



**TOWN OF CONWAY**  
**COMMERCIAL BUILDING PERMIT APPLICATION**

MAP & LOT \_\_\_\_\_ - \_\_\_\_\_  
PERMIT ISSUED \_\_\_\_\_  
NUMBER \_\_\_\_\_  
BY \_\_\_\_\_  
FEE \_\_\_\_\_ CASH \_\_\_\_\_  
CK# & NAME \_\_\_\_\_

**A Building Permit is required for:**

- Any construction activity regardless of structural footprint change on the property, whether for modifying/expanding an existing structure or constructing/installing a new structure.

Applications for Building Permits (BP) must be submitted to the Building Inspector at least **30 days** prior to start of the project to allow adequate time for review and issuance of permit(s). Projects shall not start prior to issuance of the permit(s). Starting prior to receiving permits may result in a cease and desist order, removal of materials and fines up to \$275 per day.

**Applicants and Contractors should review the Town of Conway's Zoning and Building Permit Ordinances prior to submitting a BP application.** By signing this application, the property owner and/or contractor acknowledges that they understand that state law (RSA 155-A) requires structures to be remodeled or constructed in accordance with the currently adopted International Building Code. The Assessing Office will visit the construction site and verify all permits. BP applications may also be denied pending Planning Board and Board of Selectmen review, if required.

**Building Permits are valid for one (1) year from the date of issuance.**

Depending on the project, additional items may be necessary before a BP may be issued

- please refer to the Applicant's Checklist on Page Two

Contact the Building Inspector before submitting your BP application to determine whether or not any additional information is required.

**REQUIRED SIGNATURES FOR BUILDING PERMIT**

FIRE CHIEF \_\_\_\_\_ SUBDIVISION \_\_\_\_\_  
BUILDING OFFICIAL \_\_\_\_\_ SITEPLAN \_\_\_\_\_  
KEARSARGE LIGHTING \_\_\_\_\_ PRECINCT-H20/SEWER \_\_\_\_\_  
DRIVEWAY PERMIT \_\_\_\_\_ SHORELINE APPROVAL # \_\_\_\_\_

DREDGE/FILL/WETLANDS/FLOOD PLAIN PERMITS \_\_\_\_\_

NOTES \_\_\_\_\_



**COMMERCIAL BUILDING PERMIT  
APPLICANT'S CHECKLIST**

Property Owner(s): \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

**THIS CHECKLIST AND ALL APPLICABLE ITEMS ASSOCIATED WITH YOUR PROJECT  
MUST BE SUBMITTED BEFORE THE BUILDING PERMIT WILL BE ISSUED**

Is this a renewal? ..... YES - NO - N/A

If yes, has there been any change to your project  
that was not previously approved? ..... YES - NO - N/A

Will this be used as a rental property? ..... YES - NO - N/A

If yes, was the structure built prior to 1978? ..... YES - NO - N/A

Did you review the Town's Zoning Ordinance, Building  
Permit Ordinance and Building Permit Application Instructions  
before completing and submitting this application? ..... YES - NO - N/A

Do you have a surveyed plot plan? ..... YES - NO - N/A

If yes, are property corners clearly identified and visible? ..... YES - NO - N/A

Does your project comply with all Zoning and Building Permit  
Ordinance requirements? ..... YES - NO - N/A

Will a driveway be created or improved? ..... YES - NO - N/A

If yes, is a copy of your Driveway Permit from the  
Town of Conway or State of NH attached? ..... YES - NO - N/A

Will a retaining wall 4" tall or greater be required? ..... YES - NO - N/A

If yes, are retaining wall plans attached? ..... YES - NO - N/A

Will a septic system be installed or upgraded? ..... YES - NO - N/A

If yes, is a copy of the Approval for Construction  
from NH DES attached? ..... YES - NO - N/A

Is your existing septic system adequate to handle the  
proposed number of bedrooms? ..... YES - NO - N/A

