



## CITY OF FRANKLIN, NEW HAMPSHIRE

### "The Three Rivers City"

Planning and Zoning Department  
316 Central Street (Mailing Address)  
Franklin, NH 03235

Tel: (603) 934-2341  
[screighton@franklinnh.org](mailto:screighton@franklinnh.org)

[Physical Address: 124 Memorial Street, on the left just before the Odell Park Arch]

## BUILDING PERMIT CHECKLIST

The following **MUST** be turned in, if applicable, with the attached building permit to avoid delay with the building permit process. The review time frame does not begin until all below necessary items are turned into the Planning and Zoning Office.

- ☐ Sketch of the Proposed Improvements with setbacks. \*\* YOU MUST show the boundary lines of the property, with the proposed changes and the existing structures marked out. Provide the EXACT distance to every boundary line from all proposed and existing structures.
- ☐ Floor Plan: Show dimensions with room sizes and proposed uses of room, egress window and door locations, and all smoke and CO detector locations.
- ☐ Foundation Plan: Show dimensions of walls, bulkhead, column footings, etc. Show cross-section and materials.
- ☐ Structural Cross Section(s): Specify type of lumber to be used. Show joist, stud and rafter sizes, roof, wall and flooring sheathing. Submit copies of engineered floor/roof trusses, if using. Indicate insulation in floors, walls and ceilings. Show fire separation if applicable.
- ☐ Door/window schedule, include details/specifications.
- ☐ MEP - Submit a narrative explaining proposed Mechanical/Electrical/Plumbing (MEP). Show generalized MEP plans.
- ☐ Project Cost. \*\*Must include value of materials and labor. Free labor/materials is not an option.
- ☐ Contractor's Name and contact information.
- ☐ Electrician and / or Plumber's Name and License Number and expiration date. (Any work being completed on a multi-family home or non-owner occupied 1-2 family home needs to be completed by licensed and insured professionals and cannot be completed by the property owner.)
- ☐ Letter of Authorization if person filling out application is not the property owner.
- ☐ State Septic Design approval. This is necessary for all new homes or for any existing home that is adding a bedroom or converting from seasonal to year-round where city sewer tie-in is not available.
- ☐ Septic assessment if adding to an existing home on a septic or replacing a home.
- ☐ Residential Energy Code Application – Form available online. This form no longer goes to the State. Include it with your building permit application.
- ☐ Driveway permits (if applicable) – For permit information contact the Municipal Services Department at 934-4103.
- ☐ Water and/or Sewer Hook-up – Contact Municipal Services at 934-4103.
- ☐ Check or cash for the amount of the permit. Fee schedule can be found on the City of Franklin website. [www.franklinnh.org](http://www.franklinnh.org)
- ☐ Sign and Date the Application.



**APPLICATION FOR BUILDING PERMIT**

City of Franklin, New Hampshire

Permit No. (issued by the P/Z Office) **B** -

Please print legibly and with pen

**Street Address for Proposed Project:****Franklin, New Hampshire 03235****Map/Lot # (Parcel ID):****New Map #:****Zone:**

Owners Name:				
Address (where owner resides):				
Telephone (Contact info):	(Home Phone)	(Work Phone)	(Cell Phone)	(email)

Person completing application:

Person to contact to pick up approved permit:

Phone:

**IF YOU ARE NOT THE OWNER, A LETTER OF AUTHORIZATION MUST BE SUBMITTED WITH THIS APPLICATION.**

<b>Type of Property:</b>	<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> <b>Two-Family</b>	<input type="checkbox"/> <b>Multi-Family</b>
(as it exists prior to proposal)	<input type="checkbox"/> <b>Business/Commercial/Industrial</b>	<input type="checkbox"/> <b>Vacant Land</b>	

The following must be filled out for the entire proposal.

Type of Improvement	Sq. Footage	Cost of Work
<input type="checkbox"/> Addition	Sq. Footage	\$
<input type="checkbox"/> New Home	Sq. Footage	\$
<input type="checkbox"/> Accessory Structure/Garage	Sq. Footage	\$
<input type="checkbox"/> Deck/Porches	Sq. Footage	\$
<input type="checkbox"/> Shed ( $\leq 150$ sq. ft.)	Sq. Footage	\$
<input type="checkbox"/> Seasonal Conversion	Sq. Footage	\$
<input type="checkbox"/> Other addition to property	Sq. Footage	\$
<input type="checkbox"/> Alterations/Repairs		\$

To determine the cost of construction/value for garage's and accessory structures, when a signed proposal is not available or the work is being completed by the homeowner, the office may use the most recent Permit Fee Multiplier as set in the ICC IBC and updated frequently. The column to use for the determination will be column 1A (under Utility, miscellaneous).

For the above improvements, a plot plan of the property, showing distances to each property line, **MUST** be included with the building permit, as well as a floor plan. For new additions, new homes or changes from non-living space to living space a copy of the Energy Code Compliance form must be submitted with this application.

