CITY OF FRANKLIN, NEW HAMPSHIRE
"The Three Rivers City"

Planning and Zoning Department
316 Central Street
Franklin NH 03235

Tel: (603) 934-2341
Fax: (603) 934-7413
dlewis@franklinnh.org

BUILDING PERMIT CHECKLIST

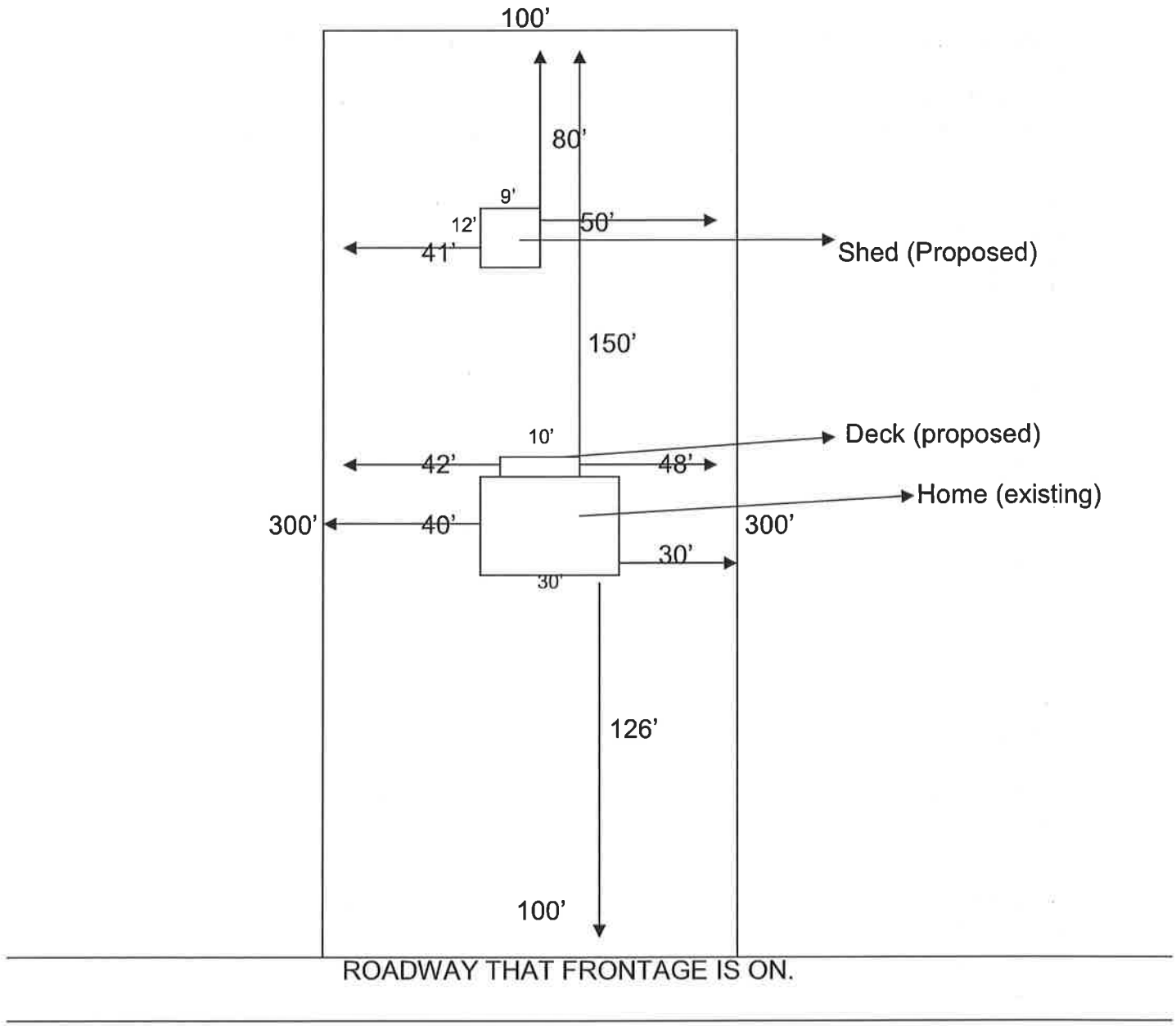
The following MUST be turned in with the attached building permit in order not to delay the building permit process. You will be notified within EIGHT (8) to TEN (10) WORKING DAYS, not including holidays or weekends and not including the date of submission, of the completed building permit. This time frame does not begin until all below necessary items are turned into the Planning and Zoning Office.

