**Town of Carroll**

**92 School Street**

**PO Box 146**

**Twin Mountain, NH 03595**

**603-846-5754**

**LANDUSE@TOWNOFCARROLL.ORG**

**Revised and approved by Selectboard June 2025**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_ Office Use Only:**

**By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permit # \_\_\_\_\_\_\_\_\_\_\_\_\_ Value: \_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fee: \_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION FOR A PERMIT TO BUILD**

**RESIDENTIAL / COMMERCIAL**

**WORK LOCATION / PROPERTY PHYSICAL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Map / Lot # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Owner of Record Street Address City / Town State Phone #**

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**General Contractor Street Address City / Town State Phone #**

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**Architect/Engineer Street Address City / Town State Phone #**

**DETAILED DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

 **New Construction Remodeling**

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**DEBRIS FORM:**

**A condition of the Building Permit is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility. The Debris will be disposed of in:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROPERTY:**

 **If dwelling**

**Existing use: \_\_\_\_\_\_\_\_\_\_\_ Proposed use: \_\_\_\_\_\_\_\_\_\_\_ No. of families \_\_\_\_\_\_\_\_\_\_\_**

**Building Setbacks**

**Property line length: Front \_\_\_\_\_\_ Left Side \_\_\_\_\_\_\_ Right Side\_\_\_\_\_\_\_\_\_Rear \_\_\_\_\_\_\_**

**Property Setbacks Front \_\_\_\_\_\_ Left Side \_\_\_\_\_\_\_Right Side \_\_\_\_\_\_\_\_\_Rear \_\_\_\_\_\_\_**

**Is the property in Current Use? \_\_\_\_\_\_\_\_\_**

**Is any part of the property affected by the NH Shoreland Protection Act? \_\_\_\_\_\_\_\_**

**Is the property subject to private or class VI road? \_\_\_\_\_\_\_\_\_\_**

**Is this a change of use? \_\_\_\_\_\_\_\_\_\_\_**

**Is any part of the property located in a flood plain? \_\_\_\_\_\_\_\_**

**PLANS / DETAILS / SPECIFICATIONS**

**Any plans will be submitted in duplicate. We will retain one copy and return a field copy with any notes or comments, along with the permit card. All plans to be dated.**

**In all cases, any Field Copies will be retained on site for the duration of the project.**

**Construction Control Affidavit required, if in excess of 35,000 square feet and/or at the Building Inspectors discretion.**

**(Third Party Controller)**

***\*INSURANCE CERTIFICATES MUST BE SUBMITTED WITH THE APPLICATION, IF APPLICABLE\****

**Please be advised: You may be required to obtain additional permits from other State/Federal governmental entities.**

**I/We acknowledge that I/We may be required to obtain other permits from other State or Federal entities and I/We understand that issuance of the Building Permit does not release Me/Us from these requirements.**

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**Owner(s) Signature (required) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Owner(s) Signature (required) Date**

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**By signing this document:**

* I/We understand that the information given is true and correct to the best of my knowledge and belief.
* I/We understand that this permit is valid only for the work noted and expires 12 months from the date of issuance.
* I/We understand that all construction will be done in accordance with Town, State and Building Regulations and that compliance is the sole responsibility of the applicant.
* I/We certify that all requirements specified in the Zoning Ordinance shall be met and that all structures shall comply with setback requirements as stated therein.
* I/We understand that the proposed work shall be done in accordance with the plans, sketch and specification submitted. I/We further understand that no changes to the permit shall be made without written notification to the Town and that changes may result in the need for additional approvals.
* I/We understand that the building permit card shall be posted so as to be visible from the street.
* I/We understand that violation of the terms of Zoning Ordinance, including beginning construction without a building permit, will result in an immediate cease and desist order, fees will double and I/We may be subject to fines outlined in RSA 676:17.
* I/We hereby agree the Building Inspector and/or his/her authorized agents have the authority to enter to inspect the premises at any time.
* Any damage done to any Town road or right-of-way caused by any equipment and/or work performed by the land owner, agents or contractors will be brought back to the original condition or better by the owner at the owner’s expense
* Certificate of Occupancy application is an additional application & separate of this application

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Owner(s) signature (required) Date

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Agent(s) Signature (required) Date

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Municipal Use Only

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Code Enforcement Officer Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town of Carroll, Fire Chief Date

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**TOWN OF CARROLL**

**BUILDING DEPARTMENT**

**Procedure for Permit Application & Building Inspections**

**Application for a permit and payment of the permit fee does not grant approval to proceed. No work shall begin until approval is received. If work is begun before the building permit is issued, it will not be inspected and a certificate of occupancy will not be issued.**

**ALL PERMIT FEES WILL DOUBLE IF WORK HAS BEGUN BEFORE A PERMIT IS ISSUED WITH THE ADDITION OF THE SELECTBOARD FEES BELOW:**

