

**TOWN OF HEBRON**  
**OFFICE OF SELECTMEN**  
**RESIDENTIAL BUILDING APPLICATION**  
**INFORMATION-INSTRUCTION**

- 1.0 The Selectmen shall issue all building permits requested in accordance with the Town of Hebron regulations. No permit shall be issued for the erection of any structure or for the use of land unless the proposal complies with the provision of the Town of Hebron Zoning Ordinance, and meets all other requirements.  
Any owner or lessee of real estate who plans to construct, structurally enlarge, move or locate a building or structure, including prefabricated and mobile homes, or increase the number of dwelling units in a building, or change the use thereof, shall **NOT LESS THAN TWENTY-ONE (21) DAYS PRIOR TO COMMENCEMENT OF SUCH ACTION**, file with the Board of Selectmen an application for a Building Permit which shall clearly indicate the nature of the proposed plans. Ordinary maintenance and repairs to existing buildings and structures are exempt from filing.
- a. The Town of Hebron may impose a fine of up to \$275 a day for construction without a building permit pursuant to Hebron Zoning Regulations Article 9 Section B and State of NH RSA 676:17.**
- 2.0 The applicant is responsible to assure that all information in the application is correct, and fairly represents the proposed project. If the application is not completely filled out, the application will be returned to the applicant. All locations for new construction must be clearly marked on site with stakes. All locations that have been assigned a 911 Street Address must have number clearly visible or a Tax Map/Lot number for the location.
- a. If applicable to the project:**  
**Electricians and Plumbers named on the application must present their licenses and a photo I.D. to the Selectmen’s Office before the permit is issued. If there is a change in personnel working for the project, the town must be notified and the changes must be noted on the original application at the Selectmen’s Office.**
- 3.0 Applications shall be accompanied by the following:
- a. The required fee. Checks should be made out to the Town of Hebron.**
- b. A plan of the lot, drawn to scale, showing:**
- 1. The dimensions of the lot (including road frontage).**
  - 2. Location of proposed new construction.**
  - 3. Location of existing building(s) with proposed addition(s). a. All addition must have all dimensions/sizes**
  - 4. Location of proposed and / or existing driveways.**
  - 5. Clearly designated FRONT, SIDE and REAR setbacks to all existing and proposed structure.**
    - A. New structures and additions to existing structures, or any part thereof, shall not be erected within**
      - (1.) 50 (fifty) feet of the traveled portion of any highway and**
      - (2.) 25 (twenty-five) feet of any property boundary as measured on a horizontal plane.**
  - 6. The area of the lot.**
- c. State approved Septic, Driveway, DES Wetlands/ Shoreland Permits and Energy Permits when applicable.**
- d. A recorded “Agreement and Release form” if the dwelling is located on a Class V Summer Cottage Road or a Class VI Road**
- 4.0 A Building Permit shall automatically lapse and be null and void one (1) year from the date of issuance, unless the foundation and septic system are completed and accepted by the compliance officer, and two (2) years from date of issue unless the framing and exterior are completed and accepted by the compliance officer. A Building Permit application shall be accompanied by a fee based on a fee schedule established by the Selectmen. Said application shall include, as a minimum, a scale drawing of all setbacks and locations of buildings, and a brief description of the proposal. It is the owner’s responsibility to accurately define the setbacks and other dimensions. A survey by a licensed surveyor may be required by the Selectmen if they have any reservations about the accuracy of the drawings or the location of property lines involved.
- 5.0 Permission to build shall not be in effect until the application has been approved and a permit issued. **PERMITS SHALL BE POSTED AND PROTECTED IN AN OBVIOUS LOCATION ON THE PREMISES, VISIBLE FROM THE STREET.**
- 6.0 Building Permits are required for all Structures, which means, anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground. Among other things, structures included,

(instructions continued)

but are not limited to buildings, mobile homes, fences, signs, towers, satellite dishes, septic systems, generators or central air conditioning units and outdoor furnaces and similar structures. It also means anything built, erected, or placed for the support, shelter or enclosure of persons, animals, goods, or property of any kind. "Primary or Principal Structure" means a Structure that is central to the fundamental use of the property and is not accessory to the use of another Structure on the same premises. "Building" means any Structure having a roof. Please, see our website for complete zoning ordinance regulations [www.hebronnh@metrocast.net](http://www.hebronnh@metrocast.net).

7.0 Fees for Building permits are as follows:		* Fee for Permits obtained after building has begun:
a) Single-Family Dwelling and Manufactured Housing	\$75.00	\$350.00
b) Multi-Family Dwelling (Per Unit)	\$75.00	\$350.00
c) Additions, Garages, Sheds, Decks, Swimming Pools, Porches, Signs, Non Commercial Towers, Satellite Dishes exceeding 20" and Similar Structures.	\$50.00	\$325.00
d) Additional building permits for same project	\$50.00	\$325.00
e) Generators and other similar units permanently affixed to the ground	\$10.00	\$285.00

\*Effective 3/15/2009 after the fact fees may be waived by Selectmen for just cause.

8.0 Where on site septic systems are needed, obtaining the required State approval is the responsibility of the applicant. No building permit can be issued until State approval has been received.

9.0 Permits are required for driveways entering onto Town or State roads. These permits may be obtained from the Hebron Planning Board for Town road or by contacting the local State Highway Foreman for State roads. This permit must be attached to the application. In no case, shall construction or other work adjacent to a road interfere with or alter the course of roadway drainage nor shall run off be diverted onto the traveled way.

