

TOWN OF SULLIVAN NH
BUILDING PERMIT CHECKLIST –New Construction, Accessory Dwelling Units and Accessory Buildings

Property Location: _____ Tax Map and Lot #: _____

Property Owner Name, Address and Phone Number:

Submitted by: _____ Submission Date: _____

Submit completed checklist with the building permit application. Please refer to the Community Planning Ordinance (Article V for building permits requirements, Article III C for property dimensions and Article IV for general provisions) and/or Wetland Conservation District Ordinance to be sure criteria is met.

Circle one: Residential Building Internal or Attached ADU Detached ADU Accessory Bldg

	YES	NO	N/A
Residential buildings(s) is/are compliant with the NH Energy Code. Attach a copy of the certification from the Public Utilities Commission. If exempt, state reason for exemption. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Width of the building lot is 200 ft or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth of the building lot is 200 ft or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot frontage is 200 ft or greater on a class V or better road.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building(s) set back 50 ft or more from edge of the highway Right of Way (ROW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building(s) set back 20 ft or more from side and rear property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building(s) set back 50 ft or more from any wetland.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NH Department of Environmental Services Subsurface Systems Bureau approved septic system Approval No. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic system is 50 ft or more from all property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic system is 75 ft or more from water supply and wells on subject property as well as abutting properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Septic system is 100 ft or more from any wetland.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
All parts of the water system are 50 ft or more from all property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure is to be placed on permanent continuous perimeter foundation (<i>see RSA 31:116 for exception</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any and all increased water flow retained on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved curb cut, within prior 12 months, issued by the NH Dept. of Transportation or the Sullivan Planning Board. Attach copy of approved permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submitted plan includes the names of the abutting landowners, general contour of the land, soil type and any other pertinent information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building will be used for commercial activity. If yes , applicant will need to obtain Site Plan Approval from the Planning Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There will be a timber cutting to clear the site. If yes , submit copy of Approved <i>Intent to Cut</i> or state exemption. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The land is enrolled in Current Use. If yes , a Land Use Change Tax (LUCT) may be initiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name and contact information of septic installer _____ (if known)			
Name and contact information of well installer _____ (if known)			

A. NEW RESIDENTIAL BUILDING – a building permit is required for all dwelling units, regardless of size.

Total interior living area is _____sq. ft.(min. 700 sq. ft. of which not less than 600 sq. ft. on one level)

Lot area is two acres or more **or** existing on March 11, 1987.

B. NEW INTERNAL OR ATTACHED ACCESSORY DWELLING UNITS– a building permit is required for all accessory dwelling units. An accessory dwelling unit (ADU) shall not exceed the principal dwelling unit in size. One (1) internal or attached accessory dwelling unit (ADU) per single family dwelling is a permitted accessory use for all single-family dwellings.

Total interior living area is _____sq. ft.(min. 400 sq. ft.)

Lot area is two acres or more **or** existing on March 11, 1987.

The ADU has an independent means of ingress and egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
The ADU has an ingress and egress through a common space (such as a Shared hallway to an exterior door)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a common wall between the principal dwelling unit and the ADU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ADU meets local and State regulations for adequate water supply And sewage disposal and all other local regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. NEW DETACHED ACCESSORY DWELLING UNITS – a building permit is required for all detached accessory dwelling units. A single detached ADU located on the same lot as and incidental to the principal dwelling unit shall be permitted for lots of four (4) or more acres. A maximum of two detached ADUs located on the same lot as and incidental to the principal dwelling unit shall be permitted for lots of 10 acres or more. An accessory dwelling unit (ADU) shall not exceed the principal dwelling unit.

An approved septic system design and adequate water supply are prerequisites to construction.

Lot size _____ acres Total interior living area is _____ sq. ft. (min. 400 sq. ft.)

D. ACCESSORY BUILDINGS – a building permit is required for all accessory buildings, attached or detached, over 400 square feet.

Lot size _____ acres Size of structure _____ sq. ft.

(Refer to Article III.C of the Community Planning Ordinance for the property dimensions, setbacks and density requirements).

BY SUBMISSION OF THIS DOCUMENT, THE PROPERTY OWNER ACKNOWLEDGES THAT IN RECEIVING A BUILDING PERMIT FROM THE SULLIVAN BOARD OF SELECTMEN THE IMPROVEMENTS ARE SUBJECT TO INSPECTION, TO THE EXTENT NECESSARY, BY THE SELECTMEN OR THEIR DESIGNEE.

<u>FOR TOWN USE</u>	
Reviewed by: _____	Reviewed On: _____
Notes: _____	

Amended 5/19/14 – Board of Selectmen
Amended 5/8/17 – Board of Selectmen