

# CHANGE OF USE INTERIOR MODIFICATIONS

## EXAMPLE FOR COMPLETION OF BUILDING PERMIT APPLICATION

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### I. GENERAL INFORMATION:

LOCATION OF PROPERTY Smith St. MAP ALPEN PARCEL 20/0  
OWNER: John Jones PHONE 356-1111  
MAILING ADDRESS: PO Box 22 Intervale STATE NH ZIP 03845  
BUILDER: N/A PHONE \_\_\_\_\_  
BUILDER'S MAILING ADDRESS \_\_\_\_\_

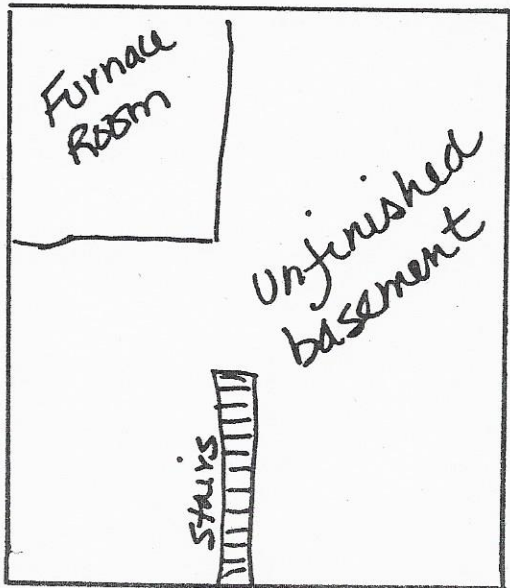
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### II. CHANGE OF USE:

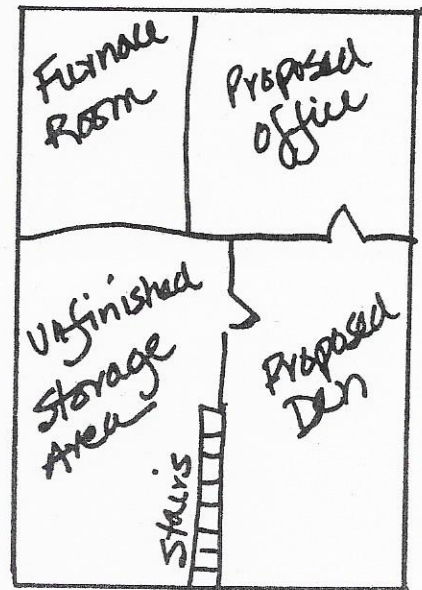
CURRENT OR PREVIOUS USE: Unfinished basement HOW LONG? 10 yrs  
PROPOSED USE: OFFICE/DEN COST OF CHANGE \$ 15,000  
DESCRIBE IN DETAIL THE NEW USE (attach separate sheet if needed): put up 2 walls in basement to create a separate area for personal office with den. No plumbing.  
WILL THIS AFFECT THE SEPTIC REQUIREMENTS? YES [ ] NO   
If yes, provide approval information \_\_\_\_\_

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EXISTING BEFORE



PROPOSED AFTER



CHANGE OF USE PERMIT NO. \_\_\_\_\_ EXPIRES \_\_\_\_\_

TOWN OF BARTLETT, NH  
56 TOWN HALL RD.  
INTERVALE, NH 03845 (603)356-2950

APPLICATION FEE \$20.00  
(Non-refundable)

CHANGE OF USE PERMIT APPLICATION

**PLEASE NOTE:** SIGNED AND COMPLETED APPLICATIONS MUST BE RECEIVED BY 1PM THE DAY BEFORE THE SELECTMEN MEET IN ORDER TO BE REVIEWED THAT WEEK. ATTACH ADDITIONAL INFORMATION IF NEEDED. SELECTMEN REVIEW ALL PERMITS AT THEIR WEEKLY MEETING. APPLICANT IS RESPONSIBLE FOR SUPPLYING ALL NECESSARY FORMS, PLANS, ETC. AS REQUIRED HEREIN. APPLICATIONS WILL BE PROCESSED BETWEEN 3-7 DAYS, PLEASE PLAN ACCORDINGLY. VIOLATIONS ARE SUBJECT TO FINES.

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**I. GENERAL INFORMATION:**

LOCATION OF PROPERTY \_\_\_\_\_ MAP \_\_\_\_\_ PARCEL \_\_\_\_\_  
OWNER: \_\_\_\_\_ PHONE \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
BUILDER: \_\_\_\_\_ PHONE \_\_\_\_\_  
BUILDER'S MAILING ADDRESS \_\_\_\_\_

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**II. CHANGE OF USE:**

CURRENT OR PREVIOUS USE: \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
PROPOSED USE: \_\_\_\_\_ COST OF CHANGE \$ \_\_\_\_\_  
DESCRIBE IN DETAIL THE NEW USE (attach separate sheet if needed): \_\_\_\_\_

WILL THIS AFFECT THE SEPTIC REQUIREMENTS? YES [ ] NO [ ]

If yes, provide approval information \_\_\_\_\_  
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This approval does NOT relieve me from compliance with other than Town of Bartlett regulations and/or ordinances. I further understand that this approval does NOT relieve me from complying with the State regulations that may be applicable, the Lower Bartlett Water Precinct Zoning Ordinance, the Kearsarge Lighting Zoning Ordinance, or any other duly constituted and enacted regulations or procedures. The Town of Bartlett has NOT adopted a building code under NHRSA 674:51, therefore, the contractor responsible for the construction must notify the State Fire Marshal before construction begins on any building except one or two family dwellings as per NHRSA 155-A:2,VII. I understand that the contractor is responsible for meeting the minimum requirements of the State building code as applicable (NHRSA 155-A:2,VIII). I hereby certify that the above information is true and that the above change of use will be accomplished in accordance with the data submitted herein and I understand that compliance with Town of Bartlett regulations will be verified by the Board of Selectmen or their designee with a site visit. (Note: Application must be signed with an original signature of the property owner(s) - fax is not acceptable.)  
(Rev. 6/16)

Date: \_\_\_\_\_ Owner \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Fee paid \_\_\_\_\_