- ☐ Sketch of the Proposed Improvements with setbacks. ** See next page.

  YOU MUST show the boundary lines of the property, with the proposed changes, and the existing structures marked out. You must have the EXACT distance to every boundary line from all proposed and existing structures.
- ☐ Project Cost.
- ☐ Contractor's Name and contact information. (Any work being completed on a multi-family home needs to be completed by a licensed and insured contractor and cannot be completed by the property owner.)
- ☐ Electricians Name and License Number.
- ☐ Plumber's Name and License Number.
- ☐ Check or payment for the amount of permit. **Please take note in the fee schedule that there are fees incorporated with the inspections. If three inspections are ordered, you must pay 3 inspection fees.**
- ☐ Letter of Authorization.
- ☐ State Septic Design approval (if applicable). Is applicable for all new homes being built that do not have the option of City Sewer and/or any existing home where a bedroom (family room) is being added.
- ☐ Septic assessment if adding to an existing home on a septic or replacing a home.
- ☐ Energy Code Compliance Audit. This form must be brought to the State of New Hampshire, Public Utilities Commission, by the applicant. Approval must be received prior to the processing of the permit (if applicable).
- ☐ Driveway permits (if applicable)- Is necessary for any new single family homes.
- ☐ Water Hook-up forms (if applicable).
- ☐ Sewer Hook-up forms (if applicable).
- ☐ Floor plan, showing Egress Windows well marked, size of windows well marked, uses of proposed rooms well marked and smoke detectors well marked.
- ☐ Upon completion of the building, approved herein, an Occupancy Permit must be applied for with Chuck Bodien, 934-5680, and issued prior to Occupancy of and/or Use of the proposed project. **(Per Franklin City Code Section 305-31C.) Any failed inspection, requires a $50.00 re-inspection fee to be paid prior to issuance of a Certificate of Occupancy, and Temporary CO issued requires an additional $40.00 inspection fee for the re-inspection to be held for the Final CO.)**
- ☐ Please make sure you remember to sign and date the application.

EXAMPLE OF Sketch of the Proposed Improvements with setbacks:

*** DO NOT USE THIS SKETCH TO CONSTRUCT YOUR SKETCH. USE A BLANK PIECE OF WHITE, 8 ½" X 11" SHEET OF PAPER.**



APPLICATION FOR BUILDING PERMIT

City of Franklin, New Hampshire

Permit No. (issued by the P/Z Office) **B** -

Please print legibly and with pen

Street Address for Proposed Project: _____ **Franklin, New Hampshire**

Map/Lot # (Parcel ID): _____ **New Map #:** _____ **Zone:** _____

Owners Name:				
Address (where owner resides):	Street Address	City	State	Zip Code
Telephone (Contact info):	(Home Phone)	(Work Phone)	(Cell Phone)	(email)

Person completing application: _____

Person to contact to pick up approved permit: _____ Phone: _____

IF YOU ARE NOT THE OWNER, A LETTER OF AUTHORIZATION MUST BE SUBMITTED WITH THIS APPLICATION.

Type of Property: (as it exists prior to proposal) ☐ **Single Family** ☐ **Two-Family** ☐ **Multi-Family** ☐ **Business/Commercial/Industrial** ☐ **Vacant Land** ☐ **Other- City**

The following must be filled out for the entire proposal.

