

**TOWN OF GILSUM**  
**BUILDING PERMIT REQUIREMENTS**

PO Box 67  
Gilsum, NH 03448  
(603) 357-0320

***What Do I need a Building Permit for?***

1. To construct or alter an existing structure. This includes mobile homes.
2. Construct an addition. This could be a room, garage, deck, etc.
3. Demolish or remove a structure.
4. To make a change of use or occupancy. In the case of business use, this would include a use in the type or limits of a business.
5. Swimming pools, pole barns or any other outbuilding use.

***What Do I NOT need a Building Permit for?***

1. Any building that is less than 100 square feet. Adding/changing a room to/of an existing house of under 100 square feet for a deck or bathroom would be a change of an existing structure, therefore would require a permit.
2. Any repair to existing buildings. Some types of repairs are:
  - a. Replace roof shingles
  - b. New siding
  - c. New replacement windows or doors.
  - d. Paint house, either inside or outside.

***What is the application process?***

1. Contact the Selectmen or Administrative Assistant for ***application form(s)***.
2. Bring completed form back to the Selectmen's office along with the following documents:
  - a. ***Site Plan***. This should be drawn to scale showing the location of all proposed (as well as existing) structures. Their distance from front, side, and rear lot lines is important. It is important to show any wetlands or streams on your plan.
  - b. If your proposed project is located in the ***Federal Flood Plain***, we would also need the proper documentation proving that what you propose meets all requirements of the flood plain ordinance.
  - c. ***Driveway permit*** (if none currently exists). All properties located on Route 10 and on the Surry road need to obtain this from the State of NH D.O.T.
3. You will need an ***approved Septic plan*** from the State of NH if the following are happening:
  - a. You are building a completely new structure that are to be used as living quarters, or any business that requires employees to be present on the premises.
  - b. You are completely replacing an existing structure.
  - c. You are adding bedrooms to an existing structure.
4. Your land use proposal ***may be referred to either the Planning Board or the Board of Adjustment*** if you meet certain conditions:
  - a. If you are proposing any type of business use. A Site plan review will be required.
  - b. If you are expanding or changing the use of any type of business.
  - c. If you are considering building on a class VI (non-town maintained Rd.).
  - d. If your proposal does not meet the existing requirements for the zone involved.

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***What codes need to be met?***

1. The State Building Code which includes the following codes:
  - a. International Residential Code (One and Two family residences).
  - b. International Building Code (All other structures).
  - c. International Mechanical Code.
  - d. International Plumbing Code.
  - e. National Electrical Code. (NEC)
  - f. NH Residential Energy Code.
  - g. NFPA Fire prevention codes related to all types of heating equipment and Chimneys.

***What are the FEES?***

- Residential, which include plumbing and electric .15 cents sq. ft.
- Commercial .30 cents sq. ft.
- Any structure with no required plumbing (electric only) .12 cents sq. ft.
- Any structure over 500 sq ft with no electric or plumbing .08 cents sq. ft.
- Smaller out buildings (under 500 sq ft) with no  
Electric or plumbing. Flat fee: \$20.00.
- Please make check payable to ***The Town of Gilsum***

Once you have met all the above criteria, the building inspector will then issue a permit.

- The Building Inspector will then contact you as to when he/she will make the required inspections.
- Upon completion, a Certificate of Occupancy will be issued. Until this is issued, the building is not legal for use.