

_____	<b>Total Sq. Ft.</b>
x \$ _____	<b>per Sq. Ft.</b>
= \$ _____	<b>Sq. Ft. Fee</b>

# Town of Goshen

## Application for Building Permit

<b>Permit #</b> _____
<b>Fee Paid \$</b> _____
<b>Sq. Ft. Fee Paid</b> <b>\$</b> _____

Building Permits are valid for six months from the date of issue. Although a Building Permit may be extended by the Select Board or their agent, projects not substantially under way within six months of approval shall be deemed expired and the applicant must apply for a new Building Permit, subject to current regulations and fees.

**Note:** Submit *pages 1 through 5* of this application package and all required attachments to:  
Town of Goshen Building Inspector, P.O. Box 68, Goshen, NH 03752.

**Tax Map & Lot #:** \_\_\_\_\_ **Street location of property:** \_\_\_\_\_

**Zone:** Residential/Agricultural \_\_\_\_\_ Tourist-Related \_\_\_\_\_ Light Commercial \_\_\_\_\_

**Name of property owner:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Name of applicant or agent:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
(If other than owner)

**Mailing address of applicant or agent:** \_\_\_\_\_

**Name of contractor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Mailing address of contractor:** \_\_\_\_\_

**Description of work and/or change of use** (Purpose, size, new construction, addition, alteration, etc.):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Additional details must be provided with this application. See the attached Application Package.**

In signing this application, the applicant agrees that the information submitted is true and that the proposed construction, as described herein, including in the attachments, will conform to the current Town of Goshen Zoning Ordinance and Building Ordinance and with all other requirements of the laws and regulations of the Town of Goshen and the State of New Hampshire, pertaining to buildings, wiring, fire prevention, plumbing, heating, ventilation, air conditioning, domestic water supply, and driveways, as well as current NHDES rules and regulations regarding subsurface disposal systems and rules and regulations pertaining to construction within a floodplain, if applicable. The applicant also agrees to obtain all required permits and approvals before performing any work on this project. In addition, the applicant hereby authorizes the Town of Goshen Building Inspector or designated Town representative to inspect the premises at any time during construction to ensure compliance with the Building Permit, Zoning Ordinance, Building Ordinance, Site Plan Review Regulations, and state law. The Building Inspector will inform you when site inspections will be necessary.

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Authorized signature of property owner or agent**

**Permit is hereby:** Approved \_\_\_\_\_ Denied \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Conditions of approval are attached:* \_\_\_\_\_ *Reasons for denial are attached:* \_\_\_\_\_

**Town of Goshen Building Inspector or Designee** \_\_\_\_\_

# Town of Goshen

## Building Permit Application Package

### To Be Submitted with Application for Building Permit

**Note:** It is the applicant’s responsibility to ensure that their project complies with all provisions of the current *Town of Goshen Zoning Ordinance and Building Ordinance*. A copy of this Ordinance and other Town forms and regulations may be obtained from the Goshen Town Office.

The questionnaires in Sections I, II, and III of the Application Package will help determine whether additional approvals and permits may be required before a Building Permit can be issued. A complete Building Permit application must be accompanied by all the submissions and attachments specified in Sections IV and V below.

If you need assistance with completing any part of this Application Package, please contact the Town of Goshen Building Inspector, Goshen Planning Board, or Zoning Board of Appeals.

### Section I – Planning Board Approvals

If you respond “Yes” to any of these items, then Planning Board approval is required before a Building Permit can be issued.