*Check all that apply* *Fill out all that apply*

If you cannot determine for sure which item to check off, please check off the item that most resembles your project or contact the office.

**\* The cost of work must include labor and materials even if free. Estimate cost to the nearest dollar.**

**Inspections are ordered for each project. Inspections may include, but are not limited to, rough, insulation and final inspections. If you fail an inspection, a re-inspection fee will apply. If you are issued a temporary Certificate of Occupancy, you will be ordered to pay fee for the inspection for the Final Certificate of Occupancy.**

Facilities are available on site: ☐ City Water ☐ Well ☐ City Sewer ☐ Septic**Describe the proposed project (be specific and print please):****List the NAME and STATE CERTIFIED LICENSE NUMBER (when applicable) PLEASE PRINT**

Contractor's Name:		Telephone #
Electrician's Name:		License # & Exp.
Plumber's Name:		License # & Exp.

I certify that the above information is accurate. I understand that any misstatement on this application may be grounds for the revocation of any permit issued.

Signature of Person Completing Application	Printed Name	Date
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DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Type of Fee	Type	Total Due	Date Paid	How Paid
Initial Application	<input type="checkbox"/> 1 or 2-family, residential <input type="checkbox"/> Multi-family, Commercial	_____		<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Permit Fees		_____		
	Total Amount Due:	_____		<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____

APPROVALS:

- ☐ State Septic      ☐ State Energy Audit      ☐ Driveway Permit      ☐ Sketch of Site  
☐ Letter of authorization      ☐ City Water Hook-up      ☐ Other \_\_\_\_\_

Information Needed: \_\_\_\_\_

Denied:      ☐ Reason for Denial: \_\_\_\_\_

Approved:      ☐ Stipulation of Approval: \_\_\_\_\_

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

**Inspections Ordered by Code Inspector**

Inspections must be requested for:	
Foundation/Footing_____	<input type="checkbox"/>
Rough_____	<input type="checkbox"/>
Insulation_____	<input type="checkbox"/>
Final_____	<input type="checkbox"/>
Other_____	<input type="checkbox"/>
Other_____	<input type="checkbox"/>

**Call (603) 934-5680 to schedule inspections.**

**ALL WORK MUST COMPLY WITH  
STATE & LOCAL CODE  
REGULATIONS.**

**FAILURE OF ANY OF THE  
INSPECTIONS ORDERED AND  
CONDUCTED BY THE CODE OFFICER  
WILL RESULT IN A REINSPECTION  
FEE THAT MUST BE PAID PRIOR TO  
THE ISSUANCE OF A CERTIFICATE  
OF OCCUPANCY.**

**Use/Occupancy Permits  
City Code Section 305-31, C.**

Dear Applicant:

You are applying for a building permit with the City of Franklin. Once the building permit is approved and prior to your occupancy of and/or use of the proposed project, an occupancy permit must be issued by the City of Franklin.

Once building has been completed on your project and you are getting ready to use the new construction, addition or other project, you must receive a certificate of occupancy in order to continue this use. Please contact the **Building Inspector at the Fire Department (603-934-5680)** to inquire about a time and date that the inspection can take place. At the time of the inspection, the Building Inspector will approve, deny, or approve with conditions the occupancy and issue either a Final CO (Certificate of Occupancy), a Temporary CO, or a detailed list of other work that needs to be completed prior to any approvals for occupancy. Upon inspection, the Building Inspector will return the approval to the Planning and Zoning Office, where the CO will be issued within 2-3 working days (not including the date of the inspection).

If for some reason you are issued a Temporary Certificate of Use/Occupancy, there will be a re-inspection fee charged before the Final Certificate of Use/Occupancy will be issued. If you schedule the final inspection and you fail the final inspection, there will be a re-inspection fee charged before the Certificate of Use/Occupancy will be issued. The Occupancy permit will not be issued until these fees are paid in full.

If you have any questions or concerns, please feel free to contact the Planning and Zoning Office, at (603) 934-2341.

Sincerely,

Seth Creighton  
Planning and Zoning Director

I have read and understand the above letter. I understand that I must obtain a Certificate of Occupancy Permit upon completion of all building on the property in question.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Tax Map/Lot #:** \_\_\_\_\_

## **ADDENDUM TO BUILDING PERMIT APPLICATION**

The obtaining of a City of Franklin Building Permit shall not relieve the owner of the responsibility for obtaining any other applicable local, State or Federal Permits that may be required.

In addition to obtaining a building permit from the City of Franklin, there may be other State and Federal Permits required, especially if the construction activity affects a water body or is within two hundred fifty (250) feet of the shoreline or a lake, river or stream.

All activities on the property shall be conducted in accordance with the New Hampshire Subsurface Septic System laws, the New Hampshire Shoreland Protection Act, the New Hampshire Fill or Dredge Law, Timber Harvesting laws, and other appropriate laws and regulations.