Type of Improvement				Cost of Work
☐ **Addition**	**Sq. Footage**			$
☐ **New Home**	**Sq. Footage**			$
☐ **Accessory Structure/Garage**	**Sq. Footage**			$
☐ **Deck/Porches**	**Sq. Footage**			$
☐ **Shed (>150 sq.ft.)**	**Sq. Footage**			$
☐ **Seasonal Conversion**	**Sq. Footage**			$
☐ **Other addition to property**	**Sq. Footage**			$
☐ **Alterations/Repairs**				$

To determine the cost of construction/value for garage's and accessory structures, when a signed proposal is not available or the work is being completed by the homeowner, the office may use the most recent Permit Fee Multiplier as set in the ICC IBC and updated frequently. The column to use for the determination will be column IA (under Utility, miscellaneous).

For the above improvements, a plot plan of the property, showing distances to each property line, **MUST** be included with the building permit, as well as a floor plan. For new additions, new homes or changes to non-living space to living space a copy of the approved Energy Code Compliance form must be submitted with this application.

Check all that apply ***Fill out all that apply***

If you cannot determine for sure which item to check off, please check off the item that most resembles your project or contact the office.

Initial filing fee for Residential $50.00; and, Initial filing fee for Multi-family/Commercial $150.00.

The cost of work must include labor and materials even if free. Estimate cost to the nearest dollar.

Inspections are ordered for each project. Inspection fees are $40.00 per inspection. Inspections can be ordered to include, but not limited to, rough, insulation and final inspections. If you fail an inspection, a re-inspection fee will be ordered at $50.00. If you are issued a temporary Certificate of Occupancy, you will be ordered to pay $40.00 for the inspection for the Final Certificate of Occupancy. Ex. For a single family home inspections could entail 3 inspections at $40.00 per inspections, for a total of $120.00

Facilities are available on site: ☐ **City Water** ☐ **Well** ☐ **City Sewer** ☐ **Septic**

Describe the proposed project (be specific and print please):

Please list the NAME and STATE CERTIFIED LICENSE NUMBER (when applicable) ***PLEASE PRINT***

Contractor's Name:		**Telephone #**
Electrician's Name:		**License #**
Plumber's Name:		**License #**

I certify that the above information is accurate. I understand that any misstatement on this application may be grounds for the revocation of any permit issued.

Signature of Person completing application	**Printed Name of person completing application**	**Date**

DO NOT WRITE IN THIS SPACE- FOR OFFICE USE ONLY

Type of Fee	Type	Total Due	Date Paid	How Paid
Initial Fee				☐ Cash ☐ ck # _____
Building Fees	☐ One or Two Family ☐ Multi-Family Commercial	**(less $_____ [amount pd for Initial fee])**		☐ Cash ☐ ck # _____
Inspect Fees ($40.00 per)	☐ Rough ☐ Insulation ☐ Final ☐ Other _____			☐ Cash ☐ ck # _____
	Total Amount Due			
	Total Paid			☐ Cash ☐ ck # _____
	Total Owed			

APPROVALS:

☐ State Septic ☐ State Energy Audit ☐ Driveway Permit ☐ Sketch of Site

☐ Letter of Authorization ☐ City Water Hook-up ☐ Other _____

Information Needed: _____

Denied: ☐ Reason for Denial _____

Approved: ☐ Stipulation of Approval _____

_____ _____

Approval By Date

Inspections Ordered by Chuck Bodien (Building Inspector):

Inspections must be requested for:

Foundation/Footing _____ ☐

Rough _____ ☐

Insulation _____ ☐

Final _____ ☐

Other _____ ☐

Other _____ ☐

Other _____ ☐

"All work must comply with State and Local Code Requirements."

IF ANY OF THESE INSPECTIONS, ORDERED BY CHUCK BODIEN ARE CONDUCTED AND YOU FAIL THAT INSPECTION, THERE IS A $50.00 REINSPECTION FEE THAT MUST BE PAID PRIOR TO ANY OCCUPANCY PERMITS BEING ISSUED FOR THE USE OF THE PROPOSAL.

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Use/Occupancy Permits
City Code Section 305-31, C.

Dear Applicant's Name:

You are applying for a building permit with the City of Franklin. Once the building permit is approved and prior to your occupancy of and/or use of the proposed project, an occupancy permit must be issued by the City of Franklin.

