

# TOWN of SULLIVAN, NH



## BUILDING PERMIT APPLICATION and CHECKLIST

Amended 7/15/2025  
Board of Selectmen

# TOWN OF SULLIVAN

## BUILDING PERMIT

The Building Permit process consists of three parts; all three must be filled out as appropriate to the specific build requested.

### **PART 1: Application**

### **PART 2: Checklist** (required)

There is a section to be answered for your specific build and a section for “all buildings.”

Specific builds are defined by the ***Community Planning Ordinance*** as:

**Accessory Building:** Any building which is subordinate to the principle use of the property and which is habitually or customarily associated with or related to the principle use.

**Accessory Dwelling Unit (ADU):** A residential living unit that is within or attached to, or detached from, a single-family dwelling that is the principal dwelling unit, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies. This may also be referred to as an accessory apartment, camp, cabin, in-law apartment, bunkhouse, apartment, cottage, caretaker’s apartment or other similar name.

**Building:** Any structure having a roof or intended for shelter, housing, or enclosure of persons, animals, or materials, equipment, etc. This will include towers, pools, and parking lots.

**Dwelling Unit:.** A building or part thereof designed for residential occupancy providing complete independent living facilities for one or more persons that includes permanent provisions for living, sleeping, eating, cooking and sanitation and occupying an area of 400 square feet or greater. A principal dwelling unit is an allowed residential structure to which an accessory building or accessory dwelling unit is subordinate. Each dwelling unit shall contain at least one flush-type toilet, properly ventilated and constructed, and connected to a State-approved septic system for the flushing of the sewage to a septic tank with adequate leaching area or bed, or State-approved alternative waste disposal system.

**PART 3: Occupancy/Use Permit** At completion of build, complete this form and bring it to the Selectmen’s Office to request an inspection.



**TOWN OF SULLIVAN, NH**  
**BUILDING PERMIT APPLICATION**

For Town use:

Number: \_\_\_\_\_

PART 1

Board of Selectmen

Issued: \_\_\_\_\_

452 Centre Street

Expires: \_\_\_\_\_

Sullivan, NH 03445

603-847-3316

**Owner Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

**Applicant Information – If the applicant is not the owner**

Company Name: \_\_\_\_\_ Address : \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Contact Person for this Project: \_\_\_\_\_

**Property Information**

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

**Description of Work**

1. Indicate dimensions and whether the building is to be a single family, duplex, multi family, accessory dwelling, accessory building (i.e., garage, storage, etc.), or for business purposes\*.

a. It is proposed to construct or place this building or manufactured housing on the lot as follows:

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

2. Provide a map of the structure's location on the property, indicating the general contours of the land and the location of any wetlands, setbacks from abutters and rights-of way. This may be hand-drawn or on a survey.

3. Provide a list of abutters names, addresses and map/lot numbers.

References on the map/plan should be made so as to support answers to questions contained in the Building Permit Checklist (distances, abutters, locations of wells, septic, etc.)

**Note: Any portion of land classified as “current use” is not eligible for that classification once the land is altered (i.e. erecting, a building, constructing a driveway). A minimum of 10 acres is required for current use classification. Should the lot not meet minimum requirements after construction the entire parcel will be removed from current use classification. Any portion of land removed from current use classification is subject to a penalty equal to 10% of the full and true value of the land.**

**\* The site and building will be in accordance with a site plan, where applicable. The site plan and any other information or documents which may be required shall be included with the application for building permit.**

**7/15/2025: A fee of \$.25/sq. ft. is charged for all builds requiring a Building Permit. This fee is payable on permit approval.**

**I hereby certify that as the applicant for permit, I am the owner of this property ( ), or the owners authorized agent ( ) (check one). I hereby declare that the statements and information contained in this application and submitted in conjunction with said application are true and accurate to the best of my knowledge. I understand that I am responsible to ensure that all construction or other work will be completed in accord with all Federal, State, and Local laws, codes, and ordinances. I further certify that I am aware of and will comply with any deed restriction or covenants. I hereby grant permission to the Board of Selectmen or their agent to enter onto the property for the purpose of gathering information on which to make a decision on this application and, if approved, to verify compliance with this application .**

