

# Town of Tamworth

## Building Notification Form

Map \_\_\_\_\_ Lot \_\_\_\_\_ Sub-lot \_\_\_\_\_ Date \_\_\_\_\_

Physical Address \_\_\_\_\_ Phone # \_\_\_\_\_

### Owner Information

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_

### Contractor Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

**Description of Proposed Construction:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your property in a floodplain? Yes \_\_\_\_ No \_\_\_\_

### Occupancy/Use Information:

- ☐ Residential
- ☐ Multi Unit
- ☐ Accessory/Storage
- ☐ Commercial/Industrial
- ☐ Business
- ☐ Mixed Use
- ☐ Institutional/Assembly

### Building Plan Information:

Living Space \_\_\_\_\_ Sq Ft

Max Building Height \_\_\_\_\_ Ft

Number of Bedrooms \_\_\_\_\_

Number of Dwelling Units \_\_\_\_\_

Septic Permit # \_\_\_\_\_

Energy Compliance # \_\_\_\_\_

### Other Work being done:

- ☐ Electrical – Temporary/Permanent
- ☐ Plumbing
- ☐ Mechanical
- ☐ Sign

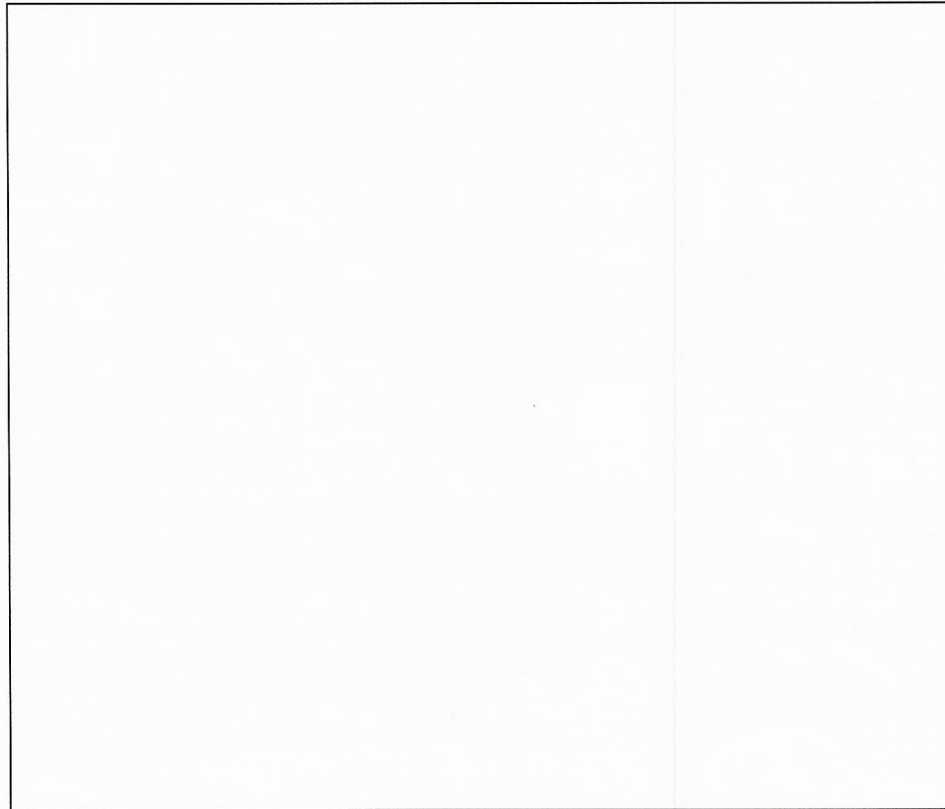
**Other Permits that may be Required:** The property owner is responsible for obtaining all other permits and approvals that may be required for a particular project. A partial listing of the permits and approvals that may be required include the following: Planning Board Approval (subdivision, cell tower, etc), Dept. of Environmental Services Floodplain Development Permit, Driveway Permit, Fire Dept. Approval (required on Commercial or Multi Unit Resd), Tamworth Wetland Ordinance Special Use Permit.