Once building has been completed on your proposed project and you are getting ready to use the proposed new construction, addition or other project, you must receive a certificate of occupancy in order to continue this use. Please contact Chuck Bodien (603-934-5680) to inquire about a time and date that the inspection can take place. At the time of the inspection, Chuck Bodien would approve, deny or approve with conditions the occupancy and issue either a Final CO (Certificate of Occupancy), a Temporary CO or other work would have to be done to prior to any approvals for occupancy. Upon Inspector Bodien's inspection, he would return the approval to the Planning and Zoning Office, where the CO would be issued within 2-3 working days (not including the date of the inspection).

If for some reason you are issued a Temporary Certificate of Use/Occupancy, there will be a $40.00 re-inspection fee charged before the Final Certificate of Use/Occupancy will be issued. If you schedule the final inspection and you fail the final inspection, there will be a $50.00 re-inspection fee charged before the Certificate of Use/Occupancy will be issued. The Occupancy permit will not be issued until these fees are paid in full.

If you have any questions or concerns, please feel free to contact the Planning and Zoning Office, at (603) 934-2341.

Sincerely,

Richard Lewis
Planning and Zoning Administrator

I have read and understand the above letter. I understand that I must obtain a Certificate of Occupancy Permit upon completion of all building on the property in question.

Applicant's Signature: _____ Date: _____
Tax Map/Lot #: _____ Address: _____

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ADDENDUM TO BUILDING PERMIT APPLICATION

The obtaining of a City of Franklin Building Permit shall not relieve the owner of the responsibility for obtaining any other applicable local, State or Federal Permits that may be required.

In addition to obtaining a building permit from the City of Franklin, there maybe other State and Federal Permits required, especially if the construction activity affects a water body or is within two hundred fifty (250) feet of the shoreline or a lake, river or stream.

All activities on the property shall be conducted in accordance with the New Hampshire Subsurface Septic System laws, the New Hampshire Shoreland Protection Act, the New Hampshire Fill or Dredge Law, Timber Harvesting laws, and other appropriate laws and regulations.

Shoreline or Wetland Area

If applicable, the applicant/owner shall be responsible for obtaining a State Wetlands Permit from the Department of Environmental Services-Wetland Bureau, for any work that involves dredging, filling or construction in or adjacent to surface waters and their banks, or wetlands, pursuant to New Hampshire RSA 482-A.

Removal of Trees

RSA 79:1 (Definitions), RSA 79:3 (Normal Yield Tax) and RSA 79:10 (Notice of Intent to Cut) must be complied with. A complete copy of the New Hampshire Revised Statues Annotated (RSAs) is available at the Franklin Public Library and can also be found on the World Wide Web (http://199.92.250.14/rsa/).

The undersigned applicant/land owner acknowledges that he/she will comply with all appropriate local, State and Federal laws and procedures regarding construction activity on the above mentioned property.

Print Name	Signature	Date

City of Franklin
FEE SCHEDULE

(Effective 12/03/01); (Revised 11/01/04- Per Ordinance # 02-05); (Revised 03-01-06 Per Ordinance #06-06); (Revised 07-06-09 Per Ordinance # 01-10)*

ASSESSMENT CARD	Property Owner		$ 1.00 per parcel
	Non Property Owner		$ 2.00 per parcel
BUILDING PERMIT			
	INITIAL APPLICATION	1 & 2 FAMILY	$ 50.00*
	FEE	Multi-family & Commercial	$ 150.00*
	MECHANICAL PERMIT	No Separate Inspection Fees	$ 60.00*
One & Two Family Residential	***New Construction/Additions***		$ 0.25 per square foot
	Alterations/Remodeling/Accessory Structures/Decks/Sheds		
	Decks and Sheds for 1 & 2 Family Homes		$ 60.00- No inspection fee
	Under $750 (owner occupied Single Family only)		No Fee (See 305-31.A)
	Under $2,500		$ 25.00
	$2,501 to $5,000		$ 50.00
	$5,001 to $ 10,000		$ 75.00
	$10,001 to $25,000		$ 100.00
	$25,001 and up		$100.00 + $2.00 per $1,000 Value
Multi-Family/ Commercial/ Industrial	***New Construction/Additions***		$ 0.35 per square foot
	Alterations/Remodeling/Accessory Structures/ Decks		$2.00 per thousand value

