

For Office Use Only
Permit # _____
Fee \$ _____

Map # _____ Lot # _____

TOWN OF LISBON, N.H.
ZONING AND BUILDING PERMIT APPLICATION
COMMERCIAL OR MULTIFAMILY (3 or more dwelling units)

INSTRUCTIONS

Please complete and mail or deliver to Lisbon Town Office, 46 School Street, Lisbon, NH 03585.

TYPE OF PROJECT

Please check all that apply:

- ☐ Construct a new commercial building or accessory structure or begin business use of the property
- ☐ Addition to an existing commercial building or accessory structure
- ☐ Conduct interior renovations, alteration or repair on an existing commercial building or accessory structure
- ☐ Relocating existing structure
- ☐ Place a modular or pre-site built building on the lot for business use
- ☐ Construct a new dwelling with three or more dwelling units
- ☐ Add units to an existing dwelling that will have a total of three or more units when completed
- ☐ Convert an existing dwelling to lodging (3 or more guest rooms)
- ☐ Change from one type of business use to another or expansion of existing business activity

APPLICANT INFORMATION

Owner Name _____

Phone _____

Mailing address _____

Email _____

Agent Contact if not owner:

Name _____

Phone _____

Email _____

PROPERTY INFORMATION

Physical address _____ Tax map # _____ lot # _____

Driveway permit: State _____ Town _____ # _____ Date _____

Zoning District A _____ B _____ C _____ D _____ I _____

Is the property in any of the following Overlay Districts (see Zoning Ordinance for details):

____ Pearl Lake Conservation District

____ Shoreland Protection Area

____ Flood Hazard Area

____ Wetlands Conservation Overlay District

____ Fluvial Erosion Hazard Area

Please contact NHDES for information on any additional permits that may be required from the state such as Alteration of Terrain (AOT) or for activity affecting wetlands or shorelands.

Lot size: _____ acres _____ sq.ft. Lot Frontage (length of front lot line) _____ ft.

Distance between lot line and closest point of new building or addition:

Front _____ ft. Rear _____ ft. Facing property from road, Left side _____ ft. Right side _____ ft.

Is the portion of the lot to be developed in Current Use? Yes _____ No _____

PLEASE DESCRIBE PROPOSED PROJECT

CONSTRUCTION DETAILS

of Commercial Units _____ # of Dwelling Units _____

If Multifamily or Lodging, Total # Bedrooms _____ Total # Bathrooms _____

Dimensions of New structure or addition: Height _____ # Stories _____

Basement Yes _____ No _____

Type of Heating: Oil* _____ Wood _____ Electric _____ Gas _____ Solar _____ Other _____

* A state permit is required for the installation of a new oil burner

Fuel storage: Size _____ Inside or Outside _____ Above ground or buried _____

Size of Electric Service _____

Snow Load _____ Wind Load _____ Frost Level _____

Required: Snow load 105 at 1800' elevation; Wind load 100 mph; Frost level 60 inches

Foundation: Concrete _____ Piers _____ Slab _____ Other _____

Garage: Yes _____ No _____ If yes, Attached _____ Detached _____ Size _____

Barn _____ Shed _____ Deck _____ Patio _____ Swimming Pool _____

Please describe any other buildings on the property: _____

Estimated value of new construction \$ _____ Completion date: _____

CONTRACTOR _____
Mailing address _____

Phone _____
Email _____
License # _____

ELECTRICIAN _____
Mailing address _____

Phone _____
Email _____
License # _____

PLUMBER _____
Mailing address _____

Phone _____
Email _____
License # _____

ARCHITECT/ENGINEER _____
Mailing address _____

Phone _____
Email _____
License # _____

WATER AND SEWER

Water Supply: Town Water _____ Private Well _____ Other _____

Protective well radius: Size _____ ft. Entirely on the property? Yes _____ No _____

Wastewater: Town _____ On-site _____

NHDES Approval for Septic System Construction # _____ Date _____ # Bedrooms _____

