



Building Permit Application

TOWN OF MILFORD, BUILDING SAFETY DEPARTMENT

JOB SITE INFORMATION AND LOCATION	
Street Address:	Lot #
Tax Map / Parcel #	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/Zip:	
Phone: ()	Cell: ()
Email:	
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business Name:	
Contact Name:	
Address:	
City/State/Zip:	
Phone: ()	Cell: ()
Email:	
CONTRACTOR	
Business Name:	
Address:	
City/State/Zip:	
Phone: ()	Cell: ()
Email:	
<i>I CERTIFY THAT THE INFORMATION GIVEN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.</i>	
<hr/>	
Authorized signature	Date:

Application # _____

TYPE OF WORK
<input type="checkbox"/> New Construction
<input type="checkbox"/> Alteration/Addition/Replacement
<input type="checkbox"/> Demolition
Valuation of work: \$ _____
CONSTRUCTION CATEGORY
<input type="checkbox"/> One & Two Family Dwelling
<input type="checkbox"/> Condominium
<input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Multi-family Dwelling
<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> ADU
<input type="checkbox"/> MH
<input type="checkbox"/> Tenant Change
<input type="checkbox"/> Other: _____

BUILDING PERMIT FEES*	
<i>Please refer to the Fee Schedule</i> <i>(approved by the BOS on 5/8/17)</i>	
Due upon application	\$50.00
Amount received:	\$
Date received:	
Check ____ Cash ____	
THIS PERMIT APPLICATION EXPIRES IF A PERMIT IS NOT OBTAINED WITHIN 180 DAYS FROM ACCEPTED AS COMPLETE. *** NO CHANGE FROM THE INFORMATION IN THIS APPLICATION WILL BE MADE WITHOUT APPROVAL OF THE BUILDING OFFICIAL. *** CONSTRUCTION ACTIVITIES SHALL NOT COMMENCE UNTIL THE BUILDING PERMIT IS ISSUED.	



Building Permit Application Checklist

MILFORD BUILDING SAFETY DEPARTMENT

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW	YES	NO	N/A
1. Completed and signed application.			
2. Plot plan drawn to scale, showing lot dimensions and building setbacks; footprint of structure (s) including decks; and location of wells/septic systems, easements, driveway and utilities.			
3. Two complete sets of legible construction plans, drawn to scale, showing conformance to applicable local and state building codes. <i>(Plan review cannot be completed if copyright violations exist)</i>			
3a. Floor plans showing all dimensions; room identification; and window/door sizes.			
3b. Cross section(s) showing framing member sizes and spacing for floor beams, headers, joists, sub- floor, wall construction, and roof construction.			
3c. Foundation plans showing dimensions and details, rebar placement, footings, piers (Sonotubes) For engineered systems see item #15.			
3d. Details for walls, roof, slope, insulation, footing and foundation.			
3e. Elevation views for new construction, additions and decks.			
3f. Wall bracing (prescriptive path) and/or lateral analysis plans. Must indicate details and locations; for non-prescriptive path analysis provide specification elevations with cross references.			
3g. Floor/roof framing plans for all floors/roof assemblies, indicating member sizing, spacing, and bearing locations. Show attic ventilation.			
3i. Beam calculations using current code design values for all beam and multiple joists over 10 feet long and /or any beam/joist carrying a non-uniform load.			
3j. Manufactured floor/roof truss design details.			
Additional requirements (when applicable)			
4. Energy Code compliance with prescriptive envelope requirements. Identify the prescriptive path or provide calculations along with additional measures.			
5. Stormwater Checklist (permit required if over 5,000 SF of disturbance).			
6. Septic system approval for construction.			
7. Water / Sewer connections (Approval from Water Utilities Department).			
8. Driveway application (Approval from DPW).			
9. Letter from Property Owner, Association or Landlord.			
10. Rain Garden details.			
Additional requirements for Non-Residential applications			
11. Land use actions completed (Planning Board and ZBA approvals).			
12. Additional set of plans for Fire Dept review.			
13. Statement of Special Inspections (Refer to IBC Chapter 17) shall be completed for all plans required to be designed by a registered architect or engineer.			
14. Plans shall be accompanied by a Code Summary completed by a New Hampshire licensed engineer registered in the respective disciplines.			
15. Engineer's calculations. When required or provided, (i.e., shear wall, roof truss) shall be stamped by an engineer licensed in NH and shall be shown to be applicable to the project under review.			
16. Mechanical/HVAC, electrical, plumbing plans.			