	<b>Type of Project</b>	<b>Yes</b>	<b>No</b>
1.	Subdivision: Open Space Development <i>Requires separate application and approval under Section VII of the Goshen Zoning Ordinance.</i>		
2.	Subdivision: Conventional <i>Requires separate application and approval under the Goshen Subdivision Regulations.</i>		
3.	Multi-family residential buildings containing three or more units <i>Requires separate application and approval under the Goshen Site Plan Review Regulations.</i>		
4.	Commercial uses, including “Home-Based Commercial Use” <i>Requires separate application and approval under the Goshen Site Plan Review Regulations.</i>		
5.	Commercial excavation uses <i>Requires separate review and approval under the Goshen Excavation Regulations.</i>		
6.	Personal wireless service facility <i>Requires separate application and approval under Section XIII of the Goshen Zoning Ordinance.</i>		
7.	Development in a “Water Resources Protection District” <i>Requires a Conditional Use Permit under Section XV of the Goshen Zoning Ordinance.</i>		

### Section II – Zoning Board of Adjustment (ZBA) Approvals

#### A. Variances from the ZBA

If you respond “No” to any of these items, then you must apply to the ZBA for a **variance** before a Building Permit can be issued.

	<b>Town Zoning Provision – (Variance Is Required If Provision Is Not Met)</b>	<b>Yes</b>	<b>No</b>
1.	Property fronts on a regularly maintained public road or on a road built and maintained to Town specifications; <b>or</b> the applicant has received Select Board approval for upgrading the road to Town specifications.		
2.	Property has 175 feet or more of road frontage <b>or</b> lot is “grandfathered” under Section VI.D of the Zoning Ordinance. <i>Specify length of road frontage: _____</i>		
3.	Size of lot is 3 acres or more <b>or</b> lot is “grandfathered” under Section VI.D of the Zoning Ordinance. <i>Specify size of lot, in acres; _____</i>		
4.	Front setback is at least 50 feet for residential or at least 75 feet for commercial (see Section VII below for setback measurement instructions): <i>Specify setback of building or structure at closest point to edge of road right-of-way: _____</i>		

	<b>Town Zoning Provision – (Variance Is Required If Provision Is Not Met)</b>	<b>Yes</b>	<b>No</b>
5.	Side and rear setbacks are at least 40 feet for an inhabited building (including a camping cabins), 50 feet for a commercial building, or 20 feet for a small detached building. <i>Specify setback of building or structure at closest point to side and rear boundaries: _____</i>		
6.	Maximum height of building is 35 feet or less. <i>Specify maximum height (refer to Zoning Ordinance for method of measurement): _____</i>		
7.	For non-commercial buildings, a minimum of two off-street parking spaces is provided. <i>Specify number of non-commercial parking spaces: _____</i> For commercial buildings, sufficient parking to accommodate all reasonably anticipated patrons and employees is provided. <i>Specify number of commercial parking spaces: _____</i>		
8.	For commercial use, the maximum floor space for all buildings combined is no more than 15,000 square feet. <i>Specify aggregate square footage of floor space: _____</i>		
9.	For commercial use, a minimum of 3 square feet of open space (not counting parking lots or other developed areas) is provided for each 1 square foot of total building floor space. <i>Specify square footage of open space: _____</i>		

## B. Special Exceptions from the ZBA

If you respond “Yes” to any of these items, then you must apply to the ZBA for a *special exception* before a Building Permit can be issued.

	<b>Town Zoning Provision – (Special Exception Is Required If Provision Is Not Met)</b>	<b>Yes</b>	<b>No</b>
1.	A tourist-related use is proposed in the residential agricultural district, or a commercial use (including “Home-Based Commercial”) is proposed in the residential agricultural district or the tourist-related district. <i>Specify type of planned use(s): residential, accessory, agricultural, tourist-related, home-based commercial and/or light commercial: _____</i>		
2.	Maximum height of a structure other than a building will be more than 35 feet. <i>Specify maximum height (refer to Zoning Ordinance for method of measurement): _____</i>		
3.	For a residential building, construction will take place on land that has a slope of 15% or more. <i>Specify maximum slope of land on which building will be located: _____</i>		
4.	There will be more than one residential building on the lot. <i>Specify the number of residential buildings that will be on the lot: _____</i>		
5.	There will be more than three dwelling units in a single residential building. <i>Specify the number of dwelling units in the building: _____</i>		
6.	A proposed dwelling unit will have less than 800 square feet of living space. <i>Specify the proposed size of the total (existing and new) living space area: _____</i>		
7.	Development or improvement will take place in a Wetland area.		
8.	Commercial raising and/or slaughtering of animals or poultry is proposed.		
9.	Signs larger than six square feet or any off-premises advertising is proposed.		

