



Town of Webster

General Building Information Packet

945 Battle St, NH 03303 | Telephone: 603.648.2272 Opt. 3 | Fax: 603.648.6055

Purpose:

Herein resides general information to aid residents with the Town of Webster's building permit process. Included are the Town's authority, the building and construction zoning ordinances, general information, checklists, and useful links. If you have any questions, please call the above number, or e-mail the Town of Webster's Land Use Coordinator.

Authority:

Per RSA 674:51 Towns are granted the authority to enact ordinances or adopt additional provisions to the state building code as long as they are not less stringent than the requirements of the state building code (RSA 155-A). RSA 674:51 also grants the authority to towns to enact processes to enforce state regulations and those adopted by the town.

Zoning and Construction Ordinances:

Article VIII

Building and Construction

- A. Building Inspector may be appointed annually by the Board of Selectmen and he shall be the administrative officer under this article and be answerable to the Board of Selectmen. If the Selectmen do not appoint a Building Inspector, his administrative powers and duties shall be vested in the Board of Selectmen.
1. Any individual, corporation, partnership, or entity before commencing construction of any new dwelling unit, must first obtain a permit from the Building Inspector. Any such permit shall be void unless the foundation is completed within six (6) months of the date of issuance. The outside of the structure must be completed within two (2) years of the Issuance of permit.
 2. All applicants shall supply the Building Inspector with all required documentation, including but not limited to; proof of ownership, septic system approval, subdivision approval, driveway permit, and a detailed drawing of the lot. The drawing shall show the location, size, and topography of the lot; the location, size and elevation of the proposed dwelling, accessory structures, drainage systems, wells, driveways, curbs, sidewalks, setbacks, bodies of water, and wetlands. The building inspector shall determine what constitutes proper documentation and a completed application. Construction or placement of any item shall not deviate from that described or shown in the documentation supplied as part of the application process. The Building Inspector shall determine if such deviation exists.
 3. Subdivisions are also governed by the Webster Subdivision Regulations and all State and Federal regulations.

The Pillsbury Lake District has their own separate rules and regulations. A Town of Webster building permit is still required. A link to their website is listed in the useful links section.

General Information:

Buildable Lots:

A buildable lot must be at least five acres unless the lot was created prior to 3/07/2007 for a two-acre lot or 3/07/1975 for a one-acre lot. The lot must be on at least a Class V road (a road maintained by the town or State) and have a minimum of 250ft of frontage.

Current Use:

If the land has been classified as “Current Use”, a plan must be prepared indicating what portion of the parcel is to be removed from the Current Use classification for building and other purposes. Any land removed from a Current Use classification will be subject to a land use change tax.

Driveway Permit:

All lots are required to get a driveway permit as part of the building application. Driveway permits are issued by the Town of Webster's Planning Board. You must have at least 250 feet of frontage per driveway. If the driveway is on a state-maintained road an additional permit is required from the state highway department. A link to the driveway regulations and permit application will be listed in the useful link section.

Energy Permit:

If the structure is to be heated, pursuant to RSA-155-D 1-10, you are required to provide a completed, approved, and signed energy permit from the NH Public Utilities Commission. A link to the website where the application can be found will be listed below.

If you are having a modular or kit home built a copy of the manufacturers NH Department of Safety/Division of Fire Safety “Certificate of Accreditation” can be used in lieu of state energy code approval

Floodplain Development:

A Floodplain Development Permit is required for any proposed development located in a Special Flood Hazard Area (SFHA) shown on the effective FEMA Flood Insurance Rate Map for Town of Webster, NH. The term “development” includes new or improved structures, placement of fill, excavation, storage of materials, and other activities defined in the Webster's Floodplain Management Ordinance.

Planning Board/ZBA:

Any exemptions to the Webster Zoning regulations must be obtained prior to a permit being issued. This include any proposed construction on Class VI roads (RSA 674-41), lot line adjustments, subdivisions, and annexations.

Plot Plan:

You must provide a plot plan of your lot showing the position of your proposed building, and its setbacks from the front, side, and back property lines. ***The property lines must be clearly marked and reference the legally set and recorded boundary markers.***

Wetlands/Waterfronts:

State law regulates the altering and filling of wetlands. All necessary approvals must be obtained prior to submitting your permit. If your property is located on the shore of a body of water, the NH Shoreline Protection Act will apply. You may be required to submit an erosion control plan. Please be aware that associated wetlands hydrologically connected are still considered part of the water body. The reference line of the water body includes that wetland. Wherever water exists year around, then that wetland is included in the Elevation

Reference Line, or normal high-water mark. The 50ft setback for buildings must be from that elevation.

