



## Town of Warner

Post Office Box 265 ~ 5 East Main Street  
Warner, New Hampshire 03278  
603-456-2298 ~ WarnerNH.gov

Building Permit Number: \_\_\_\_\_

### **Building Permit and Code Compliance Certificate Instructions**

*Please review the frequently asked questions before you submit your application.*

*The frequently asked questions are at the rear of the application.*

**Applying for a Building or Demolition Permit:** A Building Permit/Code Compliance Certificate is required before you begin construction, an alteration, or major repairs. It should be noted, however, that there are instances when a Building Permit may not be required (**see frequently asked questions**). Additionally, noncompliance may necessitate a land use relief request, based on discoveries made during the Permit review process.

**Completed Application:** To best use your time and staff time, please complete the application and all required information. Refer to the checklist in this application. ***The application will not be sent for approval unless it is complete.***

**Application Review:** Staff will review the application for completeness and compliance. The Select Board will act to approve; approve with conditions; deny; or request additional information, per Warner's Building Code and State of NH RSAs. Please note that the Town of Warner will issue fees and fines in accordance with RSA 767:17. ***Once a completed application is received, it can take up to 21 days for a decision to be made.***

**Signature Required:** The property owner is responsible for the application's correctness and must sign the application. If an owner wishes for a contractor or agent to manage the process, the property owner must sign an authorization letter stating that purpose. A copy of the deed must be included if the property was purchased in the last 30 days.

### **Application Filing Requirements:**

A plot plan drawn to scale is necessary for a building permit application. Since a similar plan is necessary for a Zoning Board of Adjustment application and for Planning Board approval, the plan can serve multiple purposes. Cautious judgment should be used in deciding how to execute this requirement because while it may not be necessary in simple situations, some requests require high levels of detail. Lack of an accurate plot plan often results in needless delay and expensive misunderstandings. A Plot Plan must have the following features:

- Must be drawn to scale with a North arrow
- Show the lot's perimeter dimensions, setback lines, buildable area calculation, and zone district change lines if applicable.
- Location and dimensions of required service areas, buffer zones, safety zones, utility poles, rights-of-way, streams, wetlands, drainage, easements, and flood plain delineation.
- All existing buildings or other structures with their dimensions, setback lines, and encroachments.
- All proposed buildings, structures, and additions that encroach, their dimensions, setback distances, and proposed encroachments should be indicated as "proposed encroachment".
- Driveways and driveway culverts and parking areas with dimensions.
- Building plans drawn to scale. Floor plans showing all interior changes, dimensions, and square footage of each floor and building elevations showing roof height, roof slope, and roof configuration.
- A survey prepared by a licensed surveyor is required if the proposed construction is within 250-ft of a water body, near a wetland, or 100-year flood plain line.
- Payment of all applicable fees, according to the current schedule of fees. A fee schedule is included and can be found on the last page of the application and on the Town website. WarnerNH.gov
- Copy of all other approvals, as required and described within.

Once you have completed your building permit application and are ready to submit it, please deliver it to the Warner Town Offices, 5 East Main Street, Warner, NH 03278. If you have further questions, the Selectmen's Office can be reached at (603)-456-2298 ext. 3 [Assessing@WarnerNH.gov](mailto:Assessing@WarnerNH.gov).

***The Town understands that your project is important and wants to make the process as simple and easy as possible.***



## Town of Warner

Building Permit #: \_\_\_\_\_

### **Building Permit/Code Compliance Certificate**

#### **Contact Information**

Property Owner(s): \_\_\_\_\_ Tax Map & Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Construction Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Electrician: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Plumber: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Gas Fitter: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### **Building Inspector:**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Selectboard Members:**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Name of Designated Agent: \_\_\_\_\_ Agent Address: \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Email: \_\_\_\_\_

*< Authorization letter required for contractor to act as agent >*



**Building Permit #:** \_\_\_\_\_

[illegible]

If a solar array, please list the size, number of panels, and KW.