*Note: All building permit fees **DOUBLED** if work begins prior to the issuance of a building permit.*

INSPECTIONS	Inspection Fee		$ 40.00 per inspection
	Re-inspection Fee	(if initial inspection cannot be performed or work fails)	$ 50.00 per Inspection
	State Mandated Inspections		$ 50.00 per Inspection
	Certificates of Occupancy/ Use Continuing Certificates of Occupancy/ State Mandated Inspections/ Certificates of Approval		$ 40.00 per Inspection
COPIES	First Page		$ 1.00
	Additional Pages		$ 0.25
DEED COPIES	Non Owner	First Page	$ 10.00
		Additional Pages	$ 2.00
	Owner	First Page	$ 2.00
		Additional Pages	$ 1.00
DEMOLITION PERMIT		Residential (1&2 Family)	$ 50.00
		Multi-family & Commercial	$ 150.00
FAXES	Per Page		$ 1.00
TAX MAP COPIES	8 ½" x 14"		$ 1.00 per page
	11" x 17"		$ 2.00 per page
TAX MAPS	Complete Set	(Small: 11" x 17")	$ 75.00 per set
	Complete Set	(Large: 24" x 36")	$ 175.00 per set
CITY MAP	(11" x 17")	Black and White	No Charge
STREET LISTING SET			$ 25.00
SIGN PERMIT			$ 25.00
TEMPORARY POLITICAL SIGN			No Fee/ No Permit
TEMPORARY SIGN	(Construction or Advertising)		$ 10.00 2 wk- 2 mo.
REAL ESTATE SIGNS	(Exempt)		No Fee/ No Permit
ABUTTER'S NOTICES FEES	ZBA And Planning		$ 6.30 per abutter
APPLICATION FEES	ZBA		$100.00 per appeal
	Site Plan		$250.00 per appeal
	Subdivision		$150.00 +$50.00 per lot
FRANKLIN STREET PERMIT PARKING FEE			$ 200.00 ANNUALLY
NOTARY FEE			$ 5.00
DIGGING FEE			$ 100.00
DRIVEWAY PERMIT FEE			$ 50.00

~ 305-31. Permits. *(Amended 05-01-06 by Ord. No. 09-06)*

The following permits or certificates shall be required and shall be issued by the Planning and Zoning Administrator when in his or her opinion the applicant for such permit has complied in all respects with the provisions of this chapter:

A. Building Permits: It shall be unlawful to construct, alter, enlarge, move or demolish a structure, or change the occupancy of a building or structure requiring greater strength, exitway or sanitary provisions, or to change to a different use group, or to install or alter any equipment for which provision is made or the installation of which is regulated by the regulations, without first filing an application with the Planning & Zoning Administrator in writing and obtaining the required permit.

1. Building Permits are required as outlined below, except for ordinary repair or maintenance work or in-kind work [see A.2 and A.3 for exceptions]:

   a. Commercial/Industrial Buildings: A Building Permit is required for all work, including, but not limited to, any plumbing, electrical, or mechanical work, roofing, new or replacement windows, adding or moving interior walls, new or replacement ceilings, any structural changes to the building, or new or expanded fencing.

   b. Multi-Family, Two-family, or non-owner-occupied single-family Residential Buildings: A Building Permit is required for all work, including, but not limited to, any plumbing, electrical, or mechanical work, adding or moving interior walls, new or replacement ceilings, or any structural change to the building.

   c. Detached Single-family, owner-occupied Residential Buildings: A Building Permit is required for all work, except as noted below, over $750.00 in value. No permit is required, even if the cost is over the $750.00 for work performed consistent with A.2 and A.3 below. Nor is a permit required for the construction or installation of playground equipment associated with a single-family home, or the installation of fencing 6 feet or under.

