Town of Milford - Building Permit Fact Sheet

1. **Do I need a permit for construction/repairs on my property?**
   Yes, permits are required for all structures over 200 square feet. The most efficient way to determine whether you need a permit is to contact the Milford Building Department at 603-249-0620 and discuss your plans with the Building Inspector.

   Milford permitting is now online! Visit https://permiteyes.us/milford/loginuser.php to create a user account and submit your next permit online.

   Permits are required for:
   1. All new construction
   2. Any additions to your building
   3. Remodels/renovations (basement refinishing, kitchen/bath remodels, etc.)
   4. Demolition
   5. Sheds, barns and other accessory buildings
   6. Porches
   7. Swimming Pools (in-ground and above ground)
   8. Windows & Doors (when structural changes are needed)
   9. Signs
   10. Re-Roofings
   11. Fences (over 7 feet tall – compliance with property setbacks required)
   12. Commercial Tenant Changes
   13. Electrical and Plumbing
   14. Mechanical/gas tanks or piping (Permits to be filed with the Milford Fire Department by calling 603-249-0680)

2. **Why do I need a building permit?**
   A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications reviewed and approved by the Milford Building Inspector. An approved permit allows the inspector to protect the public by minimizing the potential hazards of unsafe construction and ensuring public safety. An important step to find out whether you need a permit is to contact the building department at 603-249-0620.

3. **Timeline for Receiving my Permit:**
   - Building permit applications are processed as quickly as possible. Many factors do play a role in the length of time it takes for a permit to be processed, such as accuracy and the completeness of the application. Once the Building Inspector reviews your construction plans to determine compliance with state and local regulations and ordinances, a permit may be issued. To ensure a timely turnaround, please provide all application materials, including payment of the required $50 application fee, at the time of submission. Additional fees may be assessed based on

the size of your project, based upon square footage calculations. Those fees shall be collected prior to the permit being issued.

- In accordance with New Hampshire RSA 676:13.III, the Building Inspector has 30 days for completed residential applications and 60 days for completed commercial applications to either **APPROVE** or **DENY** any permit application.

- **NO WORK SHALL BEGIN WITHOUT AN APPROVED BUILDING PERMIT.**

4. **Permit Issuance**:
   Once your permit is approved, you have legal permission to begin the work specified on your application. ***The approved permit shall be posted at the job site at all times.***

5. **Job Site Inspections**:
   Once a permit is issued, an inspection sheet will be presented to the owner/applicant with all required inspections for your project listed. The homeowner or contractor must be present for all inspections for occupied buildings. Any deficiencies found during or after construction will be noted on the inspection sheet provided to the owner and/or contractor and must be brought into compliance prior to the issuance of a Certificate of Occupancy or a Certificate of Compliance. A 24-hour notice is required to schedule an inspection, which are conducted Monday through Friday 9:00 am to 3:00 pm.

6. **Final Approval:**
   The Building Inspector will issue a Certificate of Occupancy or a Certificate of Compliance once the construction work has been completed, and all required inspections have been completed, and once the Building Inspector has determined that the construction is in compliance with all safety and building code requirements.