Total Estimated Cost of Construction (including groundwork): \$ \_\_\_\_\_



## Town of Warner

Building Permit #: \_\_\_\_\_

Type of Improvement			
<i>(check all that apply)</i>			
Demolition	<input type="checkbox"/>	Shed	<input type="checkbox"/>
ADA Improvements	<input type="checkbox"/>	Dock	<input type="checkbox"/>
Interior Improvement	<input type="checkbox"/>	Pre-site Construction	<input type="checkbox"/>
Plumbing, Electrical, Mechanical, Heating/Cooling	<input type="checkbox"/>	New Single-Family Dwelling	<input type="checkbox"/>
Exterior Improvements - (no change in building footprint - new roof, new siding, new windows, etc.)	<input type="checkbox"/>	New Two-Family Dwelling	<input type="checkbox"/>
Energy Related Improvements (solar, geothermal, new generator)	<input type="checkbox"/>	New multi-family dwelling (3 or four or more units)	<input type="checkbox"/>
Living Space Over Garage or Detached Building	<input type="checkbox"/>	Manufactured Home	<input type="checkbox"/>
Accessory Dwelling Unit (ADU)	<input type="checkbox"/>	Boathouse, Garage, Barn, etc...	<input type="checkbox"/>
Change in Building Footprint	<input type="checkbox"/>	Non-Residential (Commercial or Industrial)	<input type="checkbox"/>
Relocation of Structure on Property	<input type="checkbox"/>	Temporary Structure	<input type="checkbox"/>
<b>Other (please describe)</b>			

Please check the box for the appropriate response:		YES	NO
1	Are any changes proposed for the interior?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is your property in the Warner Water Precinct?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is your property on a septic system?	<input type="checkbox"/>	<input type="checkbox"/>
4	Is your property connected to the Town Sewer?	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the project involve a multifamily (3 or more units)?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does your project involve a commercial, industrial site, or change in use?	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the building footprint going to be changed?	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the property classified as being under Current Use?	<input type="checkbox"/>	<input type="checkbox"/>
9	Is your property subject to a Conservation/ Preservation Easement?	<input type="checkbox"/>	<input type="checkbox"/>
10	Is your property within 250ft of any water body river, lake, pond or wetland?	<input type="checkbox"/>	<input type="checkbox"/>
11	Is your property within 250ft of 100-year Flood Plain? (See Warner's Floodplain Development Ordinance)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Notes:</b>			



## Town of Warner

Building Permit #: \_\_\_\_\_

### Information/Documents Needed to Process Building Permits

*Please date and initial all items submitted.*

Document	Date	Initials	Received By and Notes:
Complete Application			
Signed Authorization Letter			
Fees Paid in Full			
Plot Plan			
Floor Plans-sq. ft of each floor, total new sq. ft			
Energy Code Form			
Estimated Cost of Work			
Height (maximum) of building			
Septic System Approval #			
Town Sewer Approval			
Driveway Town/State Approval			
Updated Current Use sketch			
Erosion and Sedimentation Plan			
Floodplain Elevation Certificate			
ZBA Approval			
Planning Board Approval			
State of NH or Federal Permits			
Easement Documents			
Asbestos Notification/Lead Safe Certificate			
Other:			

**The applicant agrees that the proposed building project described above will conform to all Warner Ordinances (Building, Zoning, Floodplain, etc...) and with all other requirements of the Town of Warner and the State of New Hampshire. Further, the signer certifies that all information provided supporting this application is true and complete and authorizes inspection by town staff for this permit.**

Signature/s: \_\_\_\_\_

Date: \_\_\_\_\_



## **Cost Sheet for Building Permits**

Please note that the Town of Warner will issue fees and fines in accordance with RSA 767:17.

### **Residential**

New Home	\$300 + \$.35/ SF (all floors including Bsmt.)
Addition/Alteration	\$100 + \$.75/SF (all floors including Bsmt.)
Decks, Docks, Porches, Permanent Pools	\$75 + \$.25/SF (all floors including Bsmt.)
Garages, Sheds	\$100 + \$.25/SF (all floors)
New Structure, Accessory Structure, Additions, Alterations (change to footprint)	New \$300+\$.75/SF (all floors inc. Bsmt.)
New Structure, Accessory Structure, Additions, Alterations (no change to footprint) - S/F only applies to additional floor area resulting from alteration, not involving bedroom, kitchen, or dwelling	\$200+ \$.25/SF (all floors)
After-the-fact - Regular permit applications must also be submitted with this permit.	2x permit fee + \$50 each day without a permit