**Attest: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Signature of Applicant**

**TOWN OF SULLIVAN, NH**  
**BUILDING PERMIT APPLICATION**  
**BUILDING PERMIT APPLICATION**  
**PART 1 (cont.)**

Application accepted for consideration on \_\_\_\_\_  
Date

*The Board of Selectmen has 30 days from this date to act upon the application.*

This Permit is Approved \_\_\_\_\_  
Date

Conditions (if any):

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This Permit is Denied \_\_\_\_\_  
Date

Reasons:

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\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Member, Board of Selectmen

\_\_\_\_\_  
Member, Board of Selectmen

Approval subject to Special Exception granted by the Zoning Board of Adjustment in Article III of the Community Planning Ordinance.

Date referred to the Zoning Board of Adjustment: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Member, Board of Selectmen

\_\_\_\_\_  
Member, Board of Selectmen

**TOWN OF SULLIVAN, NH  
BUILDING PERMIT CHECKLIST  
PART 2**

Submit completed checklist with the building permit application. Please refer to the Community Planning Ordinance (Article V for building permits requirements, Article III C for property dimensions and Article IV for general provisions) and/or Wetland Conservation District Ordinance to be sure criteria is met.

**1. Check type of building:** \_\_\_\_\_

- Residential Building
- Internal or Attached Additional Dwelling Unit (ADU)
- Detached Additional Dwelling Unit (ADU)
- Accessory Bldg.

**2. Complete checklist for all building types:**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Residential building(s) is/are compliant with the NH Energy Code. <b>Attach copy of the certification</b> from the Public Utilities Commission. If exempt, state reason for exemption. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Width of the building lot is 200 ft. or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth of the building lot is 200 ft. or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot frontage is 200 ft. or greater on a class V or better road.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building(s) set back 50 ft. or more from edge of the highway Right of Way (ROW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building(s) set back 20 ft. or more from side and rear property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed building(s) set back 50 ft. or more from any wetland.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NH Department of Environmental Services Subsurface Systems Bureau approved septic system Approval No. _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic system is 50 ft. or more from all property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic system is 75 ft. or more from water supply and wells on subject property as well as abutting properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic system is 75 ft. or more from any wetland.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TOWN OF SULLIVAN, NH**  
**BUILDING PERMIT CHECKLIST**  
**PART 2 (cont.)**

	YES	NO	N/A
All parts of the water system are 50 ft. or more from all property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure is to be placed on permanent continuous perimeter foundation ( <i>see RSA 31:116 for exception</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any and all increased water flow retained on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved curb cut, within prior 12 months, issued by the NH Dept. of Transportation or Sullivan Planning Board. <b>Attach copy of approved permit.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submitted plan includes the names of the abutting landowners, general contour of the land, soil type and any other pertinent information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building will be used for commercial activity. If <b>yes</b> , applicant will need to obtain Site Plan Approval from the Planning Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There will be a timber cutting to clear the site. If <b>yes</b> , submit copy of approved <i>Intent to Cut</i> or state exemption. _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The land is enrolled in Current Use. If <b>yes</b> , a Land Use Change Tax (LUCT) may be initiated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name and contact information of septic installer _____ (if known)			
Name and contact information of well installer _____ (if known)			
Name and license number of Manufactured Housing Installer _____			

**A. Required for NEW RESIDENTIAL BUILDING – a building permit is required for all dwelling units, regardless of size.**

Total interior living area is \_\_\_\_\_sq. ft.(min. 700 sq. ft. of which not less than 600 sq. ft. on one level)

	YES	NO	N/A
Lot area is two acres or more <b>or</b> existing on March 11, 1987.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. Required for NEW INTERNAL OR ATTACHED ACCESSORY DWELLING UNITS– a building permit is required for all accessory dwelling units.** An accessory dwelling unit (ADU) shall not exceed the principal dwelling unit in size. One (1) internal or attached accessory dwelling unit (ADU) per single family dwelling is a permitted accessory use for all single-family dwellings.

