

## Procedure for Building Permits

- Permit must be issued in name of property owner
- Fill in checklist, application and permit
- Attach site plan detailing approximate location of structure in relation to property line (see attached samples)
- Attach floor plan or sketch detailing structure to be built including all dimensions
- Calculate fee as follows:
  - A. Major purpose space – includes residential, commercial, industrial, civic space, of intended structure, finished & unfinished @ \$10 per hundred square feet.
  - B. Ancillary space – basement, crawl, garage, shed, storage, deck, porch, etc. @ \$5 per hundred square feet.
  - C. \$25 minimum fee.

Place building permit in a visible space in the structure.

Any land use change tax due is to be paid before certificate of occupancy will be issued.

**Town of Surry, NH New Building Permit Application Checklist**

The following checklist applies to all new buildings and only those items as applicable for additions to existing structures (attach to application & building permit when issued).

What is the property's zone? (See page 2.)	VR	RR	C/I	GEN
	_____	_____	_____	_____
	YES	NO	RCVD	INIT.
Does the lot acreage meet the minimum required by zone? With minimum depth for zone?	_____	_____	_____	_____
Does continuous frontage on a class V or better roadway meet the minimum required by zone?	_____	_____	_____	_____
Does the planned driveway meet the current standards? (review driveway regulations for application)	_____	_____	_____	_____
Will all buildings be set back per zone minimum from the front, sides & rear of the property line?	_____	_____	_____	_____
Has the septic system permit been applied for? Approval Received from Town? (zoning ART VII D) State? (Increased load requires approval 485-A:38:I)	_____	_____	_____	_____
Will new construction include heating or cooling? If yes, Energy Code approval received? (Apply - Energy Codes - NH PUC website)	_____	_____	_____	_____
Will construction include an oil burning furnace? If so - has permit been issued by fire chief?	_____	_____	_____	_____
Are detailed building plans available for the building inspector? (must meet ICC codes)	_____	_____	_____	_____
Is a detailed map or sketch of the parcel with placement of the structure, driveway, well, septic, boundaries, out buildings, etc. available?	_____	_____	_____	_____
Are there any wetlands, creeks, brooks, rivers, etc. on this property? (if so - may require review by conservation commission and state agencies)	_____	_____	_____	_____
Is a site plan review by the Planning Board required? (special exception needed, or existing site plan?)	_____	_____	_____	_____

Property Owner \_\_\_\_\_ Site address \_\_\_\_\_

Map & Lot \_\_\_\_\_ Date of application \_\_\_\_\_

Contact phone number(s) \_\_\_\_\_

**Town of Surry, NH New Building Permit Application Checklist**

**ZONING DISTRICTS**

1. Village Residential (VR) - Land to the depth of 300 feet of the centerline of Village Road, Route 12A from Crain Road to Pond Road, Crain Road, Pond Road from Route 12A to Village Road, and any additional land contained within the area enclosed by these roads.
2. Rural Residential (RR) - Land to the depth of 300 feet of the center line of all public streets except all those roads defined in the Village Residential Commercial/ Industrial and General districts.
3. Commercial/Industrial (C/I) - Land to the depth of 400 feet of the centerline of Route 12 and Old Summit Road.
4. General (GEN) - All remaining land not specifically defined which includes both sides of Mine Ledge Road north, Joslin Road, Webster Road, Merriam Road and all other class VI roads.

**Land and Space Requirements Table**

District	Min, Lot size (Acres)	Min Lot Width (1)	Min Lot Depth	Front Set back	Side Set back	Rear Set back	Frontage	Stories	Height
VR	1	150	200	30	10	10	150	3	40
RR	2	200	300	50	15	15	200	3	40
C/I	3	300	300	50	25	25	300	3	40
GEN	2	200	300	50	15	15	200	3	40

(In feet unless otherwise indicated)

(1) Over the full lot depth

**TOWN OF SURRY**  
**APPLICATION FOR BUILDING PERMIT**



The undersigned hereby requests a building permit for the following construction to be issued on the basis of the representations contained herein. Permit voided in the event of misrepresentations or failure to undertake construction within one year of the date of approval.

**Absolutely NO construction to be done prior to building permit being issued and approved.**

**Required setbacks MUST be observed. See following instructions.**

Location of Property:			
Tax Map Description:	Map	Lot	Sub Lot
Name of Land Owner:			Phone:
Owner's E-911 Address:			
Owners Mailing Address:			

Name of Applicant:
Applicant's Address:

Type of Improvement: New Bldg ( ) Addition ( ) Alteration, Remodel ( )	Plan Attached:
Description:	
Driveway Approved Date:	Copy Attached:
Septic System Approved Date: Town:                      State:	Copy Attached:
Energy Code Approved Date:	Copy Attached:

Will This Building Be Heated?:	How: (If by oil, requires approval by fire chief)
Name of Certified Electrician:	
Phone #	License #
Name of Certified Plumber:	
Phone #	License #

Lot Size:	Frontage: <span style="float: right;">ft.</span>		
Setback from Highway:	Rear	Side	Side
New Construction:	Length	Width	Number of Stories
Total Estimated Cost:	Living Space	Ancillary Space	

Type Water System:	Type Sewer System:
Is this Property in a Special Flood Hazard Area?(See flood insurance rate map - FIRM)	
If yes, refer to Surry New Hampshire Floodplain Management Ordinance	
Is Land in Current Use?	
If yes, submit revised current use map of site usage.	
Current use application on file this lot?	Current use value range matrix on file this lot?
Acres of Timber to be Cut:	
Has Intent to Cut Been Filed?	

Signature of Owner or Authorized Agent:	
Print Name:	Date:
Address:	
Telephone Day:	Telephone Night:
E-Mail:	