Will you create a structural footprint change within 250'  
of a body of water (including the Saco and Swift Rivers)  
greater than 10 acres in size? ..... YES - NO - N/A

If yes, is a copy of your Shoreland Impact Permit or  
Permit of Notification from NH DES attached? ..... YES - NO - N/A

Did you submit a copy of the Variance/Special Exception granted to you by the  
Zoning Board of Adjustment? ..... YES - NO - N/A



**TOWN OF CONWAY  
COMMERCIAL BUILDING PERMIT APPLICATION**

**PROPERTY OWNER(S):** \_\_\_\_\_ **TAX MAP:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PROJECT LOCATION:** \_\_\_\_\_

**TYPE OF PROJECT (circle):**

- |                    |          |                  |            |                     |
|--------------------|----------|------------------|------------|---------------------|
| New Dwelling       | Addition | Remodel          | Deck/Porch | Renewal (BP# _____) |
| Accessory Building | Demo     | Caretaker's Unit | Other      |                     |

**BRIEF PROJECT DESCRIPTION:**

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

**CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **TOWN REGISTRATION #:** \_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION/INSTALLATION:** \_\_\_\_\_

**ADDITIONAL ITEMS INCLUDED (IF REQUIRED - SEE APPLICANT'S CHECKLIST)**

- \_\_\_ Planning Board Approval
- \_\_\_ Town or State Driveway Permit - permit # \_\_\_\_\_
- \_\_\_ Septic System Approval for Construction from NHDES - approval # \_\_\_\_\_
- \_\_\_ Class VI/Private Road Waiver of Liability Agreement (notarized, signed by Selectmen, recorded at Registry)
- \_\_\_ Shoreland Impact Permit or Permit by Notification from NHDES - permit # \_\_\_\_\_
- \_\_\_ Variance/Special Exception Granted by the Zoning Board of Adjustment
- \_\_\_ Surveyed Plot Plan
- \_\_\_ Rental Property License
- \_\_\_ Approved Storm Water Management Plan
- \_\_\_ One Full Set of Plans/Construction Documents, (Including MEP, Structural, etc. as Required)  
PDF and Hard Copy
- \_\_\_ Letter of Energy Compliance from Design Professional (May Use Residential Compliance Options to a  
Maximum of 4,000 square feet)
- \_\_\_ Statement of Special Inspection (IBC Section 1705, if applicable)
- \_\_\_ Footing Certification - This is Due Prior to Foundation Inspection or Issuance of Building Permit
- \_\_\_ Fire Department - Fire Protection Plans and Review Fee Submitted in Addition to Building Permit/Fee



# TOWN OF CONWAY

## BUILDING DEPARTMENT

Tax Map: \_\_\_\_\_  
Lot: \_\_\_\_\_

### MECHANICAL PERMIT APPLICATION

An application fee of \$75 is applied to all mechanical permit applications

Estimated Cost of Mechanical Installation: \_\_\_\_\_

Location of Construction (Address): \_\_\_\_\_

Primary Use of Property: Residential Commercial

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

License Holder: \_\_\_\_\_ NH Gas Fitter License #: \_\_\_\_\_ Exp: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant information: Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

FIXTURE	TYPE	#	FIXTURE	TYPE	#
Air Conditioners			Propane Tanks		
Dryers			Ranges		
Furnaces			Unit Heaters		
Gas Generators			Water Heaters		
Grilles			Other		
Heater Range			Other		
Heating Boilers			Other		
Ovens			Other		

