



**TOWN OF LINCOLN, NH**  
Planning & Zoning Department  
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Lincoln, NH 03251

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Dear Homeowners and Contractors,

Attached is an application for a building permit for the Town of Lincoln. According to the Town of Lincoln Land Use Plan Ordinance:

“It shall be unlawful to construct a new building or make exterior dimensional additions to a building without first obtaining a permit from the Board of Selectmen or their designee. Permits must be posted on the site and be easily visible. Building Permits are also required before any site work is started on any proposed or approved site plan or subdivision.”

Additionally, major internal renovations that may incur water, sewer, or bedroom impact fees also require a building permit. If you are unsure as to whether you need to obtain a building permit prior to construction, please contact the Planning Department.

Properties may not be occupied without a Certificate of Occupancy issued from the Town of Lincoln. Please review the following list of items that must be complete prior to scheduling a Certificate of Occupancy inspection for your property:

- 1) All structures must be 100% complete with no additional work needed to be done.
- 2) Please make a request for an occupancy inspection with sufficient lead time to meet any respective deadlines.
- 3) All water meters, touch pads, and radio read boxes must be installed and in good working order prior to the inspection. All smoke detectors must be in good working order as well as emergency faceplates on and near the furnace system. Appliances and plumbing fixtures must be installed and completed prior to inspection.
- 4) It is highly recommended that all buildings are equipped with a combination carbon monoxide and smoke unit with a battery backup.
- 5) Water meters must be located 2 feet from where it enters the building.
- 6) Minor clean up is certainly understandable. However, debris that obstructs the inspection and/or presents a safety risk to occupants is unacceptable.

Failure for buildings to meet occupancy requirements could result in a \$50 administrative fee for each inspection that does not result in an occupancy inspection. Please feel free to contact the Planning Department with any questions.

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Matt Henry  
Planning/Zoning Administrator  
1 (603) 745-8527

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Nate Haynes  
Lincoln Fire Chief  
1 (603) 348-7084

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David Beaudin  
Water Department  
1 (603) 745-9306

**~BUILDING PERMIT FEE OF \$50.00 DUE AT TIME OF SUBMITAL~  
AN ACCURATE SITE PLAN MUST ACCOMPANY ALL APPLICATIONS.**

**PROPERTY INFORMATION:**  
 Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District: \_\_\_\_\_  
**Owner's** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
**Applicant's** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
**PHYSICAL 911 ADDRESS OF PROPERTY:** \_\_\_\_\_

Building Permit fees necessary for ALL new construction (residential and commercial), any change of use and for any renovation that will incur water or sewer tap fees and/or bedroom impact fees.

Type of Improvement:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Alteration, Interior/Exterior | <input type="checkbox"/> Repair, replacement |
| <input type="checkbox"/> Demolition    | <input type="checkbox"/> Moving (relocation)           | <input type="checkbox"/> Foundation only     |
| <input type="checkbox"/> Addition      | <input type="checkbox"/> Plumbing                      | <input type="checkbox"/> Electrical          |
| <input type="checkbox"/> Other _____   |  |  |

Residential Uses:

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> One Family | <input type="checkbox"/> Two Family | <input type="checkbox"/> Manufactured Home |
| <input type="checkbox"/> Garage     | <input type="checkbox"/> Carport    | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Fence      |  |

Commercial Uses:

- Multi-family (number of units \_\_\_\_\_)  
 Non-residential  Fence  Other \_\_\_\_\_

Change of Use:  YES  NO

Date approval granted by Planning Board: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Ownership:

- Public (includes Non-Profit)  Private

Estimated Cost of improvement: \$ \_\_\_\_\_

100-Year Flood Plain:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is any of the property located in the Flood Plain?                  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are any existing structures on site located within the Flood Plain? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will any of the new construction be located within the Flood Plain? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Description of Work to be Performed:

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

**NOTE:** All applications for new buildings, additions, sheds and porches, etc., shall be accompanied by a copy of plans, a site plan, and building specifications.

Building plans and specifications and site plans shall be in sufficient detail to determine compliance with the Town of Lincoln's Land Use Plan Ordinance. Occupancy of building/structure authorized by building permit is prohibited until occupancy permit is issued by the Compliance Officer.

- A. Principal Type of Frame:**  
 \_\_\_ Masonry (wall bearing)  
 \_\_\_ Wood frame  
 \_\_\_ Structural steel  
 \_\_\_ Reinforced concrete  
 \_\_\_ Other (specify) \_\_\_\_\_
- B. Type of Sewage Disposal:**  
 \_\_\_ Municipal  
 \_\_\_ Private (septic tank, etc.)  
 \_\_\_ Hauling by private company
- C. Type of Water Supply:**  
 \_\_\_ Municipal  
 \_\_\_ Private well  
 \_\_\_ Private delivery
- D. For Public Water/Sewer:**

	Approved	Paid	Amount
Water connection	_____	_____	_____
Sewer connection	_____	_____	_____

Before a building permit will be issued, copies of water & sewer connection approvals must be issued by the Town.

- E. Dimensions:**  
 Number of stories \_\_\_\_\_  
 Length \_\_\_\_\_ Width \_\_\_\_\_  
 Height to Primary eaves \_\_\_\_\_
- F. Residential buildings only:**  
 Number of bedrooms \_\_\_\_\_  
 Number of baths: Full \_\_\_\_\_  
 Partial \_\_\_\_\_

- G. Driveway/Parking:**  
 Will a new curb cut be needed?  YES  NO  
 Permit from State of NH \_\_\_\_\_  
 Permit from Town of Lincoln \_\_\_\_\_
- Parking spaces required: \_\_\_\_\_  
 Parking spaces provided: \_\_\_\_\_

- H. Sprinkler system provided:**  YES  NO  
 Is this part of a phased project?  YES  NO  
 Which Development and Phase? \_\_\_\_\_

**IDENTIFICATION:**

**\*\*LICENSE NUMBERS MUST BE FURNISHED FOR COMMERCIAL AND PUBLIC USES\*\***

	Name & License #	Mailing Address	Telephone Number
Contractor			
Architect/Engineer			
Electrician			
Plumber			

The Building Permit will become null and void if construction work does not substantially begin within one year from the date of issuance. The applicant hereby grants permission for the designated representative to inspect the premises prior to, during, and after construction for which this application is being made.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Please Print**

\_\_\_\_\_  
**Please Print**