature

Date: _____

Building Permit #: _____ Permit Fee \$: _____ Paid in Full: Yes: ☐ No: ☐



Town of Ossipee, New Hampshire

Building & Zoning Dept.
P.O. Box 67, 1 Moultonville Rd
Center Ossipee, NH 03814
Phone: (603) 539-4181 x5
Building@ossipee.org
Zoning@ossipee.org

As authorized by the Board of Selectmen Pursuant to RSA 674:51 and the adoption of the 2020 Ossipee Building Code passed as 2021 Warrant article #7 through ballot vote

PERMIT FEE SCHEDULE

_____ x	75 x .006 + \$50	= \$ _____
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(finished) Square Feet

_____ x	50 x .006 + \$50	= \$ _____
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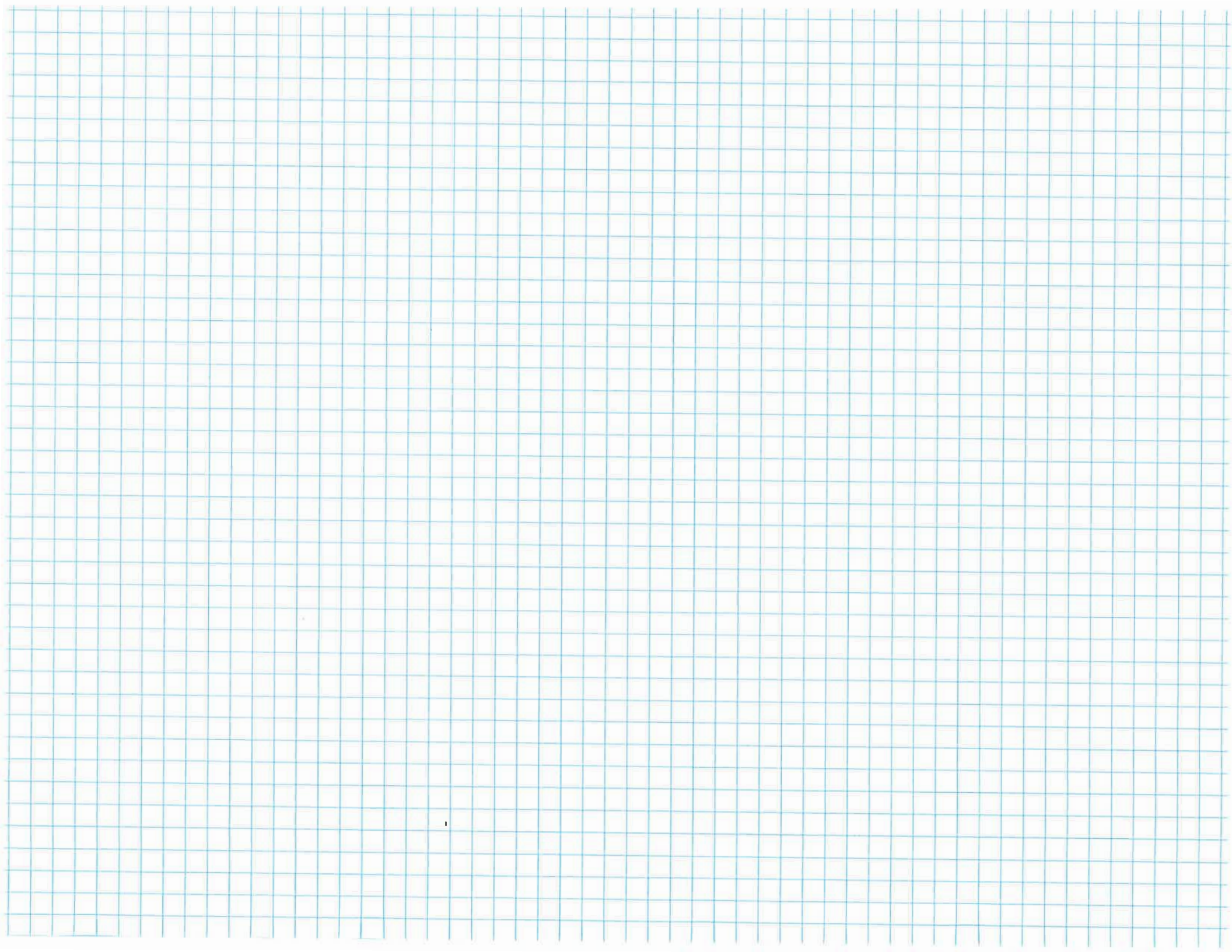
(unfinished) Square Feet

