



# Minor Building Permit Application

Town of Milton, New Hampshire  
 Code Enforcement Department  
 55 Industrial Way, PO Box 310, Milton, NH 03851  
 Telephone: (603) 652-4501

Issue Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Permit#: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Cash/Check: \_\_\_\_\_  
 Receipt#: \_\_\_\_\_  
 Map# \_\_\_\_\_  
 Lot# \_\_\_\_\_  
 Zoning \_\_\_\_\_

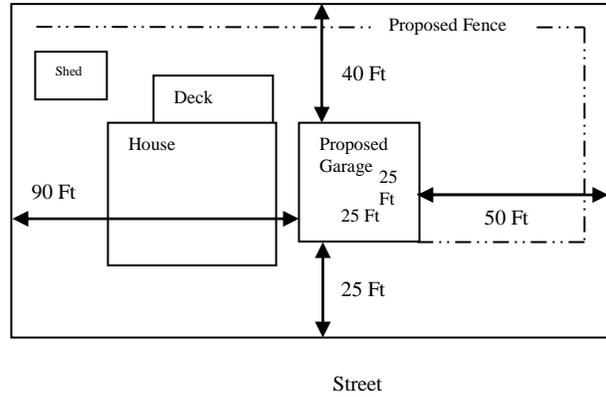
Location of Construction (Address): _____		
Property Owner: _____		Home Phone: _____
Mailing Address: _____		Cell Phone: _____
City: _____	State: _____	Zip Code: _____ Daytime Phone: _____
Contractor: _____		Phone: _____
Mailing Address: _____		Cell #: _____
City: _____	State: _____	Zip Code: _____
Cost of Construction: _____ Permit Fee: _____		
<i>Property located in:</i> Flood Hazard Area – per the Flood Insurance Rate Map (Yes / No) Is any of the proposed work located within 50 feet of a jurisdictional Wetland Area (Yes / No) – If so, please document.		
<i>Primary Use of Property Is:</i> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use (both Res. & Com)		
<i>Proposed Construction is for:</i> <input type="checkbox"/> Deck <input type="checkbox"/> Door <input type="checkbox"/> Garage (Please Check all that Apply) <input type="checkbox"/> Enclose Deck/Porch <input type="checkbox"/> Roof <input type="checkbox"/> Residential Addition <input type="checkbox"/> Pool / Hot Tub <input type="checkbox"/> Shed <input type="checkbox"/> Interior Renovations <input type="checkbox"/> Skylight <input type="checkbox"/> Solar <input type="checkbox"/> Exterior Renovations		
Description of work to be performed: _____		
Proposed Use: _____		
Property & Setback Information		
Setbacks from Lot Line to Construction:		Lot has City Water: Yes or No      Bedrooms: Existing _____ Proposed _____
Front:	Right:	Lot has City Sewer: Yes or No      Bathrooms: Existing _____ Proposed _____
Rear:	Left:	Units: Existing _____ Proposed _____
Signature: _____		Date _____

# Sketch Plan

## Instructions:

- 1) Show the Property lines and road(s).
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.

## Sample Plan:



Signature \_\_\_\_\_

Date \_\_\_\_\_

# Construction Plan

## Instructions:

Provide sufficient information as to the proposed structure.

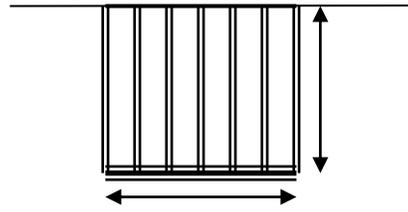
- 1) The Size.
- 2) If attached to the house, where and how?
- 3) Show Sketch below of how structure is to be framed. (Show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans.

## Sample Plan:

Deck Framing

House



Signature \_\_\_\_\_

Date \_\_\_\_\_

**Certification of Accuracy:** As owner of record, or the agent of said owner of the property in question, I certify that all information contained within this application is true and accurate to the best of my knowledge and belief.

**Certification of Compliance:** I hereby certify that I am familiar with all pertinent codes relating to the above specified work, and that all work shall be performed in compliance with these codes.

It is the responsibility of the property owner and all contractors, electricians and plumbers to obtain and post the necessary permits in a conspicuous location before any work has begun.

Electrical, Plumbing and Gas work requires a separate permit from this Building Permit.