Estimated Cost of Construction: \$ \_\_\_\_\_

Fee: \$ 100.00 \_\_\_\_\_ Cash/Check # \_\_\_\_\_ ID# \_\_\_\_\_

**SITE PLAN**  
**SITE PLANS MUST INCLUDE ALL OF THE**  
**FOLLOWING:**

1. Identify the dimensions of the lot.
2. Proposed and existing structures on the property.
3. Location of the driveway, septic system and well.



MAP \_\_\_\_\_ LOT \_\_\_\_\_ PROPERTY ADDRESS \_\_\_\_\_

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I hereby certify that all the information on this application is correct:

Signature of owner \_\_\_\_\_ Date: \_\_\_\_\_

## **Town of Tamworth Building Requirements**

While there is no zoning in the Town of Tamworth, certain regulations do apply, both within the town and the state.

- **Floodplain Zones:** No development may occur in a floodplain as shown on the 2013 FIRM map without a flood plain permit (and building notification form application, if necessary). You, the property owner must determine whether you are in a floodplain area.
- **Land accessed by a private or Class VI right of way:** No building may be erected on land accessed by a private or Class VI right of way, unless the Board of Selectmen grants a waiver. See RSA 674:41 for full details. You may obtain a copy at the Selectmen's Office. (Effective 7/17/02)
- **Building Notification:** A Building Notification is required on all construction or alterations that have an estimated cost in excess of \$5,000. The application may be obtained at the Selectmen's Office. The application fee is \$100.00. (Effective 3/10/04)
- **Septic System:** Each septic system must be designed to meet New Hampshire specifications and be approved by the State of New Hampshire.
- **Cell Towers:** (Adopted March 2002) Personal Wireless Service Facilities Ordinance; please see review ordinance and take all appropriate steps before any work, additions, removal etc is done to towers.
- **Driveway Permit:** If access to your property is from a State road, you must obtain a driveway permit from the State. A driveway permit (also called a "curb cut") may be obtain from the Patrol Foreman at the Department of Transportation ("DOT") building on Route 16 in Tamworth, or by mail from the NH Department of Transportation, 2 Sawmill Road, Gilford NH 03249. If access to your property is from a Town road, you must obtain a driveway permit from the Town. Applications are available at the Town Office. The Road Agent will review your site and approve your application if it meets the necessary requirements. If access to your property is from a private road, your driveway is subject to whatever requirements that may be imposed by the developer and/or a road association.
- **Street Number:** Tamworth uses the federally mandated 911 emergency address numbering system. To obtain a new street number, apply to the Selectmen's Office. Because the 911 Number is assigned by the Town's mapping company to meet the federal requirements, the exact location of your driveway entrance is needed. The Selectmen's Office can provide a map of your lot for your convenience in measuring and noting the location. The process takes about three weeks, and you cannot obtain electrical or telephone service without it. Before you obtain your 911 street number, a Building Notification application must be submitted and approved by the Board of Selectmen.
- **Fire Code:** The New Hampshire State Fire Code applies to all buildings in town and includes a variety of provisions that apply to both new and existing buildings. Any questions regarding the Fire Code should be directed to the Fire Department at 323-8874.
- **Construction, Plumbing, and Electrical Codes:** "New Hampshire building code" or "state building code" means the adoption by reference of the International Building Code, the International Plumbing Code, the International Mechanical Code, the International Energy Conservation Code and the International Residential Code, as published by the International Code Council and the National Electric Code. State of New Hampshire requirements must be met and are the responsibility of the respective contractors. All buildings, building components, and structures shall comply with the state building code. For further information consult NH RSA Chapter 155-A.
- **NH Energy Code:** Newly constructed buildings must meet the NH Energy Code. The residence code is available at the town office. For additional information contact the Public Utilities Commission at 603-271-2431, or go to the website at <http://www.puc.state.nh.us/EnergyCodes/energypg.htm>
- **Heating System Installation Permit:** This permit is required for all heating systems, and an application may be obtained from the Fire Chief at 323-8874

Updated 2015



# TOWN OF TAMWORTH BUILDING NOTIFICATION ORDINANCE

## ARTICLE I

This ordinance is established and governed by the laws of the State of New Hampshire, specifically RSA 31:39, and all other applicable laws.