Description of work to be performed: \_\_\_\_\_

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

Mechanical Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# TOWN OF CONWAY

## BUILDING DEPARTMENT

Tax Map: \_\_\_\_\_

Lot: \_\_\_\_\_

### ELECTRICAL PERMIT APPLICATION

An application fee of \$75 is applied to all electrical permit applications

Estimated Cost of Electrical Installation: \_\_\_\_\_

Location of Construction (Address): \_\_\_\_\_

Primary Use of Property: Residential Commercial

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Master Elec: \_\_\_\_\_ NH Master Electrician #: \_\_\_\_\_ Exp: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant information: Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Services, Panels, Disconnects	Quantity	Devices	Quantity	Luminaries	Quantity
60		Receptacles		Incandescent	
100		Switches		Fluorescent	
200		Motion Sensor		Neon	
400		Carbon Monoxide		L.E.D.	
600		Smoke Detectors		Exit/Emergency Lts	
800		Other		Exh/Paddle Fan	
1000					
1200		<b>Equipment</b>			
1600		Range		Washer	
2000		Oven		Dryer	
Other _____ Amps		Microwave		Boiler	Gas Oil
Meters		Dishwasher		Furnace	Gas Oil
Motors		Disposal		A/C Unit	
Air Comp/Cond.		HW Heater		Door openers	
Electric Heat		Refrigerator/Freezer		Sump Pump	
Heat Pump		Other			
Manufactured Structure		<b>Transformers</b>			
Modular Structure		Up to 25 KVA			
Fire Pump		25 KVA & over			
Standard Temp Service					
Illuminated Sign		<b>Generators and Transfer Switches</b>			
Above ground pool		Up to 10 KVA		Over 75 KVA	
In Ground pool		10KVA- 75 KVA		Transfer Switches	

Description of work to be performed: \_\_\_\_\_

Electrical Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Tax Map: \_\_\_\_\_  
Lot: \_\_\_\_\_

# TOWN OF CONWAY

## BUILDING DEPARTMENT

### PLUMBING PERMIT APPLICATION

An application fee of \$75 is applied to all plumbing permit applications

Estimated Cost of Plumbing Installation: \_\_\_\_\_

Location of Construction (Address): \_\_\_\_\_

Primary Use of Property:      Residential      Commercial

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Master Plumber: \_\_\_\_\_ NH Master Plumber #: \_\_\_\_\_ Exp: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant information:      Owner      Contractor      Other authorized agent. **IF OTHER** please fill in the info below.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

FIXTURE	#	FIXTURE	#	FIXTURE	#
Water Distr. Syst.		Dishwasher - Res		Stacks	
Waste System		Garbage Disposal		Sinks	
Water Tank/Heater		Laundry Tray/ Wash Sink		W C / Toilet	
Floor Drains		Washing Machine		Lavatory	
Sewage Ejector		Special Wastes		Showers	
Drinking Fountain		Rainwater Leaders		Urinal	
Pump		Bath Tub		Other	
Sill Cocks					

Description of work to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plumbing Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



TAX MAP: \_\_\_\_\_ LOT: \_\_\_\_\_

**PERMIT FEES:**

The following fees are levied to cover expenses related to time in reviewing and issuing applications and for project inspections to ensure compliance with state code and municipal ordinances. Part of these fees are also used to offset the costs of E911, assessing and tax map updates. **\*DRIVEWAY PERMIT AND PAVING SURETY FEES MUST BE ON A SEPARATE CHECK FROM THE REST OF THE BUILDING PERMIT APPLICATION FEE**

**APPLICATION FEE: \$75.00 PLUS \$12.00 PER \$1,000.00 OF ESTIMATED COST OF CONSTRUCTION.**

**ELECTRICAL, PLUMBING, AND GAS PIPING PERMITS ARE \$75.00 PLUS \$12.00 PER \$1,000 OF ESTIMATED COST OF INSTALLATION**

**ESTIMATED COST OF CONSTRUCTION/INSTALLATION: \_\_\_\_\_**

<b>Base Fee: \$75.00</b>	\$ <u>  \$75.00  </u>
Estimated cost of construction divided by \$12.00 per thousand	\$ _____
Driveway Permit (for access on to Town Roads) \$100.00	\$ _____
Paving Surety \$2,000.00 *(see note above)	\$ _____
Electrical Permit - \$75.00 plus estimated cost of installation divided by \$12.00 per thousand	\$ _____
Plumbing Permit - \$75.00 plus estimated cost of installation divided by \$12.00 per thousand	\$ _____
Gas Piping Permit - \$75.00 plus estimated cost of installation divided by \$12.00 per thousand	\$ _____
Permit renewal for ALL construction projects	
\$75.00 if renewed on or before the expiration date	
\$150 if renewed after the expiration date	