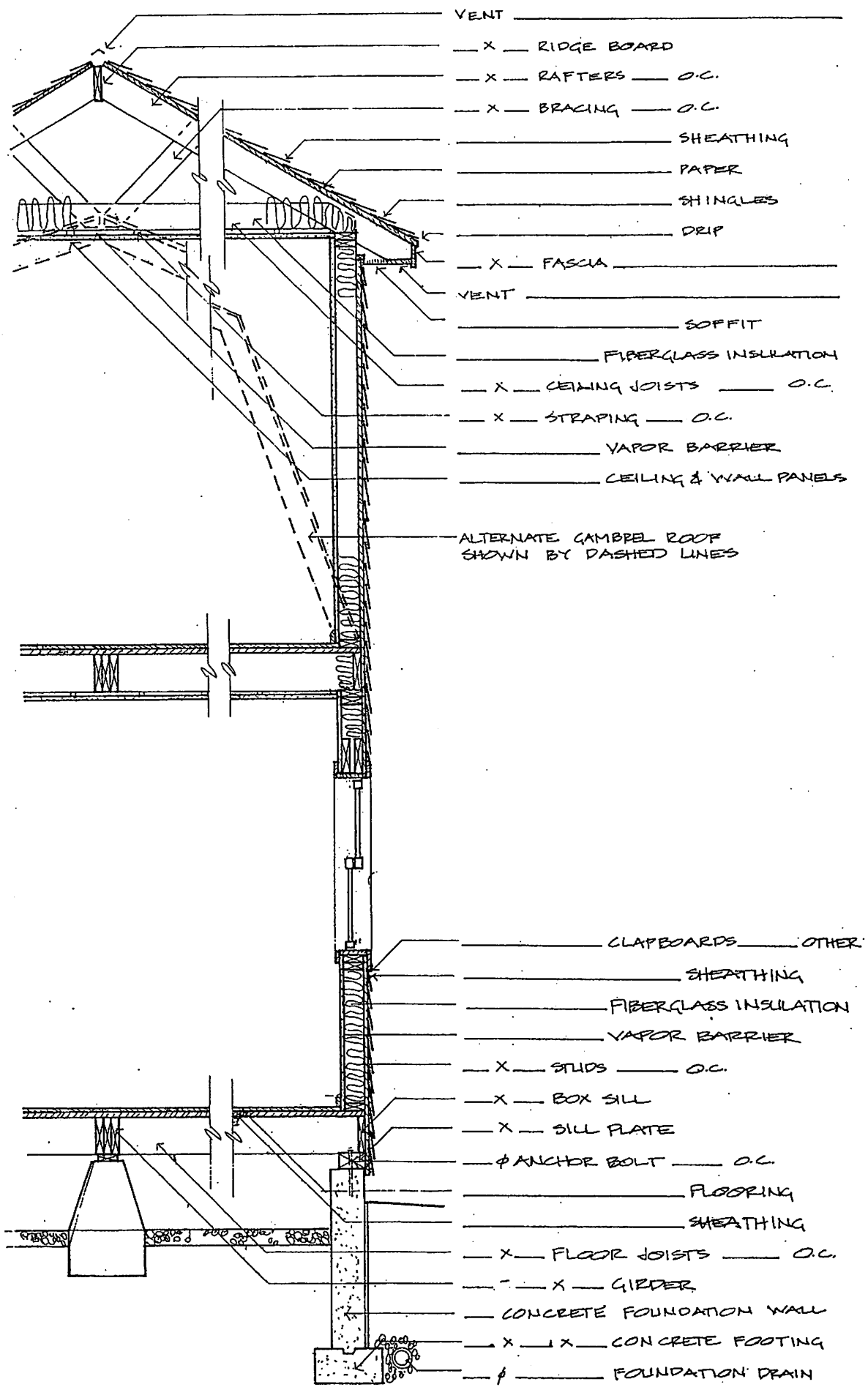
Electrical and Plumbing Permits:

\$50 up to 5000 sq. ft / \$100 up to 10,000 sq. ft. / \$150 over 10,000 sq. ft.

