

**Town of Unity
New Construction Submittal Checklist**

- Address of Subject Property.
- One Plan submitted to Town with permit application.
- Foundation Plan and Foundation Detail – Indicate size of footings, sill plates, reinforcements, anchor bolts, washers and slope/grade.
- Floor Plan – Indicate the new areas, door sizes, window sizes, headers, electrical outlets, light switches, light fixtures, FAU registers, heat source and plumbing fixtures.
- Front and Side Elevations – Include finish materials (stucco, siding, fire treated shakes, etc.); show slope of lot and building height to finished grade.
- Framing Plan – Show all lumber sizes, ceiling and floor joist schedules, shear wall schedule, wall construction, roof plan and nail schedule.
- Roofing Plan – Indicate type of roof, pitch, ridges, rafter spans, valleys, hips, flashings, overhangs, drainage and show all lumber sizes.
- Energy Compliance Forms – Two sets of Title 24, will be required to indicate compliance with the California Energy Commission regulations. The CF-1R and MF-1R must be reproduced on the plans.
- Structural Calculations – As required.

In Addition:

Plan for removal of construction debris.

***Applicant MUST PICK UP PERMIT WITHIN 30 DAYS OR PERMIT IS VOID.
Please POST accordingly.**

**Town of Unity, New Hampshire
Building Permit Application**

Certificate of Occupancy- \$35.00 _____	Demolition Permit-\$20.00 _____
Building Permit –Basic Fee: _____	Sq. Ft X .10 = _____ Total _____

Building Inspector will issue a building permit when everything is in compliance.

Date _____ Permit Number _____
Owners of Record _____
Property Address _____ Telephone, home _____
Cell _____ E-mail _____
Reason for Permit _____ Map# _____ Lot# _____
Check one - Entire New Work _____ Addition _____ Alteration _____ Change of Use _____ Attach Plans, Specifications and of Statemenwork _____

Any dwelling unit must be a minimum of 750 square feet per Unity Building Code.

Driveway Permit (separate document) is required for new building lots. Issue date: _____

Note: A Road Release (separate document) may be required.

Septic Designer _____ Address _____ Telephone _____

NH License # _____ State Septic Approval # _____

Septic Contractor _____ Address _____ Telephone _____

Construction Contractor _____ Address _____ Telephone _____

Total square footage of living space _____ sf. 1 story _____ 2 story _____ Garage/Barn _____ sq.ft.

Foundation type _____ Other Remarks _____

Electrical Contractor _____ Address _____ Telephone _____

NH License # _____ Renewal Date ___/___/___ Service Panel Amperage _____

Plumbing Contractor _____ Address _____ Telephone _____

NH License # _____ Renewal Date ___/___/___

Type of Heating System _____ Type of Chimney _____

Other Remarks _____ State Intended Use of Building _____

Note: Anything that moves into town or moves within town must be inspected. Previously owned manufactured housing must be inspected by the Building Inspector before it is moved into town.

I hereby apply for a building permit to cover the above described construction agreeing to comply with the existing building and land use ordinances and regulations of the Town of Unity and the State of New Hampshire. The building permit will become void unless operations are commenced within 6 (six) months. Applicant must pick up permit within 30 days and post accordingly.

Call Paul Moeller, Building Inspector, with any questions at 398-4017.

Signature of Owners _____ Date ___/___/___

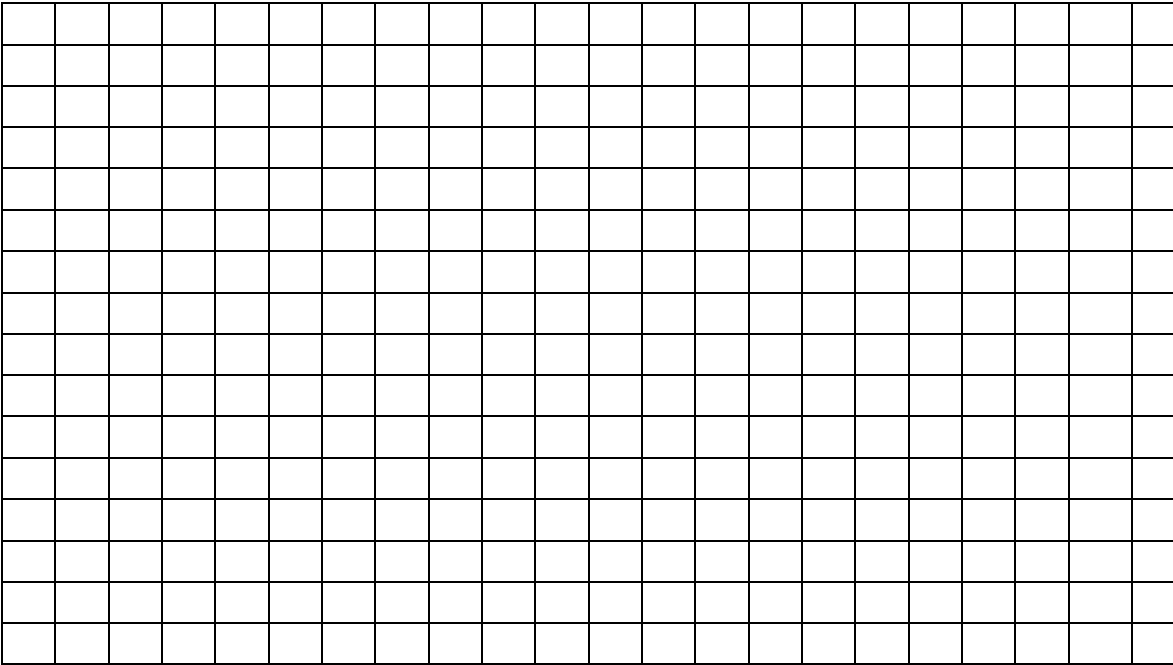
Is this property located in a flood hazard area? Yes No