**1st OFFENSE FEE IS $1,000.00 PER MONTH**

**REPETATIVE OFFENSE $5,000.00**

**REPLACEMENT PERMIT CARD $75.00 FEE**

**Fees:**

**Residential Building .002 x value (Minimum $150)**

**Multi-Family Home / Condo .002 x value (Minimum $150**

**Renovations .002 x value (Minimum $150)**

**Commercial/Industrial .002 x value (Minimum $200)**

**\*\*Any re-inspections will be subject to an additional $75 fee\*\***

**(Fees are Subject to Change)**

**Applicant Must:**

1. Obtain:
2. State Approval for construction of a Septic System.
3. Water hookup permits if serviced by Town Water.

All applications for the use of water shall be made to the Selectmen’s office prior to application for any required building permits or before commencing building or site work, whichever is earlier. The application shall be supplemented by plans, specifications, or other information considered necessary, in the judgement of the

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**TOWN**. Application fees shall be as provided in the fee schedule and shall be paid at the time the application is filed. The **OWNER** of a proposed connection shall be responsible for all costs associated with the installation of a new water service including the tapping of the main, saddles, piping, valves, fittings, valve boxes, meter, backflow preventer, control wiring, touch pads or other reading devices, excavation, backfilling, gravel, asphalt concrete, and any other fees associated with the installation of a new service. Payment of application fees shall be deemed to cover routine costs of administration and inspection of facilities and connections. However, the Selectmen may require payment of additional costs where administrative or inspection activities involve substantially more activity than the standard installation.

1. Obtain a driveway permit from the Town of Carroll or State of NH as applicable. Driveway profiles to be indicated on all application and drawings for State Septic Approvals.
2. Show Town of Carroll tax map identification on All Permit Applications.

(This information can be found on [www.townofcarroll.org](http://www.townofcarroll.org))

1. Complete the application in full. If “not applicable” write “N/A” on the form.
2. Expansion of foot print, provide 2 copies of certified surveyed plot plan with placement of structures, driveways and all setbacks as well as 2 copies of blue prints for project to include foundation plans, floor plans, framing, elevation and thru sections.
3. Identify all plans with Owners names, dates and tax maps.
4. If you **DO NOT** own the property that the permit is being applied for, you **MUST** include a letter from the property owner authorizing you to act as their agent on their behalf.

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1. Provide a photo copy of NH Master Electrician license **AND** a copy of NH Master Plumber license **AND** a NH Gas License.
2. The property owner of a single-family dwelling occupied by the owner as their **primary** domicile with no other living units in the structure may do their own electrical and plumbing work, but the work must comply with the applicable codes. Typically work done by an unlicensed tradesman will be inspected with a State Electrical or State Mechanical Inspector in conjunction with the Building Inspector.

**INSPECTION REQUIREMENTS**

**OWNER / AGENT TO CALL FOR INSPECTION**

 **\*\* 24 HOUR NOTICE MUST BE MADE PRIOR TO EACH INSPECTION**

 **YOU MUST CALL 603-846-5754 TO SCHEDULE\*\***

1. Foundation locations for **NEW Dwellings** must be **certified** and **must be** **received in office prior to foundation inspection.**

1A. Foundation footings and walls must be inspected before concrete is placed.

1B. Foundation must be stripped with all drainage in place and damp proofed (Footings and foundations must be installed to a minimum of 4’ below grade).

1C. Any underground Plumbing or Electric shall be inspected and or tested before backfill.

1. Rough Stage – all rough wiring, rough plumbing, HVAC, rough gas piping, masonry in place and rough framing completed.

Building shall be weather tight with all doors, windows and siding installed.

Meter sockets installed and grounded with the main breaker in place.

All fire separations of party walls visible.

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Plumbing systems required to be pressure tested with 5 lbs. of air pressure or filled to the roof with water.

1. Insulation completed and visible with vapor barrier installed.
2. Temporary Electrical Service.
3. **Final** **Inspection / Certificate of Occupancy –**

**PROPERTY MUST BE VACANT AND WITHOUT FURNITURE**

1. Oil/Gas Burner & Sprinkler / Cistern approved by the Fire Chief prior to requesting final inspection by Building Inspector.
2. **All permits** up to date and in file (building, septic, well, plumbing, electrical, chimney, oil/gas burner).
3. Completed well information sheet, signed by the well driller.
4. State Approval to **operate** the Septic System.
5. Signed Certification of compliance to NH Energy Code.
6. If applicable, the Fire Department must sign the Certificate of Occupancy prior to the Code Enforcement Office.

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**INSPECTION SCHEDULE**

* Footings before any concrete is poured
* Foundation walls before any concrete is poured
* Framing
* Plumbing / Gas
* Electrical
* Insulation
* Final Inspection
* Certificate of Occupancy – Certificate of Occupancy is an additional application and fee

**NEW BUILD REQUIREMENTS**

* Foundation Plan / Footing Layout
* Full set of Framing Plans
* Floor Plans
* Ceiling Plans
* Roof Plans
* Through Section
* Exterior Deck Plans
* Stamps on all engineered lumber, floor system & Roof Trusses

Currently Adopted Codes

The Town of Carroll follows and enforces the State of NH List of Adopted Building and Fire Codes. See attachment.

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