Frequently Asked Questions

Are permits only issued during Building Inspector Hours?

NO, permits are issued all week long. Permit applications can be dropped off at the Town Offices Mon – Thurs 9 – 2. Or emailed to townofmontvernon@comcast.net. Please call 654-2176 to advise a permit has been dropped off or sent. Inspector reviews applications all week.

What do you need to obtain a permit?

A completed permit form, plot plan, framing plan, floor plan, and any necessary engineering for beams, trusses etc

New Homes also need approved septic design and an approved driveway permit

Electrical, Plumbing, Mechanical, Gas Permits all need a copy of a valid NH license attached to completed permit form

How long does it take to get a permit issued?

Electrical, Plumbing, Mechanical, Gas Permits can be issued normally within 24-48 hours after drop off at Town Offices.

Please call 654-2176 to advise permit has been dropped off.

Most other permits take 7 – 10 working days for permit when completed permit package has been obtained

What are the setback requirements?

“Standard setbacks” are 50’ from the front and rear of property line, and 30’ from the side.

Note – not all subdivisions have the same setback requirements, please call the Building Dept or Planning Dept. if have questions

Can I do my own plumbing & electrical work?

The State of NH allows you, as a homeowner, to do your own plumbing and electric work at your primary residence, but still does require a permit.

What are the adopted setbacks requirements for a generator from a building?

5’ from a building or building opening

What are the permit fees?

Septic, Electrical, Plumbing, Mechanical, Gas Permits are all minimum $25 permit fees

All remodel, additions, new structures, new homes are based on a square foot number .40/sq ft for livable area and .30/ sq ft for non living space.

After permit is approved and issued, Building Inspector’s Office will call with permit fee amount and advise ready for pick-up

What is needed for a Septic Permit?

A completed permit application and 3 copies of septic design. Septic permits can be turned around in usually 2-3 days time.

How do I schedule an inspection?

Inspections are scheduled by calling 654-2176. It normally takes the inspector 48-72 hours to complete the inspection. You will receive a call with the 1 hour inspection window time frame that the inspection will be done. Most inspections are done during the morning hours.