

## **Building Permit Checklist**

### **All Building Permit applications require the following:**

1. Completed Permit application including Homeowner signature or copy of signed contract and accurate cost estimate of job
2. Approved Septic Design (if applicable)
3. One (1) set of Plans (if applicable)
4. Certified Plot plan with proposed structure located on the plan (decks, additions, pools, new construction, sheds, fences, etc...)
5. Driveway Permit (if applicable)
6. Obtain a physical street address from the Danville Fire Department
7. Completed New Hampshire Residential Energy Code Application (EC-1 Form)
8. No building permits will be issued for swimming pools without an electrical permit previously being pulled by a licensed electrician.
9. All roof mounted Solar Projects will require engineering for existing roof framing to show it will support the new equipment.
10. Signatures from the following departments listed below, to verify the following:
  - Fire Department-for plan review and to verify assignment of physical address
  - Health Department-for acceptance and approval of septic design
  - Road Agent-for driveway permits, drainage swales, culverts, etc.
  - Conservation Commission-for all additions, new construction, decks, porches, pools, and demolitions that have environmental impact. The level of environmental impact may be determined by the Planning Board, Board of Selectmen, Building Inspector, or another entity as necessary.
  - Planning Board-for common drives, major and minor site plan review, all new subdivisions, any waivers granted after board review
  - Zoning Board of Adjustment-for all special exceptions and variances

Please note: Some departments may require additional permits for their own use.

