

Town of Rye

New Construction Building Permit Instructions

The following information and documentation must be provided with application

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- 1. Permit Application must be filled out in entirety.
- 2. Complete structural detailed plans with elevation and floor plans. If construction is over 1,500-sf or a new unit, the plans must be stamped by an AIA or PE.
- 3. Spec sheets for all engineered lumber.
- 4. Site plan showing setbacks to all property lines, as well as wetlands, wetland buffers, septic systems, UG utilities, fences, pools etc. Existing structures, even if to be removed, must also be shown.
- 5. State of NH stamped and approved Energy Certificate.
- 6. Driveway Permit issued by Rye DPW.
- 7. State Construction or Operational approval for septic system and proposed construction.
- 8. For commercial, Fire Department approval.
- 9. Approval from Sewer and/or Water department if needed.
- 10. Any Planning Board or Board of Adjustment approvals and conditions.
- 11. State DES Wetlands/CSPA permits.
- 12. Pre-Flood elevation certificate where applicable.
- 13. Elevation drawings showing elevation from existing grade.
- 14. Processing fee of 1%.

Permits expire one year from issue date. Permit shall become invalid if work has not commenced within 6-months after issuance of permit (IBC 105.5) and no refunds will be given. If work has not been completed within one year the permit must be renewed once, for \$25. Any additional renewals will be charged the appropriate amount for the remaining work left.