### **Commercial, Institutional, Multi- Family (3+)**

A New Structure, Accessory Structure, Additions, Alterations (change to footprint)	New: \$300+\$.35/SF (all floors inc. Bsmt.)
A New Structure, Accessory Structure, Additions, Alterations (no change to footprint) - S/F only applies to additional floor area resulting from alteration, not involving bedroom, kitchen, or dwelling	\$250+ \$.25/SF (all floors)
After-the-fact - Regular permit applications must also be submitted with this permit.	2 x permit fee + \$50 each day without a permit

### **Other Fees**

Alternative Energy Systems	\$100 wind and solar
Solar collectors (ground-mounted)	\$50 retaining walls (ea.)
Demolition Permit	\$150 unless associated with a rebuilding project
Driveway Application, Paving Permit	\$200
Sign Permit	\$150
Telecommunication Towers	\$1,500
Temporary Structures - Trailers, Storage Container Boxes and Construction Offices	\$175 each unit
Tree Cutting Permit in Conjunction with Shoreland Permitting	\$100
Mechanical (HVAC, Electrical, Plumbing, Generator)	\$120
Erosion Control Permit	\$50
Excavation Permit	\$100
Septic Inspection	\$150

### **Plan Review Fees**

<b>Residential (per unit)</b>	\$150
Additions, Renovations	\$100
Accessory Additions, Renovations	\$50
<b>Commercial</b>	\$200
New	\$200
Addition, Alteration	\$150
<b>Re-Inspection</b> - (inaccessible, missed appointment, not ready for inspection)	\$65 fee due prior to re-inspection



## Building Permit Application Frequently Asked Questions (FAQs) PLEASE READ

*This will save you, your contractor and staff time.*

**When is a building permit required?** As a rule, if you are constructing a temporary or permanent structure, you will need a building permit. A building permit is required for any new structure, adding square footage, converting the basement or garage to living space; moving a structure to another location on the site; changes to the interior layout of the building including moving walls, changing structural components and other interior improvements such as remodeling; demolition of a structure or demolition of interior space; installation of solar panels (ground and roof mount) systems; installation of new energy systems (geothermal, solar panels, other); docks; boathouses; decks, ADA improvements; accessory dwelling unit (ADU), garage, shed, carport, in-ground swimming pool and other buildings and structures.

**What types of projects or improvements DO NOT need a building permit?** A building permit is not required for the following types of repairs or improvements: alarm systems; caulking; electrical repairs such as faulty light fixtures, switches and outlets; installing a fence; minor plumbing repairs or replacement of kitchen or bathroom faucet fixtures such as fixing a leaky faucet, traps, carpet installation, sanding floors or replacing flooring; the installation of appliances such as installing a dishwasher, stove, refrigerator, washer, dryer or other household appliances; installing insulation; locks for doors and windows; interior and exterior painting; patching a wall; repairs or replacement of existing interior energy systems such as furnace, hot water heater, or trash compactor; staining or treatment of a deck or dock; building or repair of a stonewall; wallpapering; minor household maintenance issues; replacing windows and doors in the same location; interior demolition, as a result of a plumbing mishap or other minor home maintenance, or if immediate repair is needed; replacing a damaged or broken cabinet (does not include remodel of kitchen and bathroom); roofing repair or replacement: IN KIND ONLY; i.e. shingle to shingle, metal to metal; wall papering; other minor interior or exterior home repair; the placement of lawn furniture, portable barbecue grills, wells and well heads serving individual lots, fences, animal shelters under 40 square feet, children's swing sets, children's tree houses (provided no utilities of any kinds are connected), dumpsters, temporary portable toilets, flagpoles, sandboxes, playhouses and other playground equipment, free standing hot tubs (not including the deck, pad or slab on which it is placed), propane tanks serving individual residential properties (not including the deck, pad or slab on which it is placed), heating, ventilation and air conditioning (HVAC) equipment, generators (not including the slab), Essential Services equipment (cabinets for switching, connecting and distributing electric power, telephone, cable and fiber optics), tents used for camping or temporary functions and gatherings and equipment.

