



## TOWN OF BRISTOL LAND USE PERMIT APPLICATION

- Permission to build shall **not be in effect until** application has been approved and a permit issued.
- **Permits shall be posted and protected** in a visible location on premises immediately upon being issued.
- **NO WORK SHALL BEGIN UNTIL PERMIT HAS BEEN ISSUED AND POSTED.**
- Fines may be incurred if work has begun prior to approval by the Land Use Office.
- **Please contact Dig Safe prior to any excavation. Bristol's Water & Sewer Department should be contacted directly (603 744 8411) or [wateroffice@bristolnh.gov](mailto:wateroffice@bristolnh.gov) to locate service lines and valves 4 days in advance of any excavation, grading or paving work.**

**ONCE A COMPLETE APPLICATION IS SUBMITTED  
IT TAKES 5-7 BUSINESS DAYS FOR PROCESSING  
A COMPLETE APPLICATION MEANS ALL ITEMS REQUIRED HAVE BEEN PROVIDED**

The applicant is legally responsible to assure that all information in the application is correct, and accurately represents the proposed project.

The Land Use Office shall issue all Land Use Permits in accordance with RSA 676:17. No permit shall be issued unless the proposal complies with the provisions of the Bristol Zoning Ordinance and meets all other local and State requirements.

**Land Use Permits** are required for any of the following on a residential or commercial property:

- any new construction (including modular and mobile homes)
- any change of use of an existing structure
- additions or alterations to existing structures (including *interior renovations*, decks, and dormers)
- demolition or relocation of any structure
- installation of any detached structure (including sheds, barns, garages, docks, signs, and swimming pools)
- fences that are over six feet tall
- any other renovation (*including interior*) and/or relocation with a cost of \$2,000 or more
- any increase in the paved area of a multi-family, commercial or industrial property

Ordinary repairs to structures may be made without a permit. Such repairs are limited to painting, siding, re-roofing (with like materials), window replacement and repair of accidental damage that does not involve structural modification.

**Additional items, permits, approvals may be needed if the property is in an Overlay District, has wetlands, is located in the Floodplain, if the setbacks cannot be met, if height exceeds Zoning limits, if steep slopes are present, etc.**



**TOWN OF BRISTOL  
LAND USE PERMIT APPLICATION FEES**

**RESIDENTIAL**

New one- or two-family dwelling  
\$50.00 + \$0.30 per square foot

Residential addition/accessory structure  
\$35.00 + \$0.15 per square foot

Interior alteration or renovation  
\$50.00 + \$0.30 per square foot

Minimum processing fee- \$50.00  
- change of use  
- fence over 6 feet high  
- roofing (with new material)

Energy Permit fee- \$125  
-Solar  
-Wind  
-Residential and Commercial

**COMMERCIAL**

New multi-family dwelling  
\$100.00 + \$0.40 per square foot

New commercial or industrial building  
\$100.00 + \$0.40 per square foot

Commercial addition/accessory structure  
\$50.00 + \$0.40 per square foot

Commercial Interior alteration or renovation  
\$100.00 + \$0.40 per square foot

Minimum processing fee - \$100.00  
- change of use  
- fence over 6 feet high  
- roofing (with new material)

Date Recd: \_\_\_\_\_ Recd by: \_\_\_\_\_ Fee Pd: \$ \_\_\_\_\_ Ck. #: \_\_\_\_\_

**PROPERTY INFORMATION**

Street Address: \_\_\_\_\_ Map/Lot #: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_ (Residential/Industrial/Commercial/Other)

Current Use of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**If property is in an Association, written permission of the Association must also be provided.**

**APPLICANT/OWNER INFORMATION**

\_\_\_\_\_  
Applicant's Name

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

\_\_\_\_\_  
Phone (Home):

\_\_\_\_\_  
Phone (Cell):

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Owner's Name

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

\_\_\_\_\_  
Phone (Home):

\_\_\_\_\_  
Phone (Cell):

\_\_\_\_\_  
Email:

Letter Authorizing Representation of other than property Owner submitted N/A

**DESCRIPTION OF PROJECT**

Describe Project (Include estimated start and finish dates; use separate sheet if needed):  
\_\_\_\_\_

**COST OF PROJECT**

Excavation \_\_\_\_\_ Grading \_\_\_\_\_ Electrical \_\_\_\_\_ Foundation \_\_\_\_\_

Plumbing/Heating \_\_\_\_\_ Carpentry \_\_\_\_\_ Materials \_\_\_\_\_ Labor \_\_\_\_\_

Total Cost \_\_\_\_\_

**Approve Permit to be:** Mailed Emailed Picked-up

**PLEASE NOTE: PERMITS DO NOT TRANSFER WITH THE OWNERSHIP OF THE PROPERTY**

**REQUIRED INFORMATION - Please see instructions and samples on the following pages**

<b><u>ITEM:</u></b>	<b><u>YES</u></b>	<b><u>N/A</u></b>	<b><u>NOTES</u></b>
Floor plan of existing building	___	___	_____
Floor plan of proposed building/addition	___	___	_____
Construction plans of proposed building/addition	___	___	_____
Change in number of bedrooms?	No		Yes # of bedrooms being added: _____
Change in number of dwelling units?	___	___	_____
<b><u>Scaled Plot Plan:</u></b> (* items must be on plan)	___	___	_____
*Location of building/addition & setbacks	___		_____
*Height of proposed building/addition	___		_____
*Exterior lighting locations/type	___		_____
Is property in Pemi-Overlay or floodplain?	___	___	_____
Is the property affected by steep slopes?	___	___	_____
NH Energy Code required?	___	___	_____
Septic approval required?	___	___	_____
Application for Water/Sewer required?	___	___	_____
Driveway permit required?	___	___	_____
NH Wetlands approval required?	___	___	_____
E911 Address required?	___	___	_____
<b><u>For a Solar Project:</u></b> will the solar panels be:	Ground Mounted	Roof Mounted	N/A
*If roof mounted, verified structural calculations	___		_____
*Complete solar specifications	___		_____
*Diagram of wiring specifications	___		_____
*Plot plan showing placement of solar panels	___		_____
*Photos, sketches & measurements of structure	___		_____