Yield Tax Permits:

Yield or Intent-to-cut permits may be required for the clearing of land. Check with the Town Office before clearing your land.

Application Process:

Phase One: The Application

Begins with notifying the Town with your intent to build and filling out the building application form. You are also required to provide the following documents.

- ☐ Completed Application Form
- ☐ Completed Application for Certificate of Occupancy and/or Completion
- ☐ Map of site plan (plot plan) showing all boundaries and setback
- ☐ Copy of Construction plans
- ☐ Copy of septic systems plans and "Approval for Construction Form" from NH DES
- ☐ Copy of the Registered Deed
- ☐ Copy of Driveway Permit
- ☐ Copy of signed and approved NH Energy Audit from NH PUC or If home is kit built/manufactured a copy of PFS certification

Once the above documentation is received the application is submitted to the Select Board and Fire Chief for approval. Once both parties have signed off on the application and the permit fee has been paid the building permit will be issued.

Phase Two: Building and Inspections

Foundation Inspection: This inspection takes place when the concrete is ready to be poured. Call the Land Use Coordinator to arrange the inspection before your contractor pours the concrete.

Electrical and Plumbing Inspection: Once the house is wired/plumbing is finished being installed and before it is covered call the Land Use Coordinator to arrange an inspection.

Phase Three: Final Inspection and Occupancy

Once the home is completed and the heating unit is installed call the Land Use Coordinator to arrange for the final inspection. When the inspection is approved by the Code Enforcement Officer and Fire Chief the impact fees must be paid. When all fees are collected the Certificate of Occupancy will be mailed to you. The building permit application and supporting documents will be filed in the Town Hall archives. This completes the project.

<i>Impact Fee Breakdown</i>		
<i>Facility Category</i>	<i>Residential</i>	<i>Commercial</i>
Public Schools	\$3725.00	No fee
Public Safety Building	\$838.00	\$0.21 per Sq. Ft.
Municipal Office	\$377.00	\$0.09 per Sq. Ft.
Solid Waste	\$366.00	No fee
Totals	\$5306.00	\$0.30 per Sq. Ft.

Useful Links

Driveway Permit Application:

https://www.webster-nh.gov/sites/g/files/vyhlf4021/f/uploads/driveway_app_permit_10162014.pdf

NH Department of Environmental Services Wetlands Permit:

<https://www.des.nh.gov/organization/divisions/water/wetlands/categories/permits.htm>

NH Department of Transportation Driveway Permit Application

<https://www.nh.gov/dot/org/operations/highwaymaintenance/documents/DrivewayPermitFormHandWrittenEntries.pdf>

NH FEMA:

<https://www.fema.gov/states/new-hampshire>

NH General Court:

<http://www.gencourt.state.nh.us/>

NH Office of Emergency Management:

<https://www.nh.gov/safety/>

NH Floodplain Management Program, Office of Planning and Development:

<https://www.nh.gov/osi/planning/programs/fmp/index.htm>

NH Public Utilities Commission Energy Permit Application:

<https://www.puc.nh.gov/EnergyCodes/energypg.htm>

Pillsbury Lake District:

<https://pillsburylakedistrict.com/>

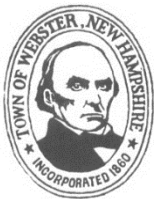
Town of Webster Zoning Ordinance:

https://www.webster-nh.gov/sites/g/files/vyhlf4021/f/uploads/zoning_regs_amended_03142017.pdf

Current Land Use Coordinator Russell Tatro's E-mail:

rtatro@webster-nh.gov

Updated July 6, 2020



Town of Webster

Building Permit Application

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For Office Use Only

Permit #	Primary Contact:	Contact#:
Date Received		
Date Approved		
Supporting Documents Received	<input type="checkbox"/> Plot Plan <input type="checkbox"/> Construction Plan <input type="checkbox"/> Two Septic Plans & Approval from DES <input type="checkbox"/> PUC Approval/PFC Cert. <input type="checkbox"/> Copy Plumbers Lic. <input type="checkbox"/> Copy Electricians Lic. <input type="checkbox"/> Cert. Of Occupancy Application <input type="checkbox"/> Driveway Permit <input type="checkbox"/> Copy of Deed	
Supporting Documents If Needed	<input type="checkbox"/> Wetland/Waterfront Approval <input type="checkbox"/> Floodplain Development Permit App. Other:	
Inspections Completed	<input type="checkbox"/> Foundation <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Final	
Fees Paid	<input type="checkbox"/> Septic Plan <input type="checkbox"/> Inspection <input type="checkbox"/> Permit <input type="checkbox"/> Impact	

