



Building Permit Application Information and Instructions

1. The Commissioners shall issue all building permits requested in accordance with the Lower Bartlett Water Precinct regulations. No permit shall be issued for erection of any structure or for the use of land unless the proposal complies with the provisions of the Lower Bartlett Water Precinct Zoning Ordinance, and meets all other requirements.

Any owner or lessee of real estate who plans to construct, structurally enlarge, move or relocate a building or structure, including prefabricated and mobile homes, or increase the number of dwelling units in a building, or change the use thereof, shall Not Less Than Twenty-One (21) Days Prior to Commencement of Such Action, file with the Board of Commissioners an Application for a Building Permit which shall clearly indicate the nature of the proposed plans. Ordinary maintenance and repairs to existing building and structures are exempt from filing.

2. The Applicant is responsible to assure that all information in the application is correct, and fairly represents the proposed project. All locations for new construction must be clearly marked on site with stakes.
3. Applications shall be accompanied by the following:
 - a. The required fee
 - b. State approved septic permit when applicable
 - c. A plan of the lot drawn to scale, showing:
 1. The area of the lot.
 2. The dimensions of the lot (including road frontage).
 3. Location of proposed construction.
 4. Locations of existing building(s) with proposed additions(s). All additions must have all dimensions/sizes.
 5. Clearly designated Front, Side and Rear setbacks to all existing and proposed structures.
 - a. All buildings and structures upon any lot in this district shall conform to the following minimum set-back requirements
 1. Front line set-back – there shall be between the nearest edge of the right of way and the extreme front of any building or structure a minimum distance of fifty (50) feet.
 2. Side line and back line set-back – there shall be between the property of any abutter and any building or structure a minimum distance of fifteen (15) feet.



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- b. All buildings or structures upon any lot in this district shall conform to the following maximum height requirements: No building or structure shall be in excess of thirty-five (35) feet in height.

If Applying for More Than One Structure, Please Provide Complete Information on Additional Pages

- 4. The building permit shall lapse if the use for which the building permit was issued and it is not commenced within one (1) year. If project is not completed within one (1) year, a new permit must be applied for.
- 5. Permission to build shall not be in effect until the application has been approved and permit issued.
- 6. Building permits are required for all structures, which means, anything constructed or erected with a fixed location on the ground, among other things structures include, but are not limited to buildings, mobile homes and similar structures.
- 7. Where onsite septic systems are needed, obtaining the required State approval is the responsibility of the applicant. No Building Permit can be issued until State approval has been received.
- 8. Fees for A Building Permit as Follows (Check All That Apply)

_____	Building or Improvement to building - \$1,000 - \$30,000	\$25.00
_____	Building or Improvement to building - \$30,000	\$50.00
_____	Renewal of Permit	\$10.00
- 9. New service lines must be installed with the Lower Bartlett Water Precinct Service Line Specifications.
- 10. Any construction near the Lower Bartlett Water Precinct water lines requires and approved Excavation/Construction Permit.



LOWER BARTLETT WATER PRECINCT SERVICE LINE SPECIFICATIONS

Before you proceed any further, you must:

***CALL DIG SAFE**

Sizes

- Residential service lines are to be $\frac{3}{4}$ " or 1" depending upon offset from the main line and main line pressure. Homes with multiple bathrooms or which are located more than 100 feet away from the curb valve should install 1" service lines.
- Commercial service lines will be sized according to the fixture unit demand.

Materials

- Service lines are to be K copper or CTS polyethylene tubing 200# rating.
- Service lines 500 feet or less are to be continuous and not coupled.
- Copper tubing shall meet the requirements of Federal Specification WW-T 7996 and shall conform to ASTM specifications B-75, B-88 and B-68 as they apply to Type K Copper Tubing.
- Copper Tube Size (CTS) Polyethylene shall have a working pressure of 200 P.S.I. and shall conform to AWWA C-901, ASTM-D-1248 and ASTM-D-2737.
- Service Brass must conform to AWWA Standard C-800 (latest revision) and pack joint end connections shall consist of a Buna-N beveled gasket for watertight seal. An independent, split-clamp locking device or stainless steel beveled gripper shall be incorporated in the design for additional restraint.

Installation

- Service lines should be buried a minimum of six feet deep and should be buried seven feet deep in areas that are going to be plowed. If the required depth cannot be achieved due to ledge, rigid Styrofoam should be installed over the service line. Two inches of Styrofoam is equivalent to one foot of dirt cover. In no case should service lines be buried less than four feet deep.
- Water service lines and power lines, telephone and cable lines shall be separated by five (5) feet both vertically and horizontally. The water line may be within five (5) feet horizontally when crossing under the power lines at a perpendicular angle.
- The installation of water service pipes shall be prohibited in soils and groundwater contaminated with solvents, fuels, organic compounds or other detrimental materials. Ref. International Plumbing Code 2000.
- Water service lines and building septic systems, holding tanks and related piping must be separated by a minimum of twenty (20) feet. The water service line may cross the waste line at a perpendicular angle provided that a five (5) foot separation of compacted or undisturbed earth is maintained and that the water line is sleeved twenty (20) feet each side of the waste line. No joints in the sleeve shall be within ten (10) feet of the waste line. Joint and terminus of the sleeve are to be sealed and made liquid tight.
- A one foot sand envelope shall be installed around the pipe.
- Water line marking tape (metallic) shall be installed over the water line in the top foot of backfill.
- Installation of the water line must be witnessed by and connection of service line to water main MUST be made by a representative of the Precinct. Homeowner or contractor shall provide 48 hours' notice to schedule a representative of the Precinct.