**TOTAL PERMIT FEES:** \$ \_\_\_\_\_

**DRIVEWAY PERMIT AND SURETY FEE:** \$ \_\_\_\_\_

FEES ARE NON-REFUNDABLE AND CHECKS MUST BE MADE OUT TO THE *TOWN OF CONWAY*



TAXMAP: \_\_\_\_\_ LOT: \_\_\_\_\_

**STATEMENT OF COMPLIANCE & INFORMATION REVIEW:**

I/we, the property owner(s), certify that the information supplied in this building permit application *is* true and accurate and is to be relied upon by the Building Inspector and the Assessors for the Town. I/we reviewed the current Town of Conway's Zoning and Building Permit Ordinances and certify that the construction project described in this application will comply with all state and local codes, rules and regulations.

I/we are responsible for the following actions:

- submit written notice to the Building Inspector for review and approval of any changes to the project prior to making those changes
- grant the Building Inspector permission to enter onto my/our property for timely inspections
- **schedule applicable inspections** with the Building Inspector as the project progresses including:  
Foundation, Framing, Electrical, Plumbing, Gas, Insulation, and Final
- All footing and concrete wall forms must be inspected **prior** to pouring concrete
- schedule a **Final Inspection\*** with the Building Inspector and receive an approved Certificate of Occupancy for all permitted projects prior to use or occupancy

My/our signature(s) below indicate that I/we have reviewed each page of this application and all supporting documentation and understand and agree with the information provided. I/we further understand that false information shall be subject to fines and penalties for perjury, and failure to comply with this section constitutes reason for revocation of the issued building permit and removal of materials constructed or installed.

\* I/we further understand that ALL PROJECTS require a Final Inspection and issuance of a Certificate of Occupancy (CO) before occupancy and/or use of any new structure or change to an existing structure. Occupancy and/or use prior to a final inspection and receiving the CO may result in a cease and desist order; **an order to remove materials constructed or Installed; and fines up to \$275 per day.**

Property Owner's Name (print): \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Contractor's Name (print): \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_





**TOWN OF CONWAY**  
**CONTACT INFORMATION**

**Building Inspector**

Jeremy Gibbs  
603-447-3811 Ext. 220

**Assistant Building Inspector**

James Hounsell  
603-447-3811 Ext. 227

**Zoning Officer**

Nicholas DeVito  
603-447-3811 Ext. 231

Fire Chief signature is required from all Districts or Precincts for commercial/industrial development. A Precinct map is available to review at Town Hall.

**North Conway Fire District**

Chad McCarthy, Fire Chief  
603-356-5327

**Conway Village Fire District**

Steve Solomon, Fire Chief  
603-447-2681

**Center Conway Fire Department**

Glenn Merrill, Fire Chief  
603-447-5671

**East Conway Fire Department**

Richard Marr, Fire Chief  
603-344-5192

If precinct water or sewage is required, a signature of the person in charge of those precincts will be required. A Precinct map is available to review at Town Hall.

**North Conway Water Precinct**

Jason Gagnon, Superintendent  
603-356-5382

**Conway Village Fire District**

Bruno Vallieres, Superintendent  
603-447-5470

Signature from the **Kearsarge Lighting Precinct Commissioners** (603-387-5595 or 603-986-8787) if the structure is being built in the lighting precinct.

Please be sure to include a condominium association approval letter if required.