



TOWN OF CHESTER, NEW HAMPSHIRE BUILDING PERMIT PROCEDURE

All permit fees are payable upon request and prior to issuance of building and/or trade permits. All checks are to be made payable to Town of Chester.

For FEES see “Article 4 – Town of Chester - Permit Fee Schedule”.

A permit pulled after the work has commenced is subject to a minimum fee imposed of \$100.00 and/or a fine of up to \$50.00 per day (whichever is greater). The fine period starts when the work is started and runs until a permit issued. All fines must be paid in full prior the issuance of a permit. This applies to all permitting.

All applications are to be submitted on forms as provided by the Chester Building Official. Currently the building permit form used is titled “Application for Plan Examination and Building Permit”. A completed application checklist form titled, “Town of Chester Building Permit Application Submission Checklist” must accompany the application.

Trade permits are to be taken out on their respective forms.

All application forms are available from the Building Official. Propane and Gas Permits may be obtained through the Chester Fire Department.

You will be required to provide the supporting detail for the calculations of square footage for your building permit fees. The Building Official’s Office will determine the actual and final calculations and fees due.

Chester Zoning Ordinance, Article 10, Section 10.3.3 requires that...”No building permit application will be approved and issued until public notice of the application has been posted at the Town Hall for a period of 7 days”... so while your permit may be reviewed in a shorter period of time, a building permit cannot be issued for a period of 7 days.

The Building Official will review your application generally within 3 days of submission for residential construction and not more than 30 days for commercial applications. If your application is denied you will be told why and what you need to provide for approval. Upon final approval, you will be issued a building permit and given a building permit card.

The building permit card is a heavy weight cardboard Building Permit that is to be displayed on site at all times. The applicant is responsible to see that the building card is properly displayed and available for signature by the inspectors.

For New Construction

Compliance to Chester Zoning Ordinance and all/any other applicable regulations must be met PRIOR to issuance of a permit. Prior approvals may be required as part of the issuance of a building permit. Prior approvals, if applicable, must accompany the application. Prior approvals may include but are not limited to:

1. A state-approved septic system design is required. See Department of Environmental Services Chapter Env-Wq 1000. See Chester Zoning Ordinance.
2. All new construction must be accompanied by an approved driveway permit application from the Chester Building Department for all Town Roads and/or if on a State Highway, a driveway permit from the NH Department of Transportation Division 6 is required.
3. All permit applications must reflect compliance to Chester Zoning Ordinances and any applicable Site Plan Review and/or Subdivision Approval requirements.
4. The New Hampshire State Building Code applies. Chester has adopted local building codes in addition to the NH State Building Code. See Chester Zoning Ordinance. Other codes apply in the state or through reference within adopted codes.
5. For developments or structures requiring sprinkler systems; plans must have prior submission and approval from the Chester Fire Department and must be included at the time of application.

Proceed by getting a Building Permit Application and a Submission Checklist from the Building Official's Office. Complete all required areas that are applicable for your building project. Prior approvals, if applicable, must be in place and attached as part of the application. Trade permits are submitted on separate forms. Propane and Oil permitting is done through the Chester Fire Department.

Submission, acceptance, and subsequent posting of your application (for the 1 week posting requirement) does not start until all required material have been submitted. A permit cannot be issued until the application submission checklist has been posted for a minimum of 1 week.

Information to be included on permit (s) (varies based on complexity):

- Property Detail
- Owner/Applicant Information
- Location – to include address and/or tax map number
- Contractors – if known.
- Building information – in particular the calculated square footages for permit fees.
- Site Plan drawing – on the application or an additional detailed site plan may be required.
- Floodplain Information - if applicable
- Other Project Document Submission – site plan, soil report, architectural drawings, structural drawings, mechanical drawings, electrical drawings, structural calculations, sprinkler and fire protection detail may be required depending on the complexity of the project.
- Most commercial applications will require detailed plan sets and prior third party review.

Utility/Trade permits are required for each area of involvement. These are in addition to the structural building permit. Utility/Trade permits (electrical and plumbing) require that the applicant holding the NH license take out the permit and the applicant will be required to provide a copy of the applicant's trade license and a copy of a valid drivers license. The State of NH requires a gas fitters license to perform gas related work. No utility/trade work is to proceed without a permit.

Certification through the NH Public Utilities Commission's for energy compliance is required prior to installation of insulation for all new residential building projects.

A foundation certification will be required for all foundations prior to the placement of lumber at the site.

ADDITIONS/RENOVATIONS, POOLS, DECKS, GARAGES, BARNs, SHEDS, ETC – Same process applies.

(Non-commercial)

1. If increasing the load on the septic system, you are required to get a state-approved septic design or validate through a septic designer that your existing system is sufficiently designed.
2. If a driveway change is proposed you are required to get a new driveway permit.
3. All applicable buildings and construction methods must reflect compliance to current Building Codes, Chester Zoning Ordinances and any applicable Site Plan Review and/or Subdivision Approval requirements.
4. Compliance to existing codes is required.
5. Change of use requires Chester Site Plan Review and approval.

Fill out an application as above for new construction – completing all areas that are applicable. If increasing the size of the footprint of the building, make careful measurements to insure compliance to the lot line setbacks that apply to the lot. On the application (or separate submission) draw a basic plan of what you intend to do. Label all lot lines and distances. Submit the application using the same procedure as NEW CONSTRUCTION. Additional project documentation and submissions may be required depending on the complexity of your building project.

Required inspections may vary depending on the degree and complexity of your building project. Consult Town of Chester "*Site Inspection Schedule*" for particular inspection requirements. The permit holder is responsible to inform the building inspector in a timely fashion for all required inspections prior to performing work beyond the inspection points.

Commercial and Change of Use

Compliance to Chester Zoning Ordinance and all/any other applicable regulations must be met PRIOR to issuance of a permit. Prior approvals may be required as part of the issuance of a building permit. Prior approvals, if applicable, must accompany the application. Prior approvals may include but are not limited to:

1. A commercial use or change of use may require a SITE PLAN REVIEW with application and approval through the Chester Planning Board. If applicable this approval will be required prior to issuance of commercial or change of use type building permits.
2. A state-approved septic system design consistent with Department of Environmental Services Chapter Env-Wq 1000 is required.
3. All new construction must be accompanied by an approved driveway permit application from the Chester Building Department for all Town Roads and/or if on a State Highway, a driveway permit from the NH Department of Transportation Division 6 is required. For commercial use, this is also generally detailed on the final Site Plan.
4. The application must meet all applicable requirements as noted for new construction. Additional document submissions may be required depending on complexity of your project. A third party review of detail plans may be required.
5. Permit must reflect compliance to Chester Zoning Ordinances and all/any applicable Site Plan Review and/or Subdivision Approval requirements.
6. The New Hampshire State Building Code applies. Chester has adopted local building codes. See the Chester Zoning Ordinance. Other codes apply in the state or through reference within adopted codes.
7. Other Project Document Submission – site plan, soil report, architectural drawings, structural drawings, mechanical drawings, electrical drawings, structural calculations, sprinkler and fire protection detail – may be required depending on complexity of the project.
8. Most commercial applications will require detailed plan sets and prior third party review.
9. Most commercial applications will be required to bear the seal of a licensed NH Architect and/or Engineer.

Any questions, consult with the Building Official –

Thomas Roy chesterbi@gsinet.net

Telephone (603) 887-5552

Building Inspector's Office Hours:

Monday through Thursday 8:30 to 10:30 am and 3:30 to 4:30 pm

Thursday evenings 5:00 to 7:00 pm

Additional times by appointment.