

**Town of Unity- Building Permit Procedure
Residential**

The entire application and the following information must be completed and submitted to the town office where it will be reviewed by the building inspector and any other official deemed necessary for approval of this project. Please allow ten days for these plans to be reviewed.

New Buildings, Manufactured Housing and Additions

1. Approved septic design.
2. Driveway permit. This will be reviewed by state and local road agents and the Planning Board as necessary.
3. A site or plot plan of the lot showing the proposed and existing structures and set-backs from the property line.
4. A complete set of building plans showing the material list, foundation / drainage, joists, rafters, studding, window and door schedule, insulation, etc.
5. After this criteria is met, submitted, reviewed, and the application fee is paid a building permit will be issued.

Please note that you may be required to file an intent to cut with the town office if you are cutting trees on this property, depending on the size and quantity of the trees cut. Please call the town office to determine if you need to file.

When construction begins the following code compliance inspections must be done by the building inspector, and **must be requested at least 24 hours in advance.**

1. Foundation footings, forms and reinforcements if applicable. Lot pins must be in place at this inspection to assure the setback requirements are met. If the pins are not there or the setbacks cannot be verified, the construction will not be approved or allowed to continue. **Do not pour concrete until the above has been approved.**
2. Foundation insulation , waterproofing and drainage , prior to back filling
3. The Fire Department must inspect the installation of all under-ground fuel tanks and piping prior to back filling
4. Structural rough frame, electrical and plumbing prior to covering.
5. Final Inspection to include plumbing, heating, electrical, and other code issue or miscellaneous item as applicable to the project. **We would appreciate this being scheduled at least 4 or 5 days in advance.** The owner/applicant **MUST** request a Certificate of Occupancy after this inspection.

A building or structure shall not be used or occupied in whole or in part, until a Certificate of Occupancy has been issued. If you have a septic system on your property, an Approval of Operation for that system must be received from the State of New Hampshire, Department of Environmental Services, before a Certificate of Occupancy may be issued.

If you have any questions call Paul Moeller, 603-398-4017 or the Town of Unity Office at 603-543-3102.

Application must be signed by the property owner.

I have read and understand the information above.

Signature _____ Date _____

Revised and Approved on October 22, 2018

Unity Selectmen

William A. Schroeter

John M. Callum, Jr.

Edward A. Gregory

11/8/2018