2. Building Permits, for any of the building types outlined above, are not required for ordinary repairs or maintenance such as painting, new flooring, or, for single and two family homes, the replacement of molding or framing around doors or windows.

3. For all of the building types outlined above, the term "in-kind replacement" is defined as the removal of a building component [cabinet, countertop, plumbing fixture (toilet, sink, tub or shower unit), window, door, roofing or siding, electrical fixture, or mechanical unit such as a water heater or air conditioning unit] and the replacement of the component with a component intended to serve the same basic purpose or function. For example, removing a toilet or sink and replacing it with a new fixture. If the plumbing or piping for that fixture is moved or altered, then this is above and beyond the definition of in-kind replacement. For new windows or doors, if the rough opening is enlarged or reduced then this is also above and beyond the definition of in-kind replacement.

4. Where emergency repairs and replacement work must be performed in an emergency situation without a Building Permit, the application for the Permit shall be filed within 2 business days.

5. All electrical and plumbing work performed in commercial and industrial buildings, multi and two-family residences, and non-owner-occupied single-family homes, must be performed by licensed tradespersons, and all work shall conform to all applicable codes and regulations.

6. For all work that triggers Site Plan Review and permitting, the Site Plan permit shall be obtained prior to the issuance of a Building Permit.

[Amended 9-8-1997 by Ord. No. 97-4; 6-21-2000 by Ord. No. 00-3; 11-4-2002 by Ord. No. 01-03; 4-5-2004 by Ord. No. 11-04]

B. Building permits must be renewed one year after issue if work has not been completed. Building permits may be renewed three times and will expire after the fourth year. There shall be no additional charge for renewal. Variances and/or special exceptions need not be reapplied for unless the timeframes for completion or vesting of the Variance or Special Exception outlined in the Notice of Decision have expired.

C. Building permits shall not be issued for a building intended for or suitable for human occupancy until there exists actual or planned access to the structure to provide appropriate access and maneuverability for life safety equipment, including fire apparatus, as approved by the Director of Municipal Services and the Chief of the Fire Department. In the event of planned access, the access structures shall be constructed in accordance with the above approval prior to commencement of construction of the building.

D. By and through the submission of a Building Permit application, the owner/applicant is authorizing and allowing the City of Franklin to perform the inspection(s) required and necessitated by the proposed work.

[Amended 9-8-1997 by Ord. No. 97-4; 6-21-2000 by Ord. No. 00-3; 11-4-2002 by Ord. No. 01-03; 4-5-2004 by Ord. No. 11-04]

E. Demolition permit. The removal or demolition of any building or structure shall only be permitted after the submission of a Demolition Permit Application. The application shall be reviewed by the Planning and Zoning Office and the Fire Department to insure that the proposed demolition work will be conducted in accordance with policy and regulations prepared by the City. *[Amended 6-21-2000 by Ord. No. 00-3]*

F. Certificate of Use and Occupancy.

(1) New buildings & Altered Buildings. No building or structure hereafter erected or altered in the City of Franklin shall be used or occupied in whole or in part until the certificate of use and occupancy shall have been issued by the Planning and Zoning Administrator. *[Amended 4-5-2004 by Ord. No. 11-04]*

(2) Any use or occupancy, which was not discontinued during the work or alteration, shall be discontinued within 30 calendar days after the completion of the alteration unless the required certificate is secured from the Planning and Zoning Administrator. *[Amended 4-5-2004 by Ord. No. 11-04]*

(3) Temporary occupancy. Upon the request of the holder of a permit, the Planning and Zoning Administrator may issue, following the required inspections, a temporary certificate of use and occupancy for a building or structure or part thereof before the entire work covered by the permit shall have been completed, provided that such portion or portions may be occupied safely prior to full completion of the building or structure without endangering life or public welfare.

(4) Existing buildings. Upon written request from the owner of an existing building or structure, the Planning and Zoning Administrator may issue a certificate of continued use and occupancy permit, provided that there are not violations of law or orders of the city pending. Said certificate may be issued after inspection and investigation establishes that the use of the building or structure is as it exists on the date of the inspection. Said certificate shall evidence only that a general inspection of the visible portions of the structure has been made and that no violations of any applicable codes are found or are evident.