It is the responsibility of the contractor / property owner to obtain all inspections required. Appointments for inspection require 48-hour advance notice. **This signed application constitutes consent on the applicant's part to allow for inspections at the property by the Code Enforcement, Assessing Office and any other required City Staff.** Any work that is covered prior to the inspection may be required to be removed for inspection.

Inspections are required for:

- 1) Reinforcing steel prior to pouring for footings & foundation walls.
- 2) Foundation before backfilling with drainage system, & damp proofing if required, are installed.
- 3) Rough-In: Framing with all other trades roughed in and fire blocking / draft stopping in place
- 4) Rough-In: Electrical, Plumbing and Gas.
- 5) Insulation
- 6) Final Inspection

PLEASE BE ADVISED: Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. The Building Inspector/Code Officer may grant an extension of time if a written request is submitted prior to the expiration date. Permits become invalid if work is not started within 180 days or if work is abandoned/suspended for a period of 180 days.

The STATE OF NEW HAMPSHIRE requires that ENERGY CODE COMPLIANCE CERTIFICATION be obtained for any addition to a structure greater than 150 sq ft. You may also need to obtain Certification for altering, renovating or winterizing an existing structure. More information can be found at the web site: [www.puc.state.nh.us](http://www.puc.state.nh.us) and follow the link for Energy Codes.

Applicants are advised that the making of a false statement on this form is a criminal offense.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE \*\*\*

Paid By: \_\_\_\_\_  CASH  CHECK # \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT # \_\_\_\_\_

THIS PERMIT IS  ISSUED with the following conditions:  DENIED for the following reason(s):

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## Code Enforcement Office

Instructions for Permit Applications:

1. All information MUST be printed legibly.
2. Owner name, address and phone number.
3. Location and address of work site.
4. Complete description of work to be done.

**Notes:**

It is the responsibility of all contractors, electricians and plumbers to obtain the necessary permits from the Code Enforcement office at the Municipal Building before any work has begun. Work must begin within six (6) months of the issuance of any permit.

Electrical and plumbing work requires separate permits. Electricians and plumbers must have a valid license from the State of New Hampshire to obtain a permit. Permits are not transferable.

It is the responsibility of the contractor / property owner to obtain all inspections required. Appointments for inspection require 48-hour advance notice. A rough-in inspection is required before any work is covered, and a final inspection is required when all work is complete. This signed application constitutes consent on the applicant's part to allow for all inspections at the property location listed.

No permit will be issued until all of the above information is furnished, and all the above conditions are met.

*Permits are non-transferable.*

If you have any questions, feel free to contact the Code Enforcement office at (603) 652-4501 x 5.

Statement of Compliance: I hereby apply for permission to make certain building improvements as described above (plans to be submitted, if required by the building inspector). I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit, and may be grounds for legal action against me.

Code Enforcement Approval would certify that the applicant could proceed with certain building improvements in accordance with the specifications submitted. Any deviation from the specifications submitted will require an amendment to this permit or additional permits.

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**Applicant Signature**

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**Date**

# Technician Permits

## Plumbing, Electrical, Gas, Oil, Mechanical

*\*All Technicians must pull their own permits and have proof of Licensing and/or Certification*

Please list your Technicians:

Plumbing -

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Name / Business

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Mailing Address and Phone Listing

Electrician -

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Name / Business

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Mailing Address and Phone Listing

Gas / Propane -

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Name / Business

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Mailing Address and Phone Listing

Oil / Mechanical -

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Name / Business

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Mailing Address and Phone Listing

**Town of Milton**  
55 Industrial Way  
Milton NH, 03851



**Land Use and Code Enforcement**  
PO Box 310  
(p)603-652-4501  
(f)603-652-4120

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### **Water Quality Management**

The Milton Conservation Commission (MCC, <https://www.miltonnh-us.com/conservation-commission>) and Three Ponds Protective Association (TPPA, <https://www.facebook.com/threeponds.net>) are teaming up to provide educational materials to Milton residents about taking care of our lakes, our most precious natural resource and the engine of our town economy. Below are links to several short, interesting and fun videos on crucial topics for protecting lake water quality, produced by state environmental and health departments. We also are pleased to provide an informational sheet about boating safety, links to the latest TPPA newsletters, and a video by local expert Professor James Haney featuring in-depth information about cyanobacteria. In addition, we offer specific resources for shore land homeowners about best practices in caring for their lake shore property to keep our lake water clean.

