



## Permitting Process Checklist

The following items may or may not be required prior to the issuance of a building permit for any project. Please contact the Rindge Building Department for information regarding your specific project.

### Step 1: Building Dept.

Item	Applicable	Not Applicable	Received
Building Plans			
Copy of Deed			
State Septic Approval			
NH Energy Code Approval			
Permits Fees			

**Note: Permit fees are determined by the total sq/ft of the building to include all Floor Space, Basement, Deck, Garage and Outbuildings. Fees will be determined upon submission of the building permit application.**

One complete set of Building Plans showing the Foundation, Framing Details, Floor Plan and Exterior View must be submitted. Commercial properties shall submit two copies with the required State of New Hampshire Engineer Stamp. Any structure containing **pre-engineered materials** such as roof trusses or supporting beams shall be accompanied by engineer's documents. Truss construction must also show snow loading.

### Step 2: Planning Board

Planning Board Approval			
Driveway Permit			
GMO Building Permit			
Impact Fee			
Site Plan Review			
Board of Adjustment Approval			
Class VI Road Waiver			

Board of Adjustment Approval may be required prior to the issuance of a building permit if your proposed building will not meet the setback requirements, will further violate setbacks, is an occupancy not approved for your zoning district or if you are building on a class VI or private road.

### Step 3: Code Enforcer

Zoning District	Abutters Property	Right of Way	Wetlands/Lake Front
Residential	15 feet	50 feet	50 feet
Residential/Agricultural	30 feet	75 feet	50 feet
Village	15 feet	50 feet	50 feet
Business/Light Industry	Contact	Building	Department
Commercial	Contact	Building	Department
College	15 feet	50 feet	50 feet
Plot Plan Approval			
Land Use Change Tax			
Property in Flood Plain			

Plot plan must show the location and the dimensions of the proposed building in relation to all wetlands/water and property boundaries. Include all decks, chimneys, overhangs, etc., on the plot plan. All portions of the proposed building must meet the setback requirements in accordance with the Town of Rindge Zoning Ordinances.