Total interior living area is \_\_\_\_\_sq. ft.(min. 400 sq. ft.)

**TOWN OF SULLIVAN, NH**  
**BUILDING PERMIT CHECKLIST**  
**PART 2 (cont.)**

	YES	NO	N/A
Lot area is two acres or more <i>or</i> existing on March 11, 1987.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ADU has an independent means of ingress and egress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ADU has an ingress and egress through a common space (such as a shared hallway to an exterior door).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a common wall between the principal dwelling unit and the ADU.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ADU meets local and State regulations for adequate water supply and sewage disposal and all other local regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C. Required for NEW DETACHED ACCESSORY DWELLING UNITS – a building permit is required for all detached accessory dwelling units.** A single detached ADU located on the same lot as and incidental to the principal dwelling unit shall be permitted for lots of four (4) or more acres. A maximum of two detached ADUs located on the same lot as and incidental to the principal dwelling unit shall be permitted for lots of 10 acres or more. An accessory dwelling unit (ADU) shall not exceed the principal dwelling unit.

An approved septic system design and adequate water supply are prerequisites to construction.

Lot size \_\_\_\_\_ acres                      Total interior living area is \_\_\_\_\_ sq. ft. (min. 400 sq. ft.)

**D. Required for ACCESSORY BUILDINGS – a building permit is required for all accessory buildings, attached or detached, over 400 square feet.**

Lot size \_\_\_\_\_ acres                      Size of structure \_\_\_\_\_ sq. ft.

(Refer to Article III.C of the Community Planning Ordinance for the property dimensions, setbacks and density requirements).

**BY SUBMISSION OF THIS DOCUMENT, THE PROPERTY OWNER ACKNOWLEDGES THAT IN RECEIVING A BUILDING PERMIT FROM THE SULLIVAN BOARD OF SELECTMEN THE IMPROVEMENTS ARE SUBJECT TO INSPECTION, TO THE EXTENT NECESSARY, BY THE SELECTMEN OR THEIR DESIGNEE.**

FOR TOWN USE

Reviewed by: \_\_\_\_\_ Reviewed On: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOWN OF SULLIVAN, NH  
BUILDING PERMIT APPLICATION  
PART 3**

**NEW CONSTRUCTION RESIDENTIAL OCCUPANCY/USE PERMIT APPLICATION**

“New Construction – Occupancy Permits. **Before any newly constructed dwelling or structure intended for human habitation can be occupied or utilized, an occupancy permit shall be approved by the Board of Selectmen or their designee.** The occupancy permit is not to be construed as an expressed or implied legal warranty that the applicant has complied with applicable requirements of building codes. Its purpose is to confirm safe and adequate disposal of sewage, well installation, minimum setbacks, driveway and apron installation meet the town’s regulation.” This change to the Town’s Community Planning Ordinance takes effect as of April 1, 2014.

**\*\*At the completion of your build and prior to occupying the building, bring this form with the top portion completed to the Selectmen’s Office to schedule a site inspection. Please allow 30 days for processing.**

Date of Submission to the Board of Selectmen: \_\_\_\_\_

Building Location: \_\_\_\_\_ Map, Lot, Sublot #: \_\_\_\_\_

Property Owner Name(s) and Address: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

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**For Town Use**

Building Permit Issue Date: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Site Visit Date: \_\_\_\_\_ Visited by: \_\_\_\_\_

Verification of state approved installation: \_\_\_\_\_ well \_\_\_\_\_ septic

Verification of minimum setbacks: \_\_\_\_\_ Driveway and Apron Installation: \_\_\_\_\_

Name and License Number of Manufactured Housing Installer: \_\_\_\_\_

Approved \_\_\_\_\_ Notes: \_\_\_\_\_

Denied \_\_\_\_\_ Notes: \_\_\_\_\_

**Must be signed by a majority of the Board of Selectmen**

\_\_\_\_\_, Chair Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_