#### **For Lake Shore Homeowners: MS4 and Shoreland Protection**

##### ***NH Homeowner's Guide to Stormwater Management***

(<https://www4.des.state.nh.us/SoakNH/wp-content/uploads/2020/03/Homeowners-Guide-to-Stormwater-Management-2019.pdf>) – an invaluable and comprehensive guide from DES on best practices in reducing runoff from your shore land property.

**DIY Fact Sheets** (<https://www4.des.state.nh.us/SoakNH/resources-2/diy-fact-sheets/>) - scroll through the page to find the appropriate DES fact sheets for your situation.

##### ***Conservation Practices for Homeowners***

(<https://www.maine.gov/dep/land/watershed/materials.html>) – scroll down the page for this Fact Sheet Series as well as a Buffer Handbook and Buffer Plant list from the Maine Department of Environmental Protection.

**Milton's Storm Water Management- MS4.** (<https://www.miltonnh-us.com/storm-water-management-committee-ms4>) This will bring you to the community website and will have the most up to date progress on the communities MS4 requirements. Reference town maps and other educational sources.

**Questions? Want help identifying erosion areas on your property?** Get advice or ask for a site visit from Wayne Sylvester, MCC member and Vice President of TPPA. Call him at (603) 652-3493 (H) or (603) 686-9032 (C) or email [wslly7.sylvester@aol.com](mailto:wslly7.sylvester@aol.com).

#### **Short videos:**

NH Lakes Association (<https://nhlakes.org/article-library/>):

Click on the link above, then on the 'videos' menu button, then choose one of the first two recommended short videos:

- ***Clean, Drain, and Dry to prevent the spread of invasive species!*** (5 minutes)

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- ***Tips for Lake-Friendly Boating*** (just under 4 minutes)

NH Department of Environmental Services:

- ***Climate Change: What does it mean for New Hampshire?*** (just over 9 minutes)  
(<https://www.youtube.com/watch?v=ktcVNILclIQ>)
- ***The Importance of Rain Gardens*** (just over 2 minutes)  
(<https://www.youtube.com/watch?v=Qp8HK-Y2Ifg&t=4s>)
- ***How Do I Build a Rain Garden?*** (6 minutes)  
(<https://www.youtube.com/watch?v=Q2EoHBnCCII>)
- ***Protecting New Hampshire's Wetlands*** (5½ minutes)  
(<https://www.youtube.com/watch?v=gCqh3prodwY&feature=youtu.be>)

Vermont Department of Health:

- ***Know What Grows in Our Lakes: How to Identify Cyanobacteria*** (about 2½ minutes)  
(<https://www.youtube.com/watch?v=ea0EHw5suDs>) If you identify cyanobacteria in NH, please immediately notify NH DES. Call the Beaches/Cyanobacteria Hotline at (603) 848-8094 or email [beaches@des.gov](mailto:beaches@des.gov) and they will arrange a site visit. If able, collect a sample (wear gloves!) in a clean plastic or glass container and bring it to NHDES.

### **Other Resources:**

#### ***Toxic Cyanobacteria and Lake Monitoring in the 21<sup>st</sup> Century***

([https://media.unh.edu/media/Toxic+Cyanobacteria+and+Lake+Monitoring+in+the+21st+Century/1\\_nful39e1](https://media.unh.edu/media/Toxic+Cyanobacteria+and+Lake+Monitoring+in+the+21st+Century/1_nful39e1)) A webinar by Professor James Haney. Click to view this in-depth educational video of Professor Haney giving a 35-minute powerpoint presentation about his current research on toxic blue-green algae. Note that the automatic text translation running underneath the page contains errors and should be ignored.

***Navigation Safety and Shoreline Protection on Milton Three Ponds*** – A handout created by Milton resident Humphrey Williams. Click to view or download the 3-page pdf file, which includes a map of the channel and buoy locations in the Milton Three Ponds.

***TPPA Update Newsletters:*** Click here (<https://us16.campaign-archive.com/home/?u=289e619665c7465769e0bcf68&id=b380893426>) to read recent or past newsletters with information about invasive plant mitigation work, boat inspections, photos of local loons and more. You can also sign up to get TPPA's free newsletter sent to your email inbox.