BUILDING PERMIT	\$50 + sq foot amount (see above) OR \$10 per \$1,000 of project cost if no square footage
ELECTRICAL PERMIT	\$50 / \$100 / \$150 + \$10 per \$1000 of project cost
PLUMBING PERMIT	\$50 / \$100 / \$150 + \$10 per fixture
RAZE PERMIT	\$25
PERMENANT SIGN PERMIT	\$50
REINSPECTION FEE	\$35
CERTIFICATE OF OCCUPANCY	\$50
CHANGE OF OCCUPANCY	NO CHARGE
PERMIT EXTENSION (one time only)	\$50
RECREATIONAL VEHICLE PERMIT	\$50
SHORT TERM RENTAL PERMIT (2-YEAR)	\$50 + \$100 per bedroom

PENALTY FOR PROCEEDING WITHOUT A PERMIT: DOUBLE THE AMOUNT OF THE COST OF THE PERMIT





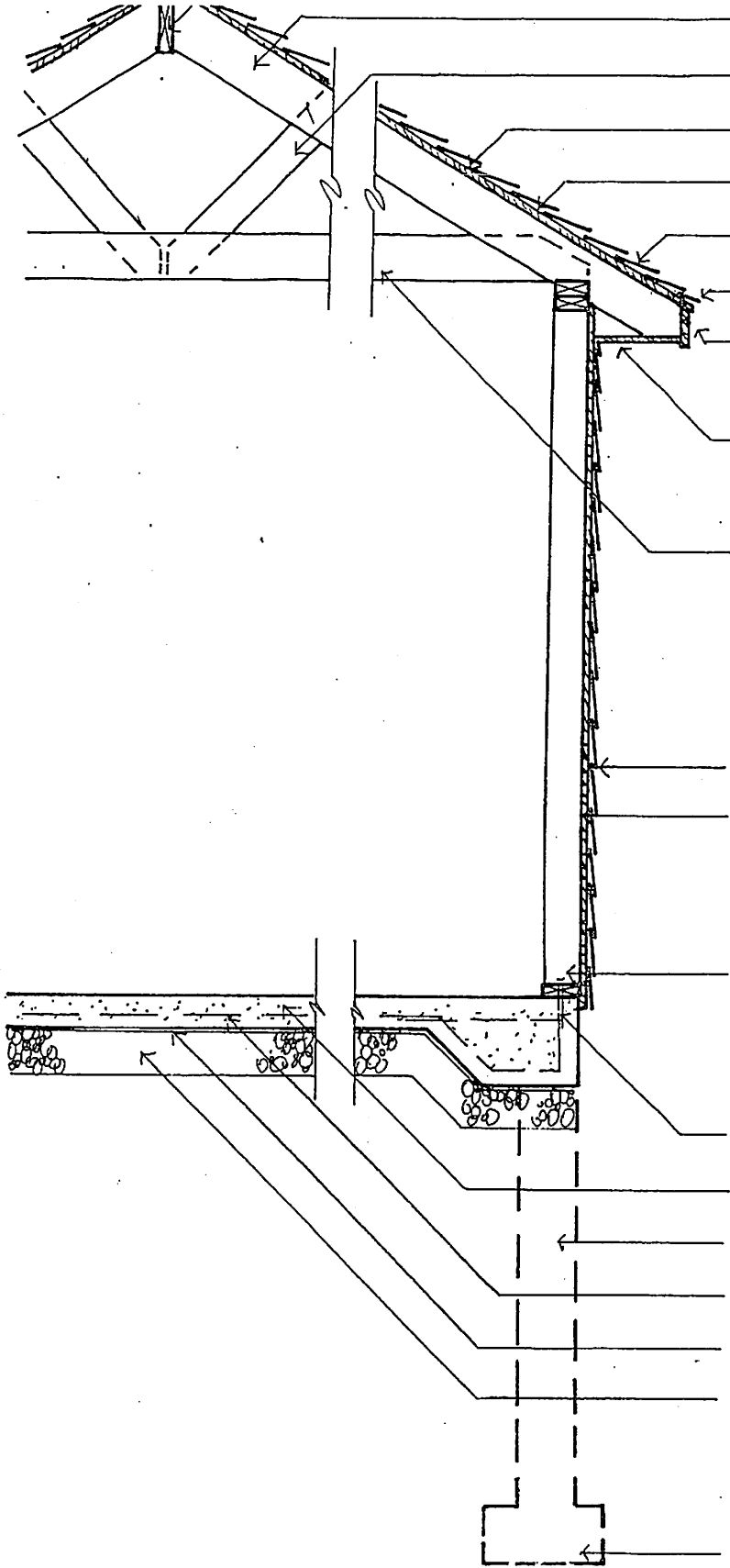