Building Inspector _____
Signature _____ Date _____

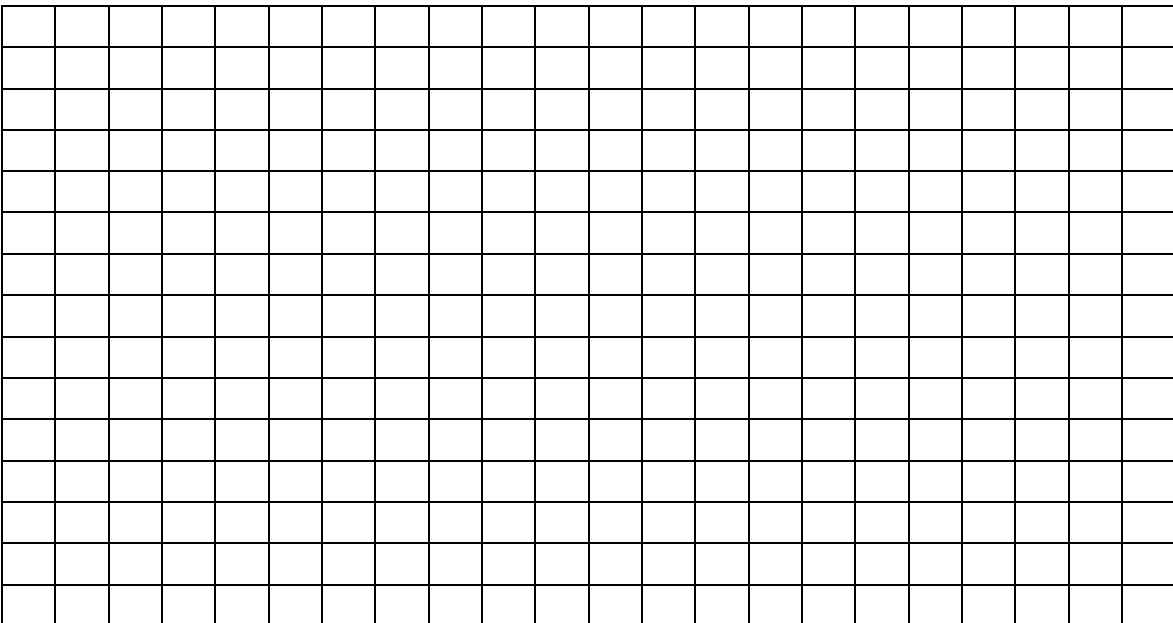
Notes/Comments: _____

Pursuant to RSA 676:17 – Any person who violates any of the provisions of this title, or any local ordinance, code, or regulation adopted under this title, or any provision or specification of any application, plat, or plan approved by, or any requirement or condition of a permit or decision issued by, any local administrator or land use board acting under the authority of this title shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person; and shall be subject to a civil penalty of \$275 for the first offense, and \$550 for subsequent offenses, for each day that such violation is found to continue after the conviction date or after the date on which the violator receives written notice from the municipality that the violator is in violation, whichever is earlier. Each day that a violation continues shall be a separate offense.

Please make sure to include dimensions to all boundaries, wells, septic area, etc.



Please provide a drawing of the placement of the driveway on this property. Please make sure to note dimensions to all boundaries and buildings, location of wetlands and the line of sight (length).



Revised Building Codes & Regulations for the Town of Unity March 2002, September 11, 2017
 Fee Schedule April 7, 2008, October 22, 2018

The purpose of this code is to provide minimum standards for the protection of life, limb, property, and health and for safety and welfare of the consumer, general public and the owners and occupants of the Town of Unity. The provisions of this code apply to the construction, alteration, repair, use, occupancy and maintenance of single family dwellings and their accessory structures. Upon presentation of proper identification, the building inspector may at reasonable times enter a building for which a permit has been issued for the purpose of performing his duties as Building Inspector. A permit shall be obtained before beginning construction, alterations or repairs, other than ordinary repairs. Ordinary repairs are nonstructural repairs and do not include additions to, alteration of or changing the use of any structure or dwelling.

