



### ***Town of Henniker***

18 Depot Hill Road  
Henniker, NH 03242  
Phone (603) 428-3221 / Fax (603) 428-4366  
[www.henniker.org](http://www.henniker.org)

## **Town of Henniker Permit Policy Application Information Package**

**IMPORTANT:** Any construction started without a permit is subject to a fine of \$50.

The purpose of this building permit policy is to provide a uniform procedure throughout the Town for review of submissions and issuance of the building permits. Review of the building permits shall be in accordance with the following principals:

- Provide maximum safety and protection for all residents of the Town of Henniker,
- Minimize conflict points,
- Monitor the design and construction of all commercial buildings to ensure the safety of all public persons,
- To ensure that all applicants follow the town's zoning setback requirements.

### **Completed Application**

In order to make the best use of your time and staff time, please complete the application and attach all required information.

### **Application Review**

Staff will review the application for completeness and then will be passed on to the Building Inspector who will review and process. It can take anywhere from 10-15 days for a building permit to be issued but we try to issue as soon as possible.

### **Signature Required**

The property owner is required to sign the any permit application. If the property owner would like a contractor or agent to represent him/her through the process, the property owner must sign an authorization letter authorizing the contractor/agent. If the property was purchased in the last 30 days, a copy of the deed must be submitted with the application.

### **Application Filing Requirements**

Building Permit Application must be accompanied by:

1. A plot plan drawing of the site. You may use a copy of the tax map to prepare this drawing; however, the tax map is not a surveyed plan and should only be used as a reference. On the plot plan drawing, include all property lines, setback distances, existing and proposed buildings, driveways and site features.

The following are the town's zoning setback requirements:

- No building shall be constructed within thirty (30') feet of a public right of way.
- No building shall be constructed within fifteen (15') feet of side and back lot boundaries.
- No building shall be constructed more than three (3) stories above grade level.

**Driveways:** 10' from side boundaries

**Septic:** 75' from wetlands

**Pools:** 35' from septic

10' from boundaries

2. A complete set of building plans or floor plans showing all interior changes, dimensions and square footage of each floor.
3. Payment of all applicable fees, according to the following:

	Residential Permits	Commercial Permits
Administrative Fee	\$50.00	\$100.00
Price per square foot for: New Construction, Decks, Garages, Additions, Barns, Renovations, Solar Arrays* and Sheds**	\$0.25	\$0.25
Driveway	\$75.00	\$75.00
Plumbing	\$50.00	\$100.00
Electrical	\$50.00	\$100.00
Mechanical	\$50.00	\$100.00
Demolition	\$50.00	\$100.00
Tent Installation (400sf and over)	One fee \$75.00	
Sign	One fee \$50.00	
Swimming Pools***	\$50.00 (Above Ground) \$100.00 (Inground)	

\*Solar Arrays require an Electrical Permit

\*\*Sheds under 200 sf are no charge, but require a Building Permit Application be submitted

\*\*\*Swimming Pools require an Electrical Permit

4. Copy of all other approvals, as required.

## Driveways

If you are constructing a driveway or access road, you will need a Driveway Permit application.

If your property is located on a Class VI road, which is not town maintained, you must sign an agreement and release, which the town will record at the Registry of Deeds at your expense.

## Intent to Cut

When you clear your lot of trees or have someone else clear it, you must file an Intent to Cut form. You may cut 20 cords or 10,000 board feet for your own personal use each tax year. If you are having your property logged commercially, you must file an intent Intent to Cut. If logging trucks are hauling over Class VI roads, a Permission to Haul form must be submitted to and approved by the Board of Selectmen.

## **Wetlands**

The Town of Henniker Wetlands Ordinance passed at Town Meeting on March 14, 1989, protects the public health, safety and general welfare by controlling and guiding the use of land areas which have been identified as wetland in accordance with RSA 674:16. If you are planning to build in a wetland, consult the town's Wetlands Ordinance. Permits must also be obtained from the NH Department of Environmental Services, Wetland Board.

## **Public Utilities**

If the structure you are applying for is heated by a non-renewable energy resource such as gas, oil, or electricity, you must apply for and receive approval from the NH Public Utilities Commission. If you heat with wood only, such approval is not needed. Enclosed in this packet are the forms and information that will help you submit proper Energy Code Requirements forms to the Town. If you plan to heat with gas, oil or propane, you will need to fill out and submit a Mechanical Permit with the Town of Henniker Building Department.

## **Town Water and/or Sewer**

If you are connecting into town sewer collection or the town water system, you must fill out an application and submit to the Superintendent of the Wastewater Treatment Facility (428-7215) and the Superintendent of Cogswell Springs Water Works (428-3237). There are fees for connections and usage of these facilities.

## **Demolition**

Individuals approved for demolition work shall ensure that at the end of each workday, the areas under demolition shall be secured so as not to constitute a hazard. Open cellar holes or foundations are to be fenced in such a fashion so as to adequately warn of danger. All rubble shall be removed from the property and disposed of properly.

## **Electrical / Plumbing / Mechanical Permits**

Electrical / Plumbing / Mechanical Permits are mandated by the State of New Hampshire. No electrical permit will be issued without the presentation of the holder of a NH Master License, unless the resident property owner certifies that he/she will be doing the work. All plumbing permits other than minor repairs in your home are to be issued to NH Licensed Master Plumbers. Electrical / Plumbing / Mechanical Permits must still be acquired if the work is being performed by the resident property owner.

## **Commercial Permits**

If your building permit application is in the commercial district or is for commercial use, the Planning Board may need to review the application for possible Site Plan Review.

## **Issuance of a Certificate of Occupancy;**

To receive a Certificate of Occupancy at the completion of your building process you must call for all inspections listed on the inspections listed below. The mandatory inspections are not optional by the Town of Henniker they are mandated by the State of New Hampshire.

## Inspections

The applicant or his/her designee is responsible for calling the Town Hall at 603-428-3221 ext. 1 to request all inspections. Inspections must have a 48-hour notice to complete. The following is a list of all required inspections:

Building Inspections	Electrical Inspections	Plumbing Inspections	Mechanical Inspections
-Footings & Foundation require rebar inspection -Waterproofing & Drainage -Rough Framing -Insulation & Firestopping -Gas Piping & Venting -Certificate of Occupancy-Final	-Rough electrical -Temporary Electrical Service -Service Panel Upgrades -Hot Water Heaters -Job completion inspection-Final	-Rough plumbing -Any under slab plumbing -Job completion inspection-Final	-Gas Piping & Venting -HVAC -AC Units -Oil & Gas Burners -Hot Water Heaters -Pellet & Gas Stoves

## Expiration

Permits are valid for only two (2) years from the date of issue. If not finished within two years, you must file an extension. Permits shall be void if construction has not begun within two years from the date of issue. Permits may be renewed once before the initial date expires. After expiration you must begin a new application process.

**Once you have completed any permit applications and are ready to submit**, please deliver to the Land Use Coordinator, Henniker Town Offices, 18 Depot Hill Road, Henniker, NH 03242. If you have any questions, the coordinator can be reached at 428-3221 or by email at [secretary@henniker.org](mailto:secretary@henniker.org).

***All of the required information must be included upon the filing of any permit applications, and the application must be filled out completely. If the information is missing or not complete it may result in the delay of your application. The Town understands that your project is important and wants to make the process as simple and easy as possible.***