



**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

- New one or two family dwelling** **\$0.15 per square foot (minimum fee of \$150.00)**
- New multi-family dwelling** **\$0.20 per square foot (minimum fee of \$200.00)**
- Residential addition/accessory structure** **\$0.10 per square foot (minimum fee of \$25.00)**
- Interior alteration or renovation** **\$0.15 per square foot (minimum fee of \$25.00)**

Commercial

- New commercial or industrial building** **\$0.20 per square foot (minimum fee of \$300.00)**
- Commercial addition/accessory structure** **\$0.15 per square foot (minimum fee of \$100.00)**
- Interior alteration or renovation** **\$0.20 per square foot (minimum fee of \$50.00)**

Other

- 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. _____ Application Received ____/____/____ By: _____ (initial) Fee Pd.: _____	Phasing Applicability: Permit ____ of ____ Subdivision: _____ __ Driveway Permit __ PUC Approval __ Fire Insp. Review __ Septic Approval __ Floodplain __ Shoreland Protection __ Water & Sewer connection
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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 _____

INCLUDE A SCALED LOT PLAN INDICATING:

1. The dimensions of the lot (including road frontage)
2. Location of proposed new construction
3. Location of existing buildings with proposed additions
4. Location of proposed and/or existing driveway and parking
5. Clearly designated front, side, and rear setbacks to all existing and proposed structures, with all dimensions shown.
6. For Signs, show the location of the sign on the property and setbacks from property boundaries.

Note 1: If the building is to be located in a flood hazard zone as defined on the Bristol Flood Maps and Ordinances, additional information is required and supplemental permits may be necessary.

Note 2: No buildings or structure, or part thereof, shall exceed 35 feet in height as measured from the high point thereof to the average natural or graded permanent ground level at the wall of the structure nearest to and below said high point.

INCLUDE A PROJECT PLAN INDICATING:

1. Floor plan of existing building (show each dwelling unit)
2. Floor plan of proposed construction (show each dwelling unit)
3. For signs, sketch the sign indicating what it will say, any lighting, and dimensions of sign

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: _____

