

Town of Hollis

Building Permit Application Checklist for New Homes

This checklist is to be used as a guide for applying for all Building Permits within the Town of Hollis. It shall be used for each individual application submitted; however, not all requirements will be applicable to all applications.

The following information shall be required for a **complete application**. The Hollis Zoning Ordinance is available at Hollis Town Hall or at www.hollisnh.org

Property Location: _____ **Map:** _____ **Lot:** _____ **Acreage:** _____

- Site Plan** A scaled site plan is required for all new structures or additions. The plan must show all setbacks from right of ways, property lines and wetlands, location of septic system and driveway. (NOTE: front setback is measured from edge of property line or right of way, not from edge of road pavement) A Certified foundation plan shall be required for all new single & two family dwellings prior to framing.
- Driveway Permit** Issued by Public Works Director or State of NH DOT. Applications for driveways on Town of Hollis roadways shall be obtained from the Department of Public Works located at 10 Muzzey Road.
- Septic Approval** An approved septic system design, signed by the Town of Hollis and the State of NH DES, for the number of bedrooms Proposed for the home.
- Notice of Intent to Cut Wood or Timber** To be filed with Town of Hollis. Forms are available from the Assessing Office.
- NH Energy Code Certificate of Compliance** Applications are available on-line at www.puc.state.nh.us/EnergyCodes/residential.htm or copies are available from Building Department. Application must be mailed to Public Utilities Commission. Certificate of Compliance must be received prior to issuance of permit.
- Construction Plans (1 Copy at least 24" x 36" and 1 copy 11" x 17")** Plans must comply with IRC/IBC 2015 (suite of codes) and the NEC 2017 (electrical code) for single family residential, commercial or multifamily. Plans must be drawn to scale, legible and shall include all dimensions, including decks/porches, material size and type, cross section with framing specifications, truss specifications and engineered lumber specifications (required), window/door schedule and foundation details. Plans for additions/ remodels must show existing structure and proposed addition or remodel.

NOTE: Approved plans, stamped by Building Inspector, **must remain on-site at all times.**

ADDITIONAL INFORMATION REQUIRED (must be filled out)

- Heating System - Oil Other _____
 L/P Tank Size _____ Above Ground Underground
- Finished Basement Yes No If yes, total square footage _____ Use _____
 Finished Attic Yes No If yes, total square footage _____
- Open Deck(s) Size _____ No
 Screen Porch(s) Size _____ No
 Farmers Porch(s) Size _____ No
 Patio Size _____ No
 Hot Tub
- Stand By Generator Stationary Portable No
 LP Fireplace Qty _____ Yes No Wood Stove Qty _____ Yes No
 Above Ground Swimming Pool No
 In Ground Swimming Pool No