I, the undersigned, do herein state to the best of my knowledge and belief that the proposed construction is compliant with all local, state and federal codes, rules and regulations, and that all information provided herein is correct and complete in accordance thereto.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER OR APPLICANT

## INSTRUCTIONS FOR PAGE 4 OF THE LAND USE APPLICATION

- **Floor Plan of Existing Building** – See Exhibit #1 as an example of a floor plan. If this is for an addition to an existing structure, please show an outline of the existing structure and the location and size of the proposed addition.
- **Floor plan of proposed building/addition** – See Exhibit #1 as an example of a floor plan. If this is for an addition to an existing structure, please show an outline of the existing structure and the location and size of the proposed addition.
- **Construction plans of proposed building/addition** – See Exhibit #1A as an example of construction plans.
- **Change in number of bedrooms:** If yes, enter how many additional bedrooms are being added or built. If no bedrooms being added or built, check N/A.
- **Change in number of dwelling units?** Please note that the town of Bristol does **NOT** allow 2 dwelling units on the same parcel unless they are attached.
- **Scaled Plot Plan** – See Exhibit #2: **this is required and must include the following information:**
  - Location of building or addition on the parcel
  - Distance of building/addition to the rear, front and side setbacks (from the boundary line)
  - Height of proposed building/addition (see Exhibit #2):
    - Building height shall not exceed 35' (4.4 of the Zoning Ordinance)
    - Accessory buildings are limited to a height of 20' (4.18 of the Zoning Ordinance)
    - Structures (non-conforming) in the Lake District increasing in height by more than one foot must apply for a Special Exception (4.12 of the Zoning Ordinance)
- **Exterior lighting locations/type** – please note on the plan where any current outside lighting is located and where any new outside lighting will be located. Include the type of lighting being used.
- **Is the property located in one of the following Overlay Districts?**
  - Shoreland Protection Area – within 250' of Newfound Lake, Newfound River
  - Historic District (downtown area)
  - Pemigewasset Overlay District
  - Wetlands Conservation Overlay District
  - Floodplain ZoneSee instructions on how to make this determination
- **Does the slope of the lot exceed 15%?** Hiring a professional and having a written statement of the slope may be the best for steep parcels where disturbance will be needed in order to build. There are several videos online that explain and demonstrate how to determine the slope of the lot.
- **NH Energy Code required?**  
Click on this link to learn when a NH Energy Code certification must be applied for and how:  
<https://www.puc.nh.gov/EnergyCodes/Ecforms.pdf>

***To AVOID LOSING CHANGES made to the form, Right Click links to open in a new tab.***

- **Septic Approval Required?**

- You need a NH Department of Environmental Services approved design if your septic system fails and you cannot replace it in the exact same location; or when you are expanding an existing structure (adding bedrooms, converting from seasonal to year round use, or changing use from residential to commercial); or when you are building a new house in an area that does not offer municipal sewer services.

- **Application for Water/Sewer required?**

An application for municipal water and/or sewer hook-up can be found at this link:

[https://www.bristolnh.gov/sites/g/files/vyhlf2866/f/uploads/water\\_sewer\\_application\\_22\\_fillable\\_3.pdf](https://www.bristolnh.gov/sites/g/files/vyhlf2866/f/uploads/water_sewer_application_22_fillable_3.pdf)

- **Driveway permit required?**

Town of Bristol Driveway Regulations can be found:

<https://www.bristolnh.gov/highway-department>

- **NH Wetlands Approval required?**

Activities located in wetlands and surface waters, such as excavation, removal, filling, dredging and/or construction of structures in or on any bank, flat, marsh, forested wetland or adjacent to waterbodies, generally requires review and approval from the Wetlands Bureau in accordance with the [Fill and Dredge in Wetlands Act \(RSA 482-A\)](#), unless otherwise specified by rule or law. Forms are available at: <https://onlineforms.nh.gov/Home/55919311-2291-44b6-bed0-1eb3355ac33b>

**To AVOID LOSING CHANGES made to the form, Right Click links to open in a new tab.**

For a Solar Project, in addition to the above, the following are also required:

- **If roof mounted, verified structural calculations.**

Structural calculations must be verified and stamped by a Licensed Engineer

- **Complete solar specifications.**

Must provide specifications for all components of the solar array including data for the installation of solar panels.

- **Diagram of wiring specifications.**

Provide a diagram that shows the wiring specifications (see example).

- **Plot plan showing placement of solar panels.**

If the solar array is roof mounted, must provide photos or sketches and measurements of the existing Structure, showing where the solar array will be mounted, the distance from the peak where the solar array will begin and the distance from the edge of the roofline where the solar array will end. Also note where the meter disconnect will be located.

If the solar array is ground mounted, must provide a plot plan showing where on the parcel the solar panels will be located, the overall size of the solar array, show all structures, distances from boundary line, location of driveway and roads.