## ARTICLE II

A. No building or structure shall hereafter be constructed, renovated, relocated, or altered without first completing a building notification form if such construction, renovation, relocation or alteration is expected to exceed \$5,000.00.

B. The Building Notification form must be accompanied by a sketch or plan of the proposed construction, renovation, relocation, or alteration, together with a statement from the applicant describing the intended use of any new, renovated, relocated, or altered building. The Building Notification form and the sketch or plan will be retained by the Board of Selectmen.

C. Normal repairs and maintenance, such as repainting, replacing roof shingles or siding, replacing rotted sills, stairs, etc. shall not require submittal of a Building Notification form.

D. A project that (1) includes normal repairs and/or maintenance and (2) which includes new construction that is not commonly inclusive of "normal repairs and/or maintenance," and (3) the total cost of which exceeds \$5,000, requires a Building Notification form.

## ARTICLE III

This ordinance does not apply to any dwelling, building, or trailers, under construction at the time of passage.

## ARTICLE IV

The fee to obtain a permit is \$100.00.

## ARTICLE V

Every person, firm, corporation or entity violating any of the provisions of this ordinance shall be subject to the fines and penalties set forth in RSA 676:17, as amended from time to time.

## ARTICLE VI

The invalidity of any provision of this ordinance shall not affect the validity of any other provision.

## ARTICLE VII

This ordinance shall take effect immediately upon its passage.



**If you are building or modifying anything other than a single family residence, associated residential garage or outbuilding, contact the Fire Chief before beginning construction.**

**If you are changing the use of an existing building or portion of a building to anything other than a single family residence, associated residential garage or outbuilding, contact the Fire Chief before making any modification.**

**Even though Tamworth has not adopted the State Building Code, the State Fire Code still applies. Your project will be reviewed for compliance with the State Fire Code. This review commonly includes means of egress, heating systems, a cursory electrical inspection, fire protection systems where applicable, and any hazards specific to the building operation.**

**Contact the Tamworth Fire Chief at 323-8874 for details.  
Frequently asked questions:**

**Q: Since Tamworth has not adopted any building codes, zoning, or life safety codes, where do these requirements come from?**

**A: The State of New Hampshire adopts the State Fire Code under RSA 153:5. Local authority to enforce the Fire Code rests with the Fire Chief under RSA 154:2. This is State Law. It can be superseded only by a local ordinance which is "no less restrictive" than the rules adopted by the State.**

**Q: I am having a new single family home built in Tamworth. Are there any Fire Department requirements before I begin?**

**A: The only required fire department involvement in building a new single family residence in Tamworth is inspection and permitting of any oil-fired appliances as per State law. We will happily answer any safety related questions or look at your new home if you wish, but with the exception of oil fired appliances, it is not required.**

**Q: I am building a garage and workshop at my house. Does the Fire Department need to look at it?**

**A: No. As long as the garage is for residential use and the workshop is not for commercial gain, the Fire Department does not need to see plans or inspect it.**

**Q: I wish to run a business out of my house. Do I need Fire Department review of that?**

**A: Maybe. That issue becomes quite complicated. If the public comes to your house, yes the Fire Department needs to review and inspect it. If the business poses any type of safety hazard, the Fire Department needs to review and inspect it. The best course of action is to call the Fire Chief and ask about your specific proposed business.**

**Q: I am planning on renting a space in a multi-use marketplace here in Town. What does the State Fire Code require?**

**A: The specific requirements vary based on the type of occupancy. This would require review and inspection from the Fire Department prior to opening.**

**Q: I don't understand the change of use requirements. Can you explain?**

**A: Simply put a change of use is taking a building or portion of a building that was used as one thing and using it for something different. For instance, someone plans to rent a building or store front that was used as a business office but wants to open a clothing store. That would be a change of use and would require review and inspection by the fire department. It also requires that the area being changed meet the standards as if it were newly constructed. There is no "grandfathering" in the Fire Code.**