



TOWN OF BRISTOL
LAND USE PERMIT APPLICATION GUIDELINES

Permission to build shall not be in effect until application has been approved and a permit issued.

The applicant is legally responsible to assure that all information in the application is correct, and accurately represents the proposed project. Permits shall be posted and protected in a visible location on premises immediately upon being issued. **NO WORK MAY BEGIN UNTIL PERMIT HAS BEEN ISSUED AND POSTED!! (Fines may be incurred if work has begun prior to approval by Land Use Enforcement Officer.)**

The Bristol Land Use Enforcement Officer shall issue all Land Use permits in accordance with RSA 676:17. No permit shall be issued for the erection of any structure or for the use of land unless the proposal complies with the provisions of the Bristol Zoning Ordinance and meets all other local and State requirements.

Land Use Permits are required for any new construction (including modular and mobile homes), any change of use of an existing structure, additions or alterations to existing structures, demolition or relocation of any structure, installation of any detached structure (including sheds, barns, garages, decks, docks, six foot fences, signs and in-ground swimming pools); or any other renovation with a cost of \$500 or more. Land Use Permits are not required for any cosmetic maintenance (painting or siding), re-roofing, entry steps, landscaping, or residential paving.

Fees for Building Permits are as follows:

Residential

- | | |
|---|--|
| <input type="checkbox"/> New one or two family dwelling | \$0.15 per square foot (minimum fee of \$150.00) |
| <input type="checkbox"/> New multi-family dwelling | \$0.20 per square foot (minimum fee of \$200.00) |
| <input type="checkbox"/> Residential addition/accessory structure | \$0.10 per square foot (minimum fee of \$25.00) |
| <input type="checkbox"/> Interior alteration or renovation | \$0.15 per square foot (minimum fee of \$25.00) |

Commercial

- | | |
|--|--|
| <input type="checkbox"/> New commercial or industrial building | \$0.20 per square foot (minimum fee of \$300.00) |
| <input type="checkbox"/> Commercial addition/accessory structure | \$0.15 per square foot (minimum fee of \$100.00) |
| <input type="checkbox"/> Interior alteration or renovation | \$0.20 per square foot (minimum fee of \$50.00) |

Other

- | | |
|--|----------|
| <input type="checkbox"/> Minimum Processing fee, change of use, fences, demolition, permit renewal, or sign. | \$ 25.00 |
|--|----------|



**TOWN OF BRISTOL
LAND USE PERMIT APPLICATION**

APPLICATION REVIEW CHECKLIST (Office Use)

Permit No. _____	Phasing Applicability: Permit ____ of ____ Subdivision: _____
Application Received ____ / ____ / ____	____ Driveway Permit ____ PUC Approval ____ Fire Insp. Review
By: _____ (initial) Fee Pd.: _____	____ Septic Approval ____ Floodplain ____ Shoreland Protection ____ Water & Sewer connection

PROPERTY INFORMATION

Street Address :	Tax Map No. _____	Tax Lot No. _____	Zoning District :
Proposed Use of Property:	Current Use : <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Accessory <input type="checkbox"/> Multifamily, Number of units: _____		

APPLICANT/OWNER INFORMATION

Applicant's Name:	Owner's Name:
Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:
Phone (days):	Phone (days):

DESCRIPTION OF PROJECT

<input type="checkbox"/> Interior Alteration <input type="checkbox"/> Addition to Existing Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Moving any Structure <input type="checkbox"/> Exterior Sign <input type="checkbox"/> Change of Use <input type="checkbox"/> New Connection to a Town Road <input type="checkbox"/> Other
Describe Project:
Estimated Start ____ / ____ / ____ Estimated Finish ____ / ____ / ____

COST OF PROJECT

Excavation _____	Grading _____	Electrical _____	Concrete/Asphalt _____
Plumbing/Heating _____	Carpentry _____	Materials _____	Labor _____
			TOTAL _____

REQUIRED INFORMATION

<u>ITEM:</u>	<u>YES</u>	<u>NO</u>	<u>IF NO, REASON</u>
Floor plan of existing building	_____	_____	_____
Floor plan of proposed building or addition	_____	_____	_____
Section details/drawings for construction	_____	_____	_____
Change in number of bedrooms?	_____	_____	_____
Change in number of dwelling units?	_____	_____	_____
Scaled Plot Plan	_____	_____	_____
Location of proposed building or addition	_____	_____	_____
Setbacks of all structures to lot lines	_____	_____	_____
Height of proposed building or addition	_____	_____	_____
Is lot a conforming lot for zoning district?	_____	_____	_____
Is the use a conforming use?	_____	_____	_____
Is the proposed structure conforming?	_____	_____	_____
Is property in a flood zone?	_____	_____	_____
Driveway/parking location & material	_____	_____	_____
Exterior lighting locations/type	_____	_____	_____
Sign location(s)	_____	_____	_____
Sign dimensions (all views)	_____	_____	_____
Sign colors, fonts, illumination, etc.	_____	_____	_____
Construction specifications/section detail	_____	_____	_____

I, the undersigned, do herein state to the best of my knowledge and belief that the proposed construction is compliant with all local, state and federal codes, rules and regulations, and that all information provided herein is correct and complete in accordance thereto.