## Section III – Separate Approvals from the Building Inspector

If you respond “Yes” to any of these items, then separate approval is required from the Building Inspector before a Building Permit can be issued.

	<b>Type of Project</b>	<b>Yes</b>	<b>No</b>
1.	Development is proposed in a “Floodplain” or area of special flood hazard, as designated by the Federal Emergency Management Agency (see Section VII below). <i>Also requires separate application and permit under Section XII of the Zoning Ordinance</i>		
2.	A new, expanded, or reconfigured recreational campground or camping park is proposed. <i>Also requires separate application and review under Section III.O of the Zoning Ordinance</i>		

	<b>Type of Project</b>	<b>Yes</b>	<b>No</b>
3.	A proposed structure will be located on a ridgeline or hillside area that is visible from public waters or public highways located one-half mile or more away. <i>Also requires separate application and review under Section III.M of the Zoning Ordinance</i>		
4.	The proposal includes outdoor advertising or signage. <i>Also requires separate application and zoning permit under Section V.E of the Zoning Ordinance</i>		
5.	The proposal includes illumination of a new sign or an existing sign. <i>Also requires separate application and zoning permit under Section III.L of the Zoning Ordinance</i>		
6.	The proposal includes outside lighting (area lighting, building illumination, or other purpose). <i>Also requires compliance review under Section III.L of the Zoning Ordinance</i>		

## Section IV – Site Plan and Construction Specifications

All applications for a permit to build, reconstruct, or remodel a building must be accompanied by a sketch or plan of the proposed building, including a wiring diagram. The description and plan of the project shall contain detail that is sufficient to enable the Building Inspector to assess its compliance with all provisions of the Town’s Building Ordinance as well as current state and federal regulations. Your application must include, at a minimum, the items listed below.

### 1. Site plan or sketch of lot, showing at least the following:

- Boundaries of subject lot
- Location of existing and proposed roads and driveways
- Location of existing and proposed building(s), other structures, or improvements
- Setback distances of building(s) from edge of road right-of-way and all other boundary lines
- Existing and proposed septic system and well
- Any area currently enrolled in the “Current Use” program and the dimensional area to be removed from current use, including driveway and curtilage (see Section VII below)
- Any “Floodplain” or “Shoreland” areas (see Section VII below)
- Areas of steep slopes (designate slopes of 15% - 25% and slopes 25% and greater)
- Areas of any easements (see Section VII below)
- Any other pertinent natural or manmade features, including any wetlands and water features

### 2. Construction Plans, showing at least the following:

- Building footprint, with dimensions
- Floor plan, with floor area dimensions and identification of living space
- Indication of any existing bedrooms and new bedrooms
- Elevations, including front, side and rear drawings, with building height
- Wiring diagram
- ADA access plan for public and commercial buildings (see Section VII below)

### 3. Information required for septic system approval (see Section VII below):

- For alterations or expansions:
  - Number of bedrooms in existing structure: \_\_\_\_\_
  - Number of bedrooms to be added to existing structure: \_\_\_\_\_
  - Proposed increase of living space area in square feet: \_\_\_\_\_
- For new construction, or installation of a mobile home or manufactured housing:
  - Number of proposed bedrooms: \_\_\_\_\_
  - Size of living space area in square feet: \_\_\_\_\_
- New Hampshire Septic Approval number: \_\_\_\_\_

### 4. Specifications of building materials and construction information for at least the following (specify below, or provide as an attachment):

- Roof \_\_\_\_\_
- Chimney and/or Smoke Pipe \_\_\_\_\_
- Foundation \_\_\_\_\_
- Frame \_\_\_\_\_
- Outside Walls \_\_\_\_\_
- Windows \_\_\_\_\_