MAP _____

BLOCK _____

PARCEL _____

APPLICANT _____

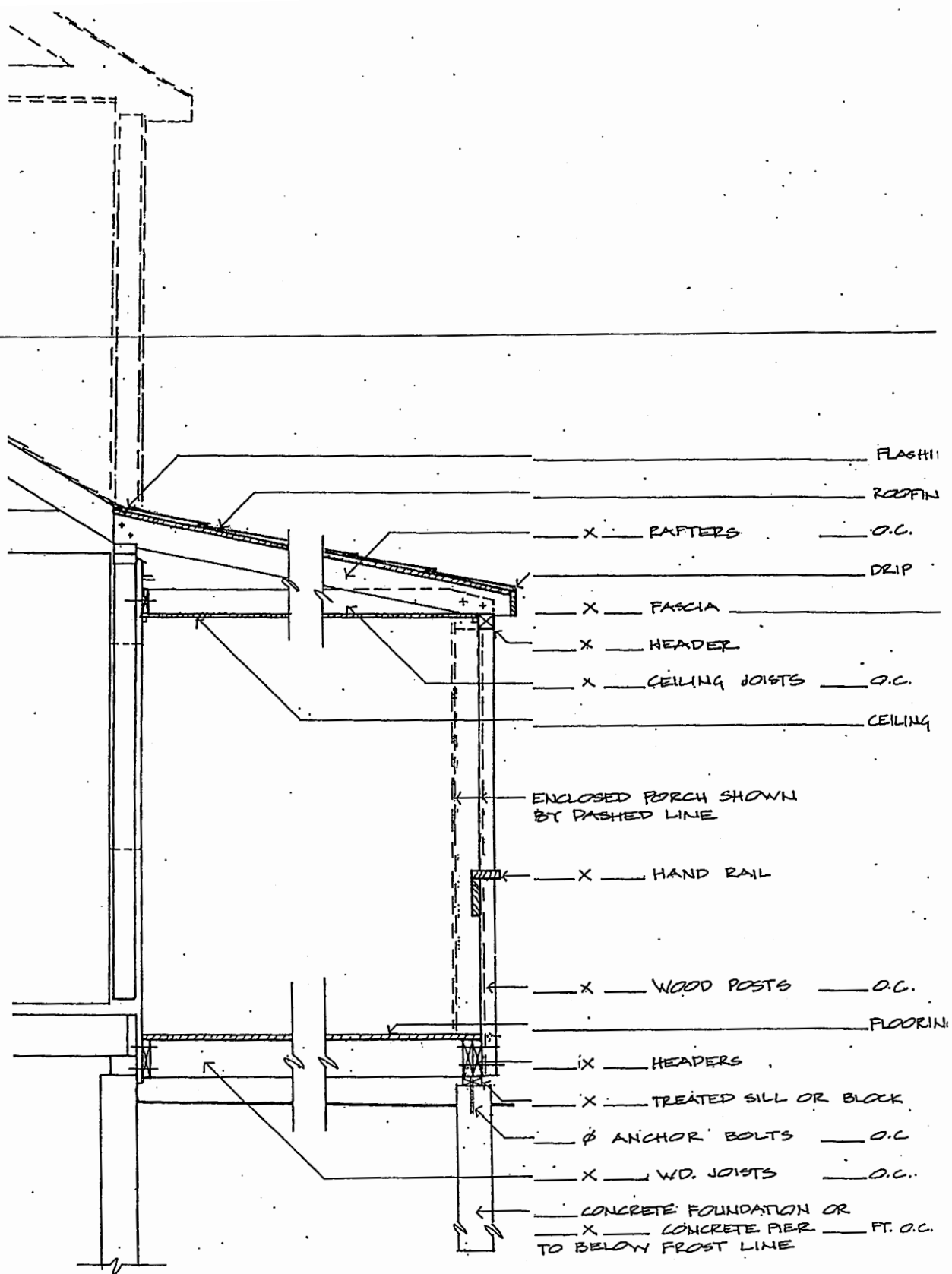
PERMIT # _____ DATE _____



- ☒ X ☐ RAFTERS ☐ O.C.
- ☒ X ☐ BRACING ☐ O.C.
- ☐ SHEATHING
- ☐ PAPER
- ☐ SHINGLES
- ☐ DRIP
- ☒ X ☐ FASCIA ☐
- ☐ SOFFIT
- ☒ X ☐ CEILING JOISTS ☐ O.C.
- ☐ CLAPBOARDS ☐ OTHER
- ☐ SHEATHING
- ☒ X ☐ STUDS ☐ O.C.
- ☐ ANCHOR BOLT ☐ O.C.
- ☐ CONCRETE FLOOR
- ☐ CONCRETE FOUNDATION WALL
- ☒ X ☐ - ☐ FABRIC
- ☐ VAPOR BARRIER
- ☐ GRAVEL
- ☒ X ☐ X ☐ CONCRETE FOOTING

MAP _____
 BLOCK _____
 PARCEL _____

APPLICANT _____
 PERMIT # _____ DATE _____



MAP _____

PARCEL _____

APPLICANT _____

PERMIT # _____ DATE _____