



Building Permit Application

For PDA Use Only			
Date Submitted: _____	Municipal Review: _____	Fee: _____	
Application Complete: _____	Date Forwarded: _____	Paid: _____	Check #: _____

Applicant: _____	Agent: _____
Address: _____	Address: _____
Business Phone: _____	Business Phone: _____
Mobile Phone: _____	Mobile Phone: _____
Fax: _____	Fax: _____

Site Information

Address / Location of Work: _____		
Portsmouth Tax Map: _____	Lot #: _____	Zone: _____
Provide complete description of work to be completed: _____		

Building Lot and Structure - Land Use Information

Front Setback: _____ ft.	Rear Setback: _____ ft.	Left Setback: _____ ft.	Right Setback: _____ ft.	Lot Area: _____ sf
Front Property Line Dimension: _____ ft.	Rear Property Line Dimension: _____ ft.			
Left Side Property Line Dimension: _____ ft.	Right Side Property Line Dimension: _____ ft.			
Closest dimension to nearest Wetland (if applicable): _____ ft.	Required PDA Wetland Buffer: _____ ft.			
Existing Use: _____	Proposed Use: _____			
# of Existing Parking Stalls: _____	# of Proposed Parking Stalls: _____			
# of Proposed Handicap Parking Stalls: _____	# of Proposed Van Accessible Parking Stalls: _____			

Dimensions of Building(s) & Structure(s) Proposed

	Size*	SF of Footprint	# of Stories	Height of Structure
Building #1:	x _____	_____	_____	_____
Building #2:	x _____	_____	_____	_____
Other:	x _____	_____	_____	_____
Other:	x _____	_____	_____	_____
TOTAL SQUARE FOOTAGE:		SUM= _____ SF		

*If main building is irregular in size, write "irregular" and fill in the foundation square foot area under "SF of Footprint".

All above information shall be shown on a site plan submitted with this application.

Application Checklist / Construction Information

Every building is different in terms of layout, materials of construction and framing details. Therefore, it is imperative that a full set of construction plans be submitted with this application. The plans must show a dimensioned layout of all rooms and spaces, in enough detail to determine building code compliance with the proposed construction. The following is a list of specific items to be included with the plans and specifications:

- _____ IBC plan review check sheet (submit the document for all Type 1 and 2 Building Construction Types).
- _____ Life Safety Plan (including Occupancy Classifications, Occupant Loads, and Means of Egress Components).
- _____ All interior and exterior stair details showing tread depth, riser height, and guard protection.
- _____ Stair handrail and guardrail details.
- _____ Sections and details showing all construction materials.
- _____ Fire rated assemblies with UL design numbers.
- _____ Accessibility design details.
- _____ Insulation amounts on all exterior walls, ceilings and roofs.
- _____ Structural loads including live, snow, wind, and seismic.
- _____ Foundation, floor, and framing plans of each story plus roof.
- _____ Special Inspection Program documents.

Proposed wastewater discharge: _____ gal/day Grease Trap?: (Y/N) _____

General Contractor: _____ Mobile Phone: _____

Plumbing Contractor: _____

Mechanical Contractor: _____

Electrical Contractor: _____

Fire Sprinkler System?: (Y/N) _____ Contractor: _____

Fire Alarm System?: (Y/N) _____ Contractor: _____

Plans Submitted:	Site: _____	Utility: _____	Floor: _____	Elevations: _____
	Mechanical: _____	Electrical: _____	Plumbing: _____	Other: _____

Total Cost of Building Construction \$ _____	Total Occupiable Area _____	SF
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I certify that the information given is true and correct to the best of my knowledge. No change from the above information will be made without approval of the Building Inspector. Construction activities shall not commence until the Building Permit is issued.

I realize that when all necessary approvals have been acquired, a Building Permit may be granted by the Building Inspector to allow construction in conformance with this application and the plans/specifications submitted in support of said construction only.

I further acknowledge that the proposed structure shall not be occupied or otherwise utilized without the issuance of a Building Certificate of Occupancy and only after all necessary inspections have been requested and completed. I am also aware that the disposal of waste generated from this project is my responsibility.

Signature of Applicant

Date

Printed name