**Is a plot plan or survey required?** A building permit application must be accompanied by a plot plan drawing of the site. You are responsible for accurately showing the property boundaries and location of structures and features. You should NOT rely on the tax map to prepare the plot plan, particularly if your application involves a new structure, a change in the footprint of a structure or any change that would reduce a setback. Refer to your deed and or consult a surveyor. To prepare an accurate plot plan, it is strongly recommended that you have a survey done of the property. If the site includes sensitive site features such as wetlands, streams, rivers, or the property is located in any of the Town's recognized special districts, such as the Intervale Overlay District, Ground Water Protection District, 100 Year Floodplain area, or any other districts which serve to protect local



natural resources, and if any new structures are proposed, or any use is proposed which may reduce the setback to said natural features, a survey that is less than ten (10) years old showing the location of the features and property boundary lines must be provided. Sensitive site feature boundaries must be based on a site survey provided by a NH licensed surveyor. If the building permit relates to a structure that will be within the

applicable required setback, that specific property boundary must be identified based on a boundary survey plan. A survey is not required for existing structures that would not reduce the setback distance from the property boundary. If the survey is older than ten years, the applicant must affirm in writing that there are grounds to believe the survey remains reliable. If only one boundary line is an issue, you may rely on other known surveys prepared for the adjacent property, if such boundary line is included in said survey of the property. All surveys submitted with a building permit application must include the name, stamp and signature of a NH licensed surveyor.

**How long does it take to get a building permit?** If a complete application is submitted, it generally takes 15-30 days, or less. Per RSA 676:13 a completed application for a building permit will be approved or denied within 30 days; and a nonresidential application or residential application that encompasses more than 10 dwelling units, shall be approved or denied within 60 days. Once staff reviews the completed application, it is forwarded to the Planning & Zoning Administrator and Town Administrator for approval or denial. You will be notified by the front desk staff when your building permit is available for pickup.

**What Building Codes must be followed?** The Town of Warner adopted and enforces the State Building Code RSA 155-A as it may be amended in accordance with RSA 674:51. Please contact your contractor or other professional to assist you with any specific questions or details related to these codes.

**Do I need to hire an architect if I am building a new house or changing the interior layout of the structure?** No, you do not need to hire an architect, unless it is required per RSA 310-A Joint Board of Licensure and Certification. Refer to the following links for specific details. You may prepare your own floor plan drawings, unless required by the RSA (see Section 310-A:52). Any plans submitted must include enough details to adequately show the existing layout and proposed layout of the structure, noting all proposed changes to the structure.

**Does the Town of Warner have a Building Inspector?** The Town of Warner does have a building inspector. The property owner is advised to consult with other professionals if you have any questions regarding setbacks, construction requirements or other technical questions about the construction. This may save you time and money in the long run.

**How long do I have to complete my building project?** A building permit is valid for two (2) calendar years from the date of issuance (date signed by the Town).

**Must I display the approved building permit?** Yes, the approved building permit must be posted in a prominent place on the building or site until the work is completed.

**Is there a fee and is it refundable?** Yes, there is a building permit fee (please refer to the attached fee schedule). The application fees must be submitted with the completed application. Checks can be made payable to the Town of Warner. You may pay with cash, but please do not mail cash. The Town does not accept credit/debit card payments. The fee is non-refundable even if the application is denied. If you submit the incorrect amount, you will be asked to submit the correct amount when you pick up the approved permit. All fees must be paid in full before the permit is issued.





**Can a building permit be appealed?** Yes, a building permit can be appealed.

**Can I get a building permit if my property is on a private road?** See RSA 674:41.

**What are setbacks?** Setbacks are requirements of the Warner Zoning Ordinance which must be met to place a structure, or other improvement on the property. Setbacks vary by zoning district. Refer to the Warner Zoning Ordinance, which is available on the Town's website. There are also setbacks required for various State Shore Line permits.

**Does the Town issue a Certificate of Occupancy (CO)?** The Town does not issue a Certificate of Occupancy (CO). A Change of Use (Occupancy) or Layout of a Non- Residential property or building may require review and approval by the Fire Chief and Planning and Zoning Administrator per the Site Plan Regulations.

**Can vegetation be removed or cleared prior to getting the building permit?** In most instances, yes. However, in some cases other approval may be required, such as Intents to Cut regarding timber harvesting, information can be found through the Warner's Assessing Department. If your property includes sensitive natural features such as wetlands, streams, rivers, or is located on a pond or lake, you may need NH DES, Planning Board, Conservation Commission, and or Zoning Board of Adjustment (ZBA) approval. For many properties, cutting vegetation can be done without any Town approvals.