### **Shoreline or Wetland Area**

If applicable, the applicant/owner shall be responsible for obtaining a State Wetlands Permit from the Department of Environmental Services-Wetland Bureau, for any work that involves dredging, filling or construction in or adjacent to surface waters and their banks, or wetlands, pursuant to New Hampshire RSA 482-A.

### **Removal of Trees**

RSA 79:1 (Definitions), RSA 79:3 (Normal Yield Tax) and RSA 79:10 (Notice of Intent to Cut) must be complied with. A complete copy of the New Hampshire Revised Statutes Annotated (RSAs) is available at the Franklin Public Library and can also be found on the World Wide Web (<http://199.92.250.14/rsa/>).

The undersigned applicant/land owner acknowledges that he/she will comply with all appropriate local, State and Federal laws and procedures regarding construction activity on the above-mentioned property.

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**Signature**

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**Date**

# FREQUENTLY REQUIRED PERMITS FOR A BUILDING PERMIT:

Applications for these permits are available at the Planning and Zoning Office within the City Hall. A completed copy of all required permits should be submitted with the Building Permit Application.

**NOTE:** *Contact the NH Department of Transportation at 271-3503 for permits to sites adjacent to State highways which are located outside Franklin's compact area.*

## EXCAVATION PERMIT

**PURPOSE:** *Approval to dig in the City right-of-way usually occurring near the edge of the pavement for the purpose of connecting to public water, sewer or for driveway construction.*

## PUBLIC WATER SERVICE

**PURPOSE:** *Approval to connect to the City water system. This requires arrangements for a site inspection by MSD.*

## PUBLIC SEWER CONNECTIONS

**PURPOSE:** *Approval to connect to City sewer system.*

## DRIVEWAY PERMIT

**PURPOSE:** *Approval to dig construct gravel or paved driveway or to repave the driveway.*

## SEPTIC SYSTEMS

**PURPOSE:** *For new septic systems, a state approved design plan is needed.*

*If a bedroom is proposed for a dwelling on a septic system, the capacity of the septic must be verified in writing by the State of New Hampshire. A septic assessment must be turned in with the building permit application.*

## ENERGY AUDIT

**PURPOSE:** *If the proposed project meets the criteria identified on the front sheet to the energy audit, the audit must be completed by the applicant and signed by the State of New Hampshire.*

## DRIVEWAY PERMIT

Any person requesting this permit must speak to the Director or Assistant Director of Municipal Services. The MS Representative will go to the site where the driveway is to be installed and view the area. A permit is then made out at the MS Office with the owner's name, service address, mailing address, permit number, Contractors name and address and any comments by the MS Representative. The MS Representative and the Owner/Contractor then signs this permit.

- Any State Highway outside of Franklin's compact area requires a driveway permit being issued from the State of New Hampshire.

## EXCAVATION PERMIT

This is a permit to dig in the City right-of-way. The person requesting this permit must speak to the Director or Assistant Director of Municipal Services. The MS Office will then make out the permit to dig by putting what type of services is being done (water/sewer/repairs/new services/etc.), the owner's name, service address, mailing address, the name of the Contractor, the beginning and ending dates of actual digging. The MS Representative and the Owner/Contractor must then sign this permit. (Please contact Municipal Services regarding any fees.)

- Any State Highway outside of Franklin's compact area requires a digging permit being issued from the State of New Hampshire.

## WATER CONNECTION PERMIT

This is for someone requesting permission to connect to the City water system. Anyone applying for this permit must talk with the Director of Assistant Director of Municipal Services (MS). On the water connection application/permit form, the MS Office will fill in the owner's name, service address, mailing address and date. The MS Representative and the owner will sign this form at that time. The owner then has to take this application/permit to the City Clerk's Office with the fees due as indicated by Municipal Services. This fee is to cover a standard household connection. There are different fees for different size water lines. (Please see municipal services on water conditions and charges.) The City Clerk finishes the permit by putting the fee amount taken and her signature on the form.

- ❖ PLEASE NOTE: All connections must be inspected by an MS Representative at the time of installation.

## SEWER CONNECTION PERMIT

This is for someone requesting permission to connect to the City sewer system. Anyone applying for this permit must talk with the Director of Assistant Director of Municipal Services (MS). On the sewer connection application/permit form, the MS Office will fill in the owner's name, mailing address and what type of dwelling the new home will be. The MS Representative and the owner will sign this form at that time. The owner then has to take this application/permit to the City Clerk's Office with the fees due as indicated by Municipal Services. This fee is to cover a standard household connection. There are different fees for different size water lines. (Please see Municipal Services on water conditions and charges.) The City Clerk finishes the permit by putting the fee amount taken and her signature on the form.

- ❖ PLEASE NOTE: All connections must be inspected by an MS Representative at the time of installation.