

## Building Permit Instructions

THE FOLLOWING PROCEDURES MUST BE COMPLETED AND SUBMITTED BEFORE  
A ZONING COMPLIANCE PERMIT IS APPROVED

THIS IS NOT A BUILDING PERMIT – IT'S AN APPLICATION! No building shall be started until you receive an approved permit from the Zoning Compliance Officer.

1. Septic System Designs must be reviewed by the Zoning Compliance Officer before receiving State approval.
2. If your proposed driveway exits onto a Town highway, you must have an approved permit issued by the Road Agent. \*\*If driveway exits onto a State highway, you must have an approved access from the NH Department of Transportation, (603) 485-9526 prior to receiving a building permit.
3. A plot plan showing boundaries must be included. This is to ensure setbacks, lot size and frontage requirements are met.
4. Commercial buildings and / or businesses must meet State requirements. Example: a restaurant needs:  
a) approval from the Department of Health and Human Services, b) a set of plans submitted to the Epsom Fire Department for review before building begins, and c) a site plan review with the Planning Board.
5. A Certificate of Compliance is required from the NH Public Utilities Commission (Energy Division), 8 Old Suncook Road, Concord, NH 03301 (603) 271-6306 for new homes and additions.
6. If building is to occur during the spring season, you must ensure and plan for the road weight limit of 6 tons, which is posted annually. Generally this posting occurs from March 1<sup>st</sup> through April 30<sup>th</sup>.
  - a. Insurance bonds in the amount of five thousand dollars (\$5,000) and written approval from either the Epsom Board of Selectmen or the Epsom Road Agent is required to travel Town Ways after this posting occurs. The Board of Selectmen / Road Agent have the authority to deny roadway access due to weather conditions.
7. Any proposed construction in wetlands must receive a Wetlands Permit from NH Department of Environmental Services, Wetlands Bureau (603) 271-2147. (Construction includes driveways, additions, sheds, etc.)
8. Further approvals may be required from the Zoning Board of Adjustment or Epsom Planning Board.
9. An electrical inspection by the Fire Department will be done prior to the installation of insulation and sheetrock. Please contact the Fire Department at (603) 736-9291.
10. a. A permit to install and operate oil-burning equipment is required prior to the installation of oil-fired burners. This can be obtained from the Fire Department at (603) 736-9291.
  - b. In order to receive an address for the property you must have the driveway in its final location. Then contact the Fire Department to request an address. (603) 736-9291
  - c. All new businesses whether in a new building or going in an existing building must submit plans to the Fire Department for review and a final inspection must be performed prior to opening.
11. Any other State & Federal permits as needed.

Contact with any questions: Zoning Compliance Officer John Hickey at the Town Offices (603) 736-9002 or  
By cell phone (603) 608-7101

**Applications for all Building Permits become null and void if permit is not issued within one year of application.  
Fees received are non-refundable.**

## ZONING COMPLIANCE APPLICATION FEES

Single Family House / Mobile Home	\$750.00 Includes C/O
Duplex	\$750.00 Includes C/O
Apartment Building	\$750.00 per Unit Includes C/O
Apartment Added to Home	\$750.00 Includes C/O
Seasonal Home to Full Time	\$750.00
Accessory Dwelling Unit	\$300.00 Includes C/O
Commercial Building	\$750.00 per Unit Includes C/O
Mobile Home in M/H Park/ Replacement Home	\$325.00 Includes C/O
Additions / Dormers – Residential & Commercial	\$ 75.00 up to 50% of Current Square Footage \$100 more than 51% Includes C/O
Temporary M/H or Camper during construction 1-year	\$325.00
Deck, Shed, Lean-to, Pool, Outdoor Furnace & Vehicle Shelters	\$ 40.00
3-season Porch, Barn, Garage	\$ 60.00
Certificate of Occupancy	\$ 25.00
Demolitions of Existing Building(s)	\$ 30.00
Renewal of Building Permit for one (1) year Additional year (only one renewal allowed) Request must be submitted 14days prior to expiration	\$ 20.00
<b>Business Permits</b>	
In Commercial Units & Additions	\$ 40.00
Antenna on Towers	\$ 50.00
Single Building (Garage / Residence, etc.)	\$100.00
In Home Business	\$ 30.00
Seasonal Business	\$ 25.00
<b>Signs</b>	
Permanent	\$ 50.00
Temporary – Additional 30 days only	\$ 25.00
1 Renewal of Temporary Sign – Additional 30 days only	\$ 25.00
Temporary – Agriculture (Vegetables, Trees, etc.)	\$ 15.00
<b>Solar</b>	
Permit Required	No Fee