

Town of Allenstown New Home Building Permit Instructions
THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE PROVIDED WITH
APPLICATION

	Applicable	N/A
1 Permit Application must be filled out in its entirety.	<input type="checkbox"/>	
2 Complete structural detailed plans with elevations and floor plans. Any TGIs/LVLs/trusses etc. require specification sheets to be attached.	<input type="checkbox"/>	
3 Minimum 8 1/2 x 11 plot plan showing existing and proposed structures and setbacks from all property lines, as well as any and all wetlands and wetland buffer delineations.	<input type="checkbox"/>	
4 State of New Hampshire Energy Certificate.	<input type="checkbox"/>	
5 Driveway Permit issued by the Allenstown Highway Department.	<input type="checkbox"/>	
6 Sewer Permit issued by Suncook Waste Water or approved septic design by State of New Hampshire.	<input type="checkbox"/>	
7 Fire Department approval and permits (Is sprinkler system required)?	<input type="checkbox"/>	<input type="checkbox"/>
8 Existing lot of record (copy of deed with recording date).	<input type="checkbox"/>	<input type="checkbox"/>
9 If property is now, or was ever, leased land, attach a copy of the original deed from the Town.	<input type="checkbox"/>	<input type="checkbox"/>
10 Planning Board or Zoning Board of Adjustment approvals and conditions attached.	<input type="checkbox"/>	<input type="checkbox"/>
11 State or Local Wetland and Special Permits required with approvals and conditions attached.	<input type="checkbox"/>	<input type="checkbox"/>
12 Pre-Flood Elevation Certificate attached, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
13 Elevation showing proposed structure complying with the maximum height requirements allowed in the applicable zone from finished grade.	<input type="checkbox"/>	

PERMITS EXPIRE ONE YEAR FROM ISSUE DATE. PERMIT SHALL BECOME INVALID IF WORK HAS NOT COMMENCED WITHIN SIX MONTHS AFTER ISSUANCE OF PERMIT (IBC 105.5) AND NO REFUNDS WILL BE GIVEN. IF WORK IS NOT COMPLETED WITHIN ONE YEAR FROM ISSUE DATE, THIS PERMIT MUST BE RENEWED. FOURTEEN DAYS PRIOR TO THE PERMIT EXPIRING A LETTER MUST BE SUBMITTED TO THIS OFFICE ASKING FOR A ONE YEAR EXTENSION, ONLY ONE EXTENSION WILL BE GRANTED IF RECEIVED IN WRITING BEFORE THE PERMIT EXPIRES.

