TOWN OF OSSIPEE
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)
   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.

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 planning/zoning administrator. Driveways connecting to state roads need state approval. (Call NH Department of Transportation, District Office at Gilford 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 EQUESTED IN ADVANCE:**

   a. Foundation footings, forms and reinforcement, if applicable. Lot pins must be in place at this inspection to assure the setback requirements are met. If the pins are not there, or they cannot be verified, the construction will not be approved or allowed to continue. **DO NOT POUR CONCRETE UNTIL THE ABOVE 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

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. You must apply, in writing, ten (10) days prior to issuance. NO OCCUPANCY WILL BE ALLOWED WITHOUT A SEPTIC SYSTEM APPROVAL FOR OPERATION FROM THE STATE OF NEW HAMPSHIRE.