Notes:

Owner/ Contractor Information

Owner Name(s): _____

Mailing Address: _____

Phone: _____ Atl. Phone: _____ E-Mail: _____

Contractors Co. Name: _____

Mailing Address: _____

Phone: _____ Atl. Phone: _____ E-Mail: _____

Primary Contact: _____

Lot Information

Lot Location: _____

Tax Map: _____ Lot #: _____ / _____ Lot Size: _____

Is the development in the floodplain: Y / N Engineer: _____

Phone: _____ Atl. Phone: _____ E-Mail: _____

***Attach copy of survey map showing all boundaries, buildings, and setbacks.
Include any notable features that may apply. If the development is in the floodplain,
attach the Local Development Floodplain Permit Application.***

Septic

Septic Approval#: _____ Approval Date: _____ # Bedrooms: _____

Septic Installer: _____ Installer Permit #: _____

If Septic is 2 bedroom and 300gal/day enter Book#: _____ Page#: _____ of state approval doc.

***Attach two copies of the septic plan and one copy of the state approval and a check
made out to the Town of Webster for \$150.00***

Building

Dimensions: _____ Sq. Ft: _____ Foundation: _____

Setbacks – Front: _____ Back: _____ Side: _____

Plumber: _____ License#: _____

Electrician: _____ License#: _____

New Hampshire Energy Code Approval#: _____

*If you are having a modular or kit home built attach a copy of manufacturers NH Department of Safety/Division of Fire Safety
“Certificate of Accreditation” in lieu of state energy code approval*

***Attach building description, copy of plumber’s license, copy of electrician’s license,
and a copy of the construction plans. Include any applicable notation***

Permit Duration

I am aware building permits will be issued on a first come-first served basis for the fiscal year starting January 1st. I understand once a building permit is issued the foundation must be completed in the first 180 days or the permit will become VOID. All outside structures must also be completed in within two years of the issuance of this permit.

Owner signature: _____ Date: _____

Acknowledgment Statement

I have received from the Town Office or have attained on the Town website a copy of the Town Zoning Ordinance and General Building Information Packet. I have read through the information in the above documents and am aware of the requirements within.

Owner signature: _____ Date: _____

Approvals

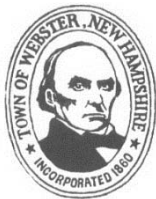
The undersigned hereby agrees that the proposed construction shall be done in accordance with the foregoing statement and with the plot plan submitted, and that the work connected therewith shall conform with all applicable building codes and zoning regulations of the state of New Hampshire and the Town of Webster. The permit will not be issued until all signatures are completed.

Owner signature: _____ Date: _____

Contractor signature: _____ Date: _____

Approved by Fire Chief(or agent): _____ Date: _____

Approved by Selectperson: _____ Date: _____



Town of Webster

Certificate of Occupancy and/or Completion Application

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Applicant Information/Statement

The undersigned hereby applies for a permit to allow use of a _____ as described in
building permit # _____

Tax Map/Lot #: _____ Subdivision Name and Lot #: _____

Property Address: _____

Applicant/Owner Name: _____ Mailing Address: _____

I certify that I, the undersigned am making this application as or on behalf of and with the full authority of the owner and that the statement made herein are true and correct. I also, will assume full responsibility for compliance with all Town of Webster Zoning and other Town requirements as well as all state of New Hampshire DES requirements. Further, I will ensure inspection by the Webster Fire Department for compliance with the State of New Hampshire Fire Codes (1997) as amended.

Applicant Signature: _____ Date: _____ Applicant Status: _____

Printed Name of Applicant: _____ Phone: _____

Town Approval

☐ A certificate of occupancy and/or completion for the building or premises described above is hereby authorized as it (they) may be occupied and/or used in accordance with the provisions of ZONING ORDINANCE OF THE TOWN OF WEBSTER and the State of New Hampshire Fire Codes (1997) as amended

Type of Authorized Occupancy: _____

Note: This certificate indicates only that the structure and use meets the current requirements of Webster Zoning Ordinance and the State of New Hampshire Fire Codes (1997) as amended. Setback compliance is determined from property lines as shown on the site plan/plot plan submitted with the building/use permit application. The Town neither warrants nor assumes responsibility concerning the exact location of a structure. The town makes no other finding nor does it make any representation as to the structure's quality of construction or suitability for habitation.

☐ A certificate of occupancy and/or completion for the building or premises for the purpose described herein is denied for the following reasons:

Fire Chief or Agent signature: _____ Date: _____

Code enforcement Officer Signature: _____ Date: _____