Permit fees shall be as follows:

Dwelling – House	\$40.00 & \$0.10 per sq.ft. (footprint)
Manufactured housing –Double Wide	\$40.00 & \$0.10 per sq.ft.(footprint)
Mobile Homes	\$25.00 & \$0.05 per sq.ft. (footprint)
Out of Town Mobile Home Inspections:	\$25.00 plus ϕ .535/mile for travel*
Additions	\$25.00 & \$0.10 per sq.ft. (footprint)
Alterations	\$25.00
Garages/Barns/Car ports/Sheds 100 sf. +	\$25.00 & \$0.10per sq.ft. (footprint)
Sheds – less than 100 sq. ft.	\$15.00
Decks	\$20.00 If 4 sides are enclosed see garages.
Porches	\$20.00
Gazebos- Screen House	\$15.00
Commercial Building	\$50.00 & \$0.15 per sq.ft. (footprint)
Temporary Structures such as Trailers & Box Containers	\$25.00 & \$0.10 per sq.ft. (footprint)
Demolition Permit	\$20.00
After the fact building permits	\$50.00
Certification of Occupancy	\$35.00
Change of Use from Original Permit	\$50.00
(will require Site Plan Review from Planning Board)	
Wood Boiler/Furnace/Boiler/Solar	\$35.00

**Estimated mileage (current IRS rate) plus permit fee due prior to inspection of mobile home*

No application for a permit required by this ordinance shall receive action by the Building Inspector unless in writing. A sketch or plan of the proposed building and a statement of its intended use shall accompany all applications for a permit to build or construct any building when built or constructed. A building permit shall become void unless operations are commenced with six (6) months from date of approval, unless the building official extends such time. The applicant must also have a state septic approval number and approval for construction before any permit for a residence can be issued.

Upon receiving such application the Building Inspector shall promptly take such action as may be indicated in the way of merits of the application. He may, without judging the application on its merits, refer the application to the Board of Adjustments. If, however, he finds the proposed building or use of proposed buildings to conform with the law and this ordinance he may at once issue the permit in writing over his signature, If he finds the proposal in any conflict with the law or this ordinance he shall fix whatever restrictions or conditions on the proposed construction or use as may be in his best judgment, right and proper, or for reasonable cause refuse the permit.

No building or structure shall be constructed, altered, or put to a different use unless it complies with the National Building Codes Statutes

**Town of Unity- Building Permit Procedure
Residential**

The entire application and the following information must be completed and submitted to the town office where it will be reviewed by the building inspector and any other official deemed necessary for approval of this project. Please allow ten days for these plans to be reviewed.

New Buildings, Manufactured Housing and Additions

1. Approved septic design.
2. Driveway permit. This will be reviewed by state and local road agents and the Planning Board as necessary.
3. A site or plot plan of the lot showing the proposed and existing structures and set-backs from the property line.
4. A complete set of building plans showing the material list, foundation / drainage, joists, rafters, studding, window and door schedule, insulation, etc.
5. After this criteria is met, submitted, reviewed, and the application fee is paid a building permit will be issued.

Please note that you may be required to file an intent to cut with the town office if you are cutting trees on this property, depending on the size and quantity of the trees cut. Please call the town office to determine if you need to file.

When construction begins the following code compliance inspections must be done by the building inspector, and **must be requested at least 24 hours in advance.**

1. Foundation footings, forms and reinforcements if applicable. Lot pins must be in place at this inspection to assure the setback requirements are met. If the pins are not there or the setbacks cannot be verified, the construction will not be approved or allowed to continue. **Do not pour concrete until the above has been approved.**
2. Foundation insulation , waterproofing and drainage , prior to back filling
3. The Fire Department must inspect the installation of all under-ground fuel tanks and piping prior to back filling
4. Structural rough frame, electrical and plumbing prior to covering.
5. Final Inspection to include plumbing, heating, electrical, and other code issue or miscellaneous item as applicable to the project. **We would appreciate this being scheduled at least 4 or 5 days in advance.** The owner/applicant **MUST** request a Certificate of Occupancy after this inspection.

A building or structure shall not be used or occupied in whole or in part, until a Certificate of Occupancy has been issued. If you have a septic system on your property, an Approval of Operation for that system must be received from the State of New Hampshire, Department of Environmental Services, before a Certificate of Occupancy may be issued.

If you have any questions call Paul Moeller, 603-398-4017 or the Town of Unity Office at 603-543-3102.

Application must be signed by the property owner.

I have read and understand the information above.

Signature _____ Date _____