- Doors \_\_\_\_\_
- Insulation:
  - Foundation \_\_\_\_\_ Roof \_\_\_\_\_
  - Walls \_\_\_\_\_ Ceilings \_\_\_\_\_

**5. Specifications for and contractor responsible for each of the following** (specify below or provide an attachment):

- Plumbing Specifications: \_\_\_\_\_  
*Plumbing Contractor: License # \_\_\_\_\_ Name: \_\_\_\_\_*
- HVAC Specifications: \_\_\_\_\_  
*HVAC Contractor: License # \_\_\_\_\_ Name: \_\_\_\_\_*
- Electrical Specifications: \_\_\_\_\_  
*Electrical Contractor: License # \_\_\_\_\_ Name: \_\_\_\_\_*
- Manufactured Housing (see Section VII of this Application Package): Specifications: \_\_\_\_\_  
 \_\_\_\_\_  
*Installer: License # \_\_\_\_\_ Name: \_\_\_\_\_*

**6. Size of the total area of land to be disturbed, in square feet and acres** (include areas for homesite, driveway, septic system, well, and any other areas that involve activities such as the removal of vegetation, re-grading, or other ground surface disruptions):

**Square Feet:** \_\_\_\_\_ **Acres:** \_\_\_\_\_

**7. Date when work on the project will start:** \_\_\_\_\_

**8. Estimated cost of the project:** \_\_\_\_\_

## Section V – Additional Attachments

Your application will not be reviewed unless it includes the following:

**1. Applicable Fees**

The Town of Goshen Building Permit Fee Schedule is available at the Goshen Town Office.

**2. Erosion Control Plan, if required by local or state agencies**

In addition to any state requirements, the Building Inspector may consult with the Select Board to ascertain whether ZBA approval of a project may be required where slope and/or soil conditions may make an Erosion Control Plan necessary before any Building Permit can be issued.

**3. Approvals, Permits, and Other Documents, as applicable**

- Separate applications and approvals that may be required from the Goshen Planning Board, ZBA, or Building Inspector (Refer to Sections I, II, and III of this Application Package)
- Driveway Permit\*
- Business Permit for any commercial or tourist-related business, including Home-Based Commercial
- Yield Tax Permit or Intent to Cut Permit\*
- NH Septic System Approval (NH Water Supply and Pollution Control Certification of Approval)\*
- NH DES Wetlands Permit
- NH DES Shoreland Development Permit \*
- NH DES Site Specific Permit \*
- NH Energy Code Certification\*
- EPA Stormwater Permit (for constructions activities that disturb one acre or more)
- Easement documents\*
- Any other federal, state, or local permits, approvals, or certificates that may apply to this property or project.

\* See Section VII of this Application Package

# Town of Goshen

## Information for Building Permit Applicant To Be Retained by the Applicant

### Section VI – Required Inspections

Construction work must be inspected in accordance with the Town of Goshen Zoning Ordinance and Building Ordinance, the State of New Hampshire Building Code, and requirements of all other applicable local, state, and federal regulations. For projects subject to review and approval under the Town of Goshen Site Plan Review and/or Subdivision Regulations, construction work will also be inspected for compliance with approved as-built plans.

The Town of Goshen Building Inspector (or Designee) will carry out such periodic inspections during the progress of work as are necessary to insure that work conforms to all local, state, and federal requirements.

A complete copy of building plans must be kept on the job site and made available to the Building Inspector upon request.

The owner or other responsible person in charge of work must notify the Building Inspector when work is ready for any required inspections (see below). Inspections will be performed within five business days of the time at which they are requested. Until the requested inspection takes place and the inspected work is approved, no work shall be done on the project that would interfere with the inspection.