SIGNATURE OF OWNER OR APPLICANT

DATE

APPROVALS

1. **Bristol Fire Department** (85 Lake Street, 744-2632)
Commercial / Multi-Family Dwellings: Approval required for all new construction, change of use, renovation or expansion. A Permit is required to install oil burning equipment.
One or Two Family Dwellings: A Permit is required to install oil burning heating equipment.

Notes: _____

Fire Chief's Signature: _____ Date: _____

2. **Bristol Water & Sewer Department** (230 Lake Street, 744-8411)
Approval is required for all projects on properties served by Town Water or Sewer.

Notes _____

Superintendent's Signature: _____ Date: _____

3. **Private Septic approval from the NH Department of Environmental Services** (271-3503)
If Town sewer is not required, approval is required from the NH DES For all new construction, change of use, and renovations that increase the number of bedrooms or living space.

Construction Approval Number: _____ Date: _____

Size and/or type of system: _____

4. **Bristol Highway Department** (100 Ayers Island Road, 744-2441)
Approval is required for all projects that require connection to a town road.

Notes: _____

Highway Superintendent's Signature: _____ Date: _____

State of NH Department of Transportation approval is required for connection to a state maintained road.

NH DOT Permit Number: _____ Date: _____

5. **New Hampshire Energy Code** (www.puc.nh.gov, 271-2431)
NH Energy Code Approval is required if you plan to:
Build a new home/building or addition with any provision at all for fossil or electric heat
Winterize a seasonal home or part of an existing structure, such as finishing a room over a garage
Construct an addition with more than 150 square feet of total floor space
Construct a Sunroom
Renovate a portion of your existing home/building

If the structure has been designed by a NH architect or engineer, he or she has the responsibility of certifying your construction plans and submitting a letter to the State of NH Public Utilities Commission (PUC) and the town stating that the structure meets the code requirements. If he or she has done so, you do not have to submit the application to PUC. See www.puc.state.nh.us for application and information.

Approval Number: _____ Date: _____

6. **Bristol Historic District Commission (230 Lake Street, 744-3354)**

For properties within the Historic Overlay District, a Certificate of Approval is required from the Historic District Commission for repair, alteration, construction, relocation or demolition of any structure or sign within the Historic District.

Certificate of Approval Number: _____ Date: _____

7. **NH DES Wetlands Bureau (271-2147)**

A Wetlands Permit is required for:
Installing a dock or any other type of shoreline structure
Impacting the bank of any water body
Adding sand to a beach or constructing a new beach
Dredge, fill, or construction impacting any wetland

Permit Number: _____ Date: _____

8. The Asbestos NESHAP work practice standards established by the EPA apply to all renovations and demolitions of facilities that contain at least 260 linear feet of regulated asbestos-containing materials (RACM) on pipes, or 160 square feet of regulated asbestos-containing materials on other facility components, or at least 35 cubic feet off facility components where the amount of RACM previously removed from pipes and other facility components could not be measured before stripping. All demolitions must notify the appropriate regulatory agency, even if no asbestos is present at the site, and all demolitions and renovations are subject to the Asbestos NESHAP insofar as owners and operators must determine if and how much asbestos is present at the site.

NH DES Asbestos Management and Control Program (271-1370) requires a thorough inspection conducted prior to any renovation or demolition for asbestos containing materials. If asbestos is identified it must be removed by a licensed abatement contractor and disposed of at an approved facility. Prior to removing asbestos, you must file written notification letter with the Town Health Officer and NH DES. Lists of accredited asbestos inspectors, licensed abatement contractors, and approved disposal facilities can be obtained by calling NH DES at 271-1370, or on-line at www.des.nh.gov/ard/asbestos.htm

Asbestos Inspector: _____ License Number: _____

Abatement Contractor: _____ License Number: _____

Disposal Facility: _____ Date of Notification: _____

Application for Land Use Permit (Office Use)

Permit application is complete and has all required approvals:

YES

NO:

Project complies with applicable zoning requirements:

YES - Permit issued on _____

NO: _____ Requires Variance from the Zoning Board
_____ Requires Site Plan Review with the Planning Board
_____ Requires Subdivision Review with the Planning Board
_____ Requires Informational Meeting with the Planning Board

Referred to Planning Board / Zoning Board on _____

Signature of Land Use Enforcement Officer: _____

Date: _____

Date returned from Planning Board / Zoning Board _____

Decision (Attach Notice of Decision): _____

Permit issued on _____

Permit Denied on _____

Signature of Land Use Enforcement Officer: _____

Date: _____



Town of Bristol Driveway Ordinance:

All (new) driveways entering a Town road such that natural flowage water is obstructed shall require a culvert having a minimum diameter of 12 inches, minimum length of 20 feet, placed in the roadway drainage ditch. The cost of said culvert and installation, maintenance and replacement shall be born by the property owner, with cleaning done by the Town. No driveway drainage shall enter upon the traveled way. Installation of culvert and adequate drainage shall be approved by the Highway Superintendent and/or his agent. Culverts shall be purchased from suppliers other than the Town. (Passed at Town Meeting 03/13/84)

All questions regarding driveway permits, construction may be directed to the Highway Department at 744-2441.

