

City of Nashua

Application for Building Permit/Certificate of Occupancy

Name: _____

Mailing Address: _____

Phone #: _____

Property Address: _____

Is This Property Located in a Flood Plain: _____ Yes _____ No

You can check if your property is in the flood plain by going to ([msc.fema.gov](https://www.msc.fema.gov)) and entering your address

If your property is in the Flood Plain, you will also need to fill out a Flood Plain Permit

Work Proposed: _____

Approximate Cost: _____

Completion Date (cannot be longer than a 12 month period): _____

Contractors Name & Phone #: _____

I have prepared this application and state that it is true, complete and accurate and understand that a failure to describe all the work performed may result in denial of the permit or cessation of work or removal of work done.

I understand the City Council may impose special conditions on this project upon a vote and notice and a failure to comply with the special conditions may result in assessment of costs against the property and cessation of work or removal of work done. I also understand the City may require inspection of any new business established on Main Street due to the age of the building prior to issuance of a permit.

Applicant/Property Owner Signature: _____

Signature: _____ Date: _____

For Office Use Only

Is the property in a Flood Plain? ([msc.fema.gov](https://www.msc.fema.gov)) - _____ Yes (Flood Plain Permit Required) _____ No

Date Received: _____ Payment: _____ City Official: _____

Date Approved by City Council: _____ Date Mailed Permit: _____

**Please complete the Plot Diagram to show dimensions and exact location of proposed construction in reference to property lines and existing structure.

Plot Diagram

Name: _____ Property Address: _____

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Building Permit/Certificate of Occupancy Details

Below are a few items to consider when applying for a building permit/certificate of occupancy:

Ordinance Chapter 155

- A fee of twenty five dollars (\$25.00) or fifty dollars (\$50.00) if the work began prior to the application, shall accompany the application for building permits, and a fee of one hundred dollars (\$100.00) shall accompany the application for all flood plain development permits/applications as defined by Chapter 160 of this Code of Ordinances.
- No building footprint, area or size shall hereafter be altered or improved in valuation of five hundred dollars (\$500.00) or more, unless a building permit provided by the City Official, considered by the Council and signed by the Mayor has been approved for each erection, reconstruction or alteration. Said permit shall be applied for in writing on a properly completed application form, provided by the Building Official, that is accompanied by plans and specifications sufficient to determine compliance with the applicable ordinance of the City. Any concrete or cement improvements, regardless of the valuation of the project, shall be subject to the permit process defined in this subsection.
- If construction, as covered by the building permit, is not initiated within one (1) year from the date of permit issuance, said permit shall be void.
- Set Backs:
 - Front yard: Twenty (20) foot setback – any lot which abuts on two (2) or more streets shall have a fifteen (15) foot side yard between each lot line abutting on said side street and any building. On lots of record, the average setback of adjacent dwellings may be used. Schools and Churches are exempt from front yard setback requirements.
 - Side yards: Six (6) foot setback for all principally permitted uses. Accessory Building – unattached in rear yard a minimum setback distance of five (5) feet from the principal building; may be within three (3) feet of rear yard lines.
 - Rear yard: Ten (10) foot setback for all principally permitted uses. Accessory Building – unattached in rear yard a minimum setback distance of five (5) feet from the principal building; may be within three (3) feet of rear yard lines.
 - Maximum Height – Principal building – 45 feet except that for each one (1) foot that the building or a portion of it is setback beyond the required front, side, and rear yards, one (1) foot may be added to the height limit of such building or portion thereof, provided, however, that no building shall exceed a height of 75 feet. Accessory building – 20 feet.
 - Maximum number of stories:
 - Principal Building – 4 stories
 - Accessory Building – 1 ½ stories
 - Maximum year yard coverage for an accessory buildings(s): 40 percent
 - Minimum size of principal structure: Within a restricted residential district no principal structure shall have a width or length less than twenty-two (22) feet.
 - The full Ordinance may be viewed at City Hall during business hours.