Required inspections for all sub-codes for all structures, including one- and two-family dwellings, are as follows:

1. The bottom of footing trenches before placement of footings, except that in the case of pile foundations, inspections shall be made in accordance with the requirements of the building sub-code.
2. Foundations and all walls up to grade level prior to back filling.
3. Utility services, including septic.
4. All structure framing, connections, wall and roof sheathing and insulation, electrical rough wiring, panel and service installation, rough plumbing. The framing inspection will take place after the rough electrical and plumbing inspections and after the installation of the heating, ventilation, and/or air conditioning duct system. The insulation inspection shall be performed after all other sub-code rough inspections and prior to the installation of any interior finish material.

Additional required inspections for all sub-codes of construction, for other than one- and two-family dwellings are fire protections systems and heat-producing devices.

Additional interim, follow-up, or special inspections may be required. By accepting a Building Permit, the applicant will be deemed to have consented to these requirements.

A final inspection is required for each applicable sub-code area before a final Certificate of Occupancy or Certificate of Completion can be issued. The final inspections include the installation of all interior and exterior finish materials, sealing of exterior joints, mechanical system and other required equipment; electrical wiring, devices, and fixture; plumbing pipes, trim and fixtures; windows and doors; and any tests required by any provision of the applicable sub-codes

**Note:** If a project is subject to review and approval under the Town of Goshen Site Plan Review and/or Subdivision Regulations, then the Planning Board must review and approve the final “as-built” plans. The Planning Board must also certify that the project has been constructed in accordance with approved “as-built” plans. Planning Board certification of construction compliance is required before a Certificate of Occupancy or Certificate of Completion can be issued.

## Section VII – Reference Information

**For complete information, consult appropriate local, state, and federal regulations.**

**ADA Access** – All public and commercial buildings must provide access that complies with the Americans with Disabilities Act of 1990 and revisions thereto.

**Current Use** – If your property is enrolled in the Current Use taxation program and your proposed project will encroach into an area designated for this lower tax assessment, you must provide a map showing the dimensional area that will need to be removed from current use, including for a driveway and curtilage (the land surrounding a building and used in connection with it). You should submit this map to the Select Board for review and approval. You do not need to remove the proposed development area out of Current Use (and pay the resulting Land Use Change Tax) in order to obtain your Building Permit. However, you do need to remove it from Current Use when construction activities begin. (See RSA 79-A:7)

**Driveway Permit** – If your project involves construction or alteration of a driveway that accesses a Town or State road, you must obtain a Driveway Permit before a Building Permit can be issued. If the driveway will access a Town road, you must obtain the Driveway Permit from the Goshen Road Agent. Town of Goshen Driveway Regulations and application forms are available at the Goshen Town Office. If the driveway will access a State road, you must obtain the Driveway Permit from the New Hampshire Department of Transportation. **Note:** You must obtain a permit from the Wetlands Bureau of the New Hampshire Division of Environmental Services (DES) before you can obtain a driveway permit.

**Easements** – If your property is subject to conservation, preservation, agricultural preservation restrictions or easements, or public utilities easements, you must provide copies of this information with your application. You can find this information either in your deed or in the files in the Town Office.

**Energy Code Certificate** – You may be exempt from Energy Code Certification if you are: siting a mobile home, siting a modular home certified by the NH Modular Home Program, making no provision for electric heat or use of fossil fuels for heating or cooling, or renovating or adding to a certified historic building. Contact the New Hampshire Public Utilities Commission for clarification of Energy Code requirements and exemptions.

If a modular homes manufacturer is in the NH Modular Homes Program, the company has already shown that their homes meet the energy code. As a result, you are exempt from demonstrating compliance with code, but you must still submit an application for certification to the New Hampshire Public Utilities Commission and provide a copy to the local building inspector.

*Residential Certification:* You are required to provide a completed, approved, and signed Energy Permit from the New Hampshire Public Utilities Commission if you plan to: build an addition (including a sunroom) to a 150 square foot or larger structure, build a new home any part of which is to be heated or cooled by fossil fuels (oil, gas, LP, propane) or use electric heat, spend more than 50% of the current value of the structure altering the structure, winterize a seasonal home or part of an existing structure, or construct an addition with more than 150 square feet of total floor space.