SITE SKETCH

Please attach sketch (or survey if you have one) to provide the details of the proposed improvements/change. Include as applicable:

1. Approximate scale, north arrow, name of road providing access
2. Lot lines and dimensions of lot
3. Existing and proposed buildings or other structures, drives and parking spaces with dimensions (width, length, height)
4. Distance between building and property lines and other structures. A survey may be required if needed to confirm compliance with setbacks
5. Wetlands, riverbanks, streams, drainage ditches or other stormwater facilities, culverts, seasonal runoff areas
6. Septic system, both proposed and/or existing, with distance to nearest water
7. Well location and protective well radius
8. Location and size of any existing or proposed signs or lighting

PLANS

For new construction or addition, please provide:

1. Dimensioned floor plans for all floor levels specifying each room with intended use.
2. Dimensioned exterior elevation plans.

DURING CONSTRUCTION

Fire Safety Heating Permit: This permit shall be filed with the Selectboard upon completion. Please contact the Fire Department for this report.

Occupancy Permit: Town of Lisbon Inspections are required at the appropriate point in the construction process, and, at the completion of construction, a physical inspection by the Building Official and Fire Chief is required before an occupancy permit is issued.

A building permit will be void if:

1. Construction has not begun within twelve (12) months from the date of issuance of the permit.
2. At the termination of two (2) years from the date of the permit, if the exterior of the building remains in an uncompleted condition, the Building Official shall order completion or removal at the expense of the owner of such uncompleted buildings, unless an extension of the permit is granted by the Building Official.

I understand and accept that approval granted by the Town of Lisbon bases upon information supplied herein does not relieve me from having to comply with any Local Ordinances, State or Federal Laws.

I hereby certify that the information herein is true and the above project will be accomplished in accordance with the information submitted. I have read and understand the Town of Lisbon Zoning Ordinance as it applies to this project and I understand the Board of Selectmen will act to enforce both the Zoning Ordinance and the State of New Hampshire Building Code.

Signature of property owner _____ Date _____

THIS PAGE FOR OFFICIAL USE ONLY

Needed prior to approval

- ☐ Special Exception from Zoning Board of Adjustment Received _____
- ☐ Conditional Use Permit from Planning Board Received _____
- ☐ Site Plan Approval from Planning Board Received _____
- ☐ Excavation Permit from Planning Board Received _____

Needed prior to commencement of construction or activity

- ☐ State Fire Marshall Approval
- ☐ Driveway Permit: NHDOT _____ Town _____
- ☐ Septic Permit from NHDES or Approval for connection to Town sewer
- ☐ Approval for connection to Town water
- ☐ Certificate of Compliance with Energy Code
- ☐ Flood elevation
- ☐ Dig Safe

-
- ☐ Approved

Notes/Conditions _____

- ☐ Denied

Reasons _____

Building Official

Signature _____ Date _____

Floodplain Administrator

Signature _____ Date _____

Any person aggrieved by this decision may appeal to the Zoning Board of Adjustment within 30 days of this decision.

***Revised Application Approved 07/11/2022 by the Board of Selectmen*

Town of Lisbon, NH
2018 Commercial Building Permit Fee Schedule

New Construction: \$500.00 plus @0.45 per square foot. Applicable to all new construction.

Out Building: \$150.00 Flat Rate. Applicable to all Storage Buildings, Dumpster Enclosures Sheds. Ancillary to primary commercial building.

Commercial Renovation: \$300.00 Flat Rate. Includes all structural repairs, Interior alterations.

Commercial Addition: \$300.00 Flat Rate plus \$0.45 per square foot of additional space.

Commercial Demolition Permit: \$100.00 Flat Rate. Evidence of required Asbestos and Lead inspection report.

Gas Fitter Permit: \$75.00

Commercial Solar Panels:
Building Mounted \$500.00 Structural Report Required

Commercial Solar Panels:
Ground Installation \$500.00

Commercial General Inspection Fee \$325.00 (Includes Report) New Construction, Commercial Renovation, and Commercial Addition.