(5) Continuing Certificate of Occupancy; State Mandated Inspections: For certain uses [for example, Day Care Centers, Nursing Homes, or Mental Health Group Homes], the State of New Hampshire requires that inspections be conducted regularly by the City and a Continuing Certificate of Use and Occupancy be issued. The City Inspection Department shall conduct these inspections and inform the Planning and Zoning Administrator when to issue the required Certificate. For any building or structure use for which the Code of the City of Franklin requires a regular inspection, a similar process of inspection and issuance of a certificate shall be followed.

(6) Certificate of Approval: For certain work [for example utility connections or meters], an inspection is required before final connections are made or the utility service is provided. The owner/contractor shall contact the City Inspection Department to schedule an inspection. When approved, a certificate of Approval shall be issued by the City.

(7) Requests for Certificates. The property owner or a representative shall request an inspection for a Certificate of Occupancy within 30 days following the completion of work allowed under the Building Permit. By and through the request for a Certificate, the owner/representative is certifying that the work has been satisfactorily completed in compliance with all applicable codes.

G. Change of Use Permits

(1) When a change is proposed for the use of a property, whether commercial, industrial or multifamily, the approval of said change is required. A change of use application must be filed with the Planning Office for review by the Planning and Zoning Administrator. A change of use occurs when:

a. The proposed use of the building is shifting from one of the use classifications listed on the Permitted and Special Exception Use Table found in § 305-13 of this chapter to another use classification; and/or,

b. The proposed change in use results in the application of different life safety, fire, or other appropriate code criteria.

(2) After a change of use has been made in a building or structure, the reestablishment of the prior use which does not conform to the Use Table cite above shall not be permitted. A change from one prohibited use for which a permit has been granted to another prohibited use shall be deemed a violation of this Code and is not permitted. *[Amended 11-4-2002 by Ord. No. 01-03].*

(3) The Appropriate Certificate of Use and Occupancy will be issued for the approved change of use.

H. A fee, consistent with Chapter 160 of the City Code, for all permits, inspections, or certificates described above shall be charged, and shall be paid prior to the issuance of the permit, the performance of an inspection or the issuance of any certificate. No Certificate of Occupancy will be issued for any work until such time as all fees are paid.

~ 305-32. Application for permit.

A. Each application to the Planning and Zoning Administrator for a permit to erect a new building or structure or to enlarge or alter an existing one or to move an existing one shall be accompanied by a site plan showing the measurements of the lot and of all buildings, setbacks and parking spaces, existing and proposed, and shall also be accompanied by copies of all other applicable municipal, state or federal permits or approvals. The intended use or uses of the land and buildings shall be indicated clearly.

B. The application shall also include such further details as the Planning and Zoning Administrator may require for a clear understanding of the case. A building permit must be displayed to open public view at all times or be subject to Article VII of this chapter.

BUILDING PERMIT APPROVAL PROCESS

	ACTIONS	REASSESS
1	Acquire necessary permits from the Municipal Services Department and/or the State, such as: Driveway, Septic/Sewer, Public Water, Energy Code, etc.	
2	Complete Building Permit application and submit to the Planning and Zoning Office for approval.	Denied, Step 1
3	Application reviewed by the Code Enforcement Office and Municipal Department for approval.	Denied, Step 2
4	Building permit granted by the Planning and Zoning Office.	Denied, Step 3
5	Project construction begins.	
6	First Inspection – Footing/Foundation – Performed by the Code Enforcement Office for approval.	
7	Second Inspection – Rough inspections – Performed by the Code Enforcement Office for approval.	
8	Third Inspection – Insulation Inspection – Performed by the Code Enforcement Office for approval.	
9	Final Inspection – Project completed – Performed by the Code Enforcement Office for approval.	Denied, Step 6
10	Certificate of Occupancy is granted by the Planning and Zoning Office.	Denied, Step 7
11	New structure is allowed to be occupied.	