**Is asbestos testing and abatement required?** Yes. Refer to the pamphlet titled, "Renovation, Demolition and Asbestos- What Building Owners & Contractors in New Hampshire Should Know." This is NH. Department of Environmental Services (NHDES), pamphlet 201 1 (or as may be updated). Please contact NHDES directly with questions.

**Can I demolish a structure by burning it?** Questions regarding a controlled burn demolishing a structure should be directed to the Town Fire Chief. It is the owner's responsibility to ensure that all DIG SAFE and Utilities are contacted (to disconnect services) if a structure is burned or demolished.

**When can I pick up my building permit?** Town staff will call you when the building permit is available for pick-up. The building permit is generally available to pick up the day after it has been approved. You can pick up the approved permit at the Assistant to the Selectboard Administrator's office on the first floor.

**How do I know if my property is enrolled in the Current Use program?** Current Use status is reported on your property tax card - for a copy, contact the Assessing Department at the Town Office or visit the Assessing page on the Town website: WarnerNH.gov.

**What is the maximum building height?** Buildings may be no more than 35 feet in height in most cases. See Warner Zoning Ordinances for exceptions - specifically Article IV: I.

**Are there penalties for not getting a building permit and do I need an After-the-Fact Building Permit?** Yes, a building permit is required - if one is not obtained the Town will impose penalties and after the fact fees.

**How do I know if my property is in a flood zone?** The FIRM (Flood Insurance Rate Maps) for Merrimack County are available in the Town Office for review. You can also find information on the FEMA (Federal Emergency Management Agency) website.

**What State approvals may be needed?** Each property is unique and has various features, which may include proximity to a pond/lake, wetlands, streams or other sensitive environmental features. You may need approval



## Town of Warner

Building Permit #: \_\_\_\_\_

from the State, including the New Hampshire Department of Environmental Services (NHDES). NH-DES application materials and instructions are available on the NH-DES website. If you are unfamiliar with the State process or permits, you are advised to contact a professional to assist you in the permitting process. This may include a surveyor, engineer, septic designer, landscape architect, storm water professional or other appropriate professional depending on your project. You are advised to be proactive and retain the professional most suitable for your project. This generally saves you time. If you are required to have state approval, for example a Shore-land Permit, please include a copy of the approval with your application materials.

**What should I do with the construction debris?** The disposal of all construction materials must be in compliance with all Federal, State and local laws, rules and regulations. You are advised to contact a private hauler to remove all construction debris. If there is asbestos, you must dispose of it in accordance with all applicable State laws, refer to the NHDES pamphlet (found at the Town Offices) Asbestos-What Building Owners & Contractors in New Hampshire Should Know, 2011 or as amended. NHDES contact number: (603) 271-1370.

**Will someone from the Town visit the property?** Yes, the Building Inspector will visit to confirm adherence to setbacks, building codes, and zoning ordinances. The Fire Chief may inspect the property. The Assessing Department will visit all new construction in the Spring.

**May the Town ask for additional information?** Yes, the Town may ask for additional information. Please submit the required information to avoid delays in processing your application. A complete application will help you secure your permit in a timelier fashion.



## **Town Departments and Other Governmental Agencies**

This is a simple contact list of the most common departments and agencies which need to be contacted for building projects.

- **Warner Department of Public Works - 603-456-3366** - Ex: issuing new driveway or alteration to existing driveway applications and Heavy Haul permits.
- **Building Inspector – 603-848-5750 or 603-456-2298 Ext.3**
- **Warner Village Water District - 603-456-3890** - water and sewer connections.
- **Warner Fire Department - 603-456-2222** - Fire Code compliance.
- **Warner Transfer Station - 603-456-3303** - disposal of household materials and building debris.
- **NH Department of Environmental Services (DES) - 603-271-3503** - septic, wetland, shore-land hazardous waste, asbestos removal, lead abatement and other environmental related permits.
- **NH Department of Transportation, District #2 Office - 603-448-2654** - driveway permits accessing a state road.
- **NH Public Utilities Commission (PUC) - 603-271-2431** - energy code compliance.
- **US Environmental Protection Agency (EPA) - 617-918-1773** - lead abatement requirements. [Sale and Rental of Property Factsheet](#)