



**TOWN OF LEMPSTER**  
**856 US Route 10**  
**Lempster, NH 03605**  
**PHONE 603.863.2698 FAX 603.863.8105**  
[www.lempsternh.org](http://www.lempsternh.org)

Board of Selectmen  
Conservation Commission  
Highway Department  
Planning Board  
Tax Collector  
Town Clerk  
Treasurer

**Building Permit Application Procedure**

Building permits are required for most construction and repairs valued at \$1000.00 or more or for demolition of existing structures. Interior and exterior painting does not require a permit. Please call the building inspector (603-863-9711) if you have any questions or are not sure if your project requires a permit.

Building permits are available at the Town Office and on the town website.

The following information is needed for a building permit to be issued:

1. A building permit application needs to be filled out. The name of the general contractor and the names and license numbers of the electrician and plumber will be needed. You will also have to list an estimated value of the project with a reasonable amount for material and labor even if you are doing the construction yourself.
2. A complete set of plans with construction details, elevations, location of building and septic. For small projects this may be a simple sketch with elevations and a list of materials.
3. A state approved septic design.
4. A driveway permit is required if there is no driveway or if the driveway is being changed. This would be requested from the State if the property is on a state highway or from the Town for properties on town highways. The driveway permit application is available from the Planning Board and can be picked up at the Town Office or on the town website.
5. Fees:
  - Construction valued at \$1500.00 or less = \$10.00
  - Construction valued at \$1500.00 or more = \$25.00
  - PLUS \$0.10 per square foot
6. The suggested schedule for the above requirements is
  - a) Apply for and receive an approved septic design from the state
  - b) Flag your desired driveway location and apply for a driveway permit from either the State or Town
  - c) When you have received both of the above permits, submit a building permit application with the proper payment.

Most commercial projects require an architect or engineer to approve and stamp the plans.