Important Names and Numbers:

Planning and Zoning Office	**Dick Lewis, Administrator**	**934-2341**
Code Enforcement Office	**Charles Bodien, Building Inspector**	**934-2205**
Municipal Services Department	**Brian Sullivan, Director**	**934-4103**

FREQUENTLY REQUIRED PERMITS FOR A BUILDING PERMIT:

Applications for these permits are available at the Planning and Zoning Office within the City Hall. A completed copy of all required permits should be submitted with the Building Permit Application.

NOTE: *Contact the NH Department of Transportation at 271-3503 for permits to sites adjacent to State highways which are located outside Franklin's compact area.*

EXCAVATION PERMIT

PURPOSE: *Approval to dig in the City right-of-way usually occurring near the edge of the pavement for the purpose of connecting to public water, sewer or for driveway construction.*

PUBLIC WATER SERVICE

PURPOSE: *Approval to connect to the City water system.* This requires arrangements for a site inspection by MSD.

PUBLIC SEWER CONNECTIONS

PURPOSE: *Approval to connect to City sewer system.*

DRIVEWAY PERMIT

PURPOSE: *Approval to dig construct gravel or paved driveway or to repave the driveway.*

SEPTIC SYSTEMS

PURPOSE: *For new septic systems, a state approved design plan is needed.*

If a bedroom is proposed for a dwelling on a septic system, the capacity of the septic must be verified in writing by the State of New Hampshire. A septic assessment must be turned in with the building permit application.

ENERGY AUDIT

PURPOSE: *If the proposed project meets the criteria identified on the front sheet to the energy audit, the audit must be completed by the applicant and signed by the State of New Hampshire.*

DRIVEWAY PERMIT

Any person requesting this permit must speak to the Director or Assistant Director of Municipal Services. The MS Representative will go to the site where the driveway is to be installed and view the area. A permit is then made out at the MS Office with the owner's name, service address, mailing address, permit number, Contractors name and address and any comments by the MS Representative. The MS Representative and the Owner/Contractor then signs this permit.

- Any State Highway outside of Franklin's compact area requires a driveway permit being issued from the State of New Hampshire.

EXCAVATION PERMIT

This is a permit to dig in the City right-of-way. The person requesting this permit must speak to the Director or Assistant Director of Municipal Services. The MS Office will then make out the permit to dig by putting what type of services is being done (water/sewer/repairs/new services/etc.), the owner's name, service address, mailing address, the name of the Contractor, the beginning and ending dates of actual digging. The MS Representative and the Owner/Contractor must then sign this permit. (Please contact Municipal Services regarding any fees.)

- Any State Highway outside of Franklin's compact area requires a digging permit being issued from the State of New Hampshire.

WATER CONNECTION PERMIT

This is for someone requesting permission to connect to the City water system. Anyone applying for this permit must talk with the Director of Assistant Director of Municipal Services (MS). On the water connection application/permit form, the MS Office will fill in the owner's name, service address, mailing address and date. The MS Representative and the owner will sign this form at that time. The owner then has to take this application/permit to the City Clerk's Office with the fees due as indicated by Municipal Services. This fee is to cover a standard household connection. There are different fees for different size water lines. (Please see municipal services on water conditions and charges.) The City Clerk finishes the permit by putting the fee amount taken and her signature on the form.

❖ PLEASE NOTE: All connections must be inspected by an MS Representative at the time of installation.

SEWER CONNECTION PERMIT

This is for someone requesting permission to connect to the City sewer system. Anyone applying for this permit must talk with the Director of Assistant Director of Municipal Services (MS). On the sewer connection application/permit form, the MS Office will fill in the owner's name, mailing address and what type of dwelling the new home will be. The MS Representative and the owner will sign this form at that time. The owner then has to take this application/permit to the City Clerk's Office with the fees due as indicated by Municipal Services. This fee is to cover a standard household connection. There are different fees for different size water lines. (Please see Municipal Services on water conditions and charges.) The City Clerk finishes the permit by putting the fee amount taken and her signature on the form.

❖ PLEASE NOTE: All connections must be inspected by an MS Representative at the time of installation.