*Note:* If a residential building is more than three stories or contains more than 4,000 square feet, then “Commercial Certification” procedures apply.

*Commercial Certification:* You must obtain certification either by using online software provided by the Public Utilities Commission or by submitting an Energy Compliance letter from a registered engineer or architect.

*Note:* If a commercial building is less than three stories and less than 4,000 square feet, then “Residential Certification” procedures apply.

If your structure or addition has been designed by either a registered engineer or registered architect, you may substitute a Certificate of Energy Compliance letter from the engineer or architect on their letterhead (signed and stamped with their official stamp) stating compliance with the energy code. Any architect or engineer providing the certification described above shall be registered and practicing in the state of New Hampshire.

*Note:* If the structure or addition is not to be heated, you must sign a statement to this effect.

**Floodplain Development** – If your project involves new construction, substantial improvement, damage repair, manufactured housing placement, or other development in a Special Flood Hazard Area, as designated by the Federal Emergency Management Agency (FEMA), then the project must comply with all aspects of Section XIV of the Goshen Zoning Ordinance, “Floodplain Development Ordinance.” A map that shows Special Flood Hazard Areas in Goshen is available at the Goshen Town Office. Development in flood hazard areas must comply with special water and sewer

system requirements as well as with stringent construction requirements. Before a Building Permit can be issued, you must submit a “Floodplain Building Permit Application” to the Goshen Building Inspector, along with required Certificates and approvals that may be needed from state and federal agencies.

**Front Setback** – To measure the front setback of a structure from a road, you must measure from the structure to the outer edge of the road right-of-way – not to the travel surface (pavement or gravel) of the road. If the right-of-way width of the road is not known, it is assumed that the road right-of-way is 50’ and that the center of the travel surface is in the center of the right-of-way.

**Manufactured Housing or Mobil Home** – Any **new or relocated** mobile home or manufactured housing must comply with the Federal Manufactured Housing Construction and Safety Standard and **must be installed by a licensed installer**. The Goshen Building Inspector is required to inspect such housing and enforce these standards. (See RSA 205-D.) In addition, all new and relocated manufactured housing and mobile homes come within the scope of the Goshen Zoning Ordinance and Building Ordinance in all respects except the living space area, where the provisions of RSA 674:31 apply. Installers of manufactured housing shall have the option of installing the housing in accordance with New Hampshire installation standards; a design prepared by a registered professional engineer or architect for the site; or the manufacturer’s installation instructions, provided that such instructions meet or exceed the New Hampshire installation standards. (See RSA 205-D)

**Septic System** – For new construction (either residential or non-residential), you are required to provide a Septic System Approval from the State of New Hampshire, Department of Environmental Services, Water Supply and Pollution Control Division, for constructions of a septic system. In addition, if you are expanding the footprint of a structure (including an attached garage), or if you are increasing the number of bedrooms in a residential building, you must obtain state approval for such an expansion. A copy of this approval must be submitted to the Building Inspector before a Building Permit can be issued. Note that special requirements apply in **floodplain** and **shoreline** protection locations.

**Site Specific Permit** – If your project involves the disturbance of more than 100,000 square feet of contiguous land (or 50,000 square feet within the protected shoreland), then you must obtain a Site Specific Permit from New Hampshire DES. Disturbance of land includes site preparation that involves such activities as the removal of vegetation, re-grading, and other ground surface disruptions.

**Shoreland Development** –The NH Comprehensive Shoreland Protection Act (RSA 483-B) protects the land located within 250 feet of public waters. In Goshen, protected public waters include Gunnison Lake and Rand Pond. If you plan to cut trees, disturb land, install a septic system, construct any structure, or otherwise develop or improve land within the protected area, you must obtain appropriate approvals from state agencies as described in RSA 483-B.

**Yield Tax Permit for Timber Cutting** – If your project involves cutting trees, a Yield Tax Permit or Intent to Cut permit may be required. You must check with the Town Office before cutting trees on your property.