10.0 If a Building Permit is not issued as a result of non-compliance with the Zoning Ordinance the applicant may request as a Special Exception or Variance from the Zoning Board of Adjustment. All costs of the required hearing for advertising, posting and mailing of notices to the abutters shall be the responsibility of the person making the appeal. **Setback issues may, at the discretion of the Selectmen, require a survey of the boundary line(s)** that does not meet the zoning requirement. In the event that the Zoning Board of Adjustment grants a Special exception or a Variance it will be necessary for you to contact the Selectmen to issue the necessary building permit.

11.0 Subject: NH Energy Code (REF. NH RSA 155-D) The New Hampshire Energy Code originally enacted in 1979 and amended/updated by the Legislature in 1986 is designed to promote energy efficiency in most new construction. While the Code requires a minimum level of energy performance for new buildings (also additions) heated/cooled by fossil fuels, it is not intended to infringe on the freedom to design and build to meet ones needs.

Since the Town of Hebron has not yet adopted a Building Code, it is a requirement that plans and specification for new building construction and additions, subject to the energy code, be submitted for approval to the Public Utilities Commission prior to the issuance of a Building Permit.

This is done by contacting the Program Mgr. of the NH Public Utilities Commission, 8 Old Suncook Road, Concord, NH 03301-5185 or phone 603-271-2431 and requesting the kit that is provided by them and must be completed by the applicant. Approval will be given directly to you and you must provide this office with a copy of the approved application. We will then be in a position to process your building permit, provided all other state and local regulations have been complied with.

Obtaining this approval is not unlike gaining the necessary State approval of septic system plans, where applicable. We suggest you submit the application in the same time frame so as to avoid any delay in the start of construction.

**12.0 State of NH Department of Environmental Services Wetlands/Shoreland Permits: Due to the new "Comprehensive Shoreline Protection Act" that took effect July 1, 2008 there are new permits and regulation requirements required by New Hampshire Department of Environmental Services for "Any" construction within 250 feet of Newfound Lake. Before any work is started, property owners need to check with NHDES to see what is required. The above process will need to be completed and all permits and construction maps or plans required by DES must be complied with before submitting any Building Permit Application to the Town of Hebron. You may contact DES by phone at 271-2147 or through their website: [www.des.nh.gov/cspa](http://www.des.nh.gov/cspa) Copies of the approved applications must be attached.**

13.0 An approved Building Permit does not relieve the owner(s) or builder from complying with the State laws and Town of Hebron Zoning, Subdivision or Site Plan Ordinances.

**TOWN OF HEBRON**  
**PO Box 188, Hebron, NH 03241**  
**BUILDING PERMIT APPLICATION**

Owner's name \_\_\_\_\_ Date \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone numbers: home \_\_\_\_\_ local \_\_\_\_\_

Building or project location \_\_\_\_\_ Tax map# \_\_\_\_\_

Is location on a class 6 or class 5 summer cottage road \_\_\_\_\_

Contractor name \_\_\_\_\_ telephone number \_\_\_\_\_

Electrician name \_\_\_\_\_ license number \_\_\_\_\_

Plumber name \_\_\_\_\_ license number \_\_\_\_\_

Project type: new home \_\_\_\_\_ renovation \_\_\_\_\_ addition \_\_\_\_\_ other \_\_\_\_\_

Is building in flood plain or hazard area \_\_\_\_\_ Zoning District historic \_\_\_\_\_ lake \_\_\_\_\_ rural \_\_\_\_\_ WPOD \_\_\_\_\_

Date project to be started: \_\_\_\_\_ Estimated completion cost: \$ \_\_\_\_\_

Size of building: length \_\_\_\_\_ width \_\_\_\_\_ height \_\_\_\_\_ construction type \_\_\_\_\_

Project description \_\_\_\_\_

(Use the remarks page for further description or notes on the project)

Type of occupancy: year round \_\_\_\_\_ seasonal \_\_\_\_\_ number of bedrooms \_\_\_\_\_

Type of heat: oil \_\_\_\_\_ gas \_\_\_\_\_ wood \_\_\_\_\_ other \_\_\_\_\_

**OTHER PERMITS AND APPROVALS NEEDED IF APPLICABLE TO PROJECT**

Driveway permit State \_\_\_\_\_ Local \_\_\_\_\_

NH Energy Code Approval number \_\_\_\_\_ date issued \_\_\_\_\_

exempt \_\_\_\_\_ why exempt \_\_\_\_\_

NH DES Septic Approval number \_\_\_\_\_

NH DES Shoreland or Wetland Approval \_\_\_\_\_

**I hereby authorize the compliance officer and/or his agent to inspect my property during reasonable hours**

**Signature** \_\_\_\_\_

=====DO NOT WRITE BELOW THIS LINE=====

Received by Selectboard on \_\_\_\_\_ Fee paid: \_\_\_\_\_ check# \_\_\_\_\_ cash \_\_\_\_\_ other \_\_\_\_\_

Permit denied \_\_\_\_\_ Date \_\_\_\_\_ Survey required \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Approved by Compliance Officer or Selectmen \_\_\_\_\_

Permit approved \_\_\_\_\_ File number \_\_\_\_\_

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Building project approved via Zoning Board of Adjustment Process. Date \_\_\_\_\_

Case number \_\_\_\_\_ Conditions if applicable \_\_\_\_\_

**BUILDING PERMIT APPLICATION  
REMARKS**

Notes by the Applicant: \_\_\_\_\_

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Notes by the Compliance Officer:

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