

Office Use Only:

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PID: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Valid Until: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Renewal Fee Paid: \_\_\_\_\_

Renewal Date: \_\_\_\_\_

Renewal Valid Until: \_\_\_\_\_

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**Town of Stratford, N.H.**



**Building Certificate**

The Town of Stratford places high value on the willingness of each and every property owner to honestly assume their correct and proportionate burden to keep the Town a great place to live. The purpose of a Building Certificate is to eliminate the old PA-28 inventory form, which has not proven effective for ensuring that property taxes are fairly and equitably assessed in a timely fashion.

On the following pages, please give a good description of the proposed new building, renovation, or demolition. Be sure to answer the checklist questions.

Once your Building Certificate has been issued, you must post it along the road nearest your project site where it will be visible to the assessing officials or their designees. This Certificate is good for one year. If additional time is needed you will need to request an extension and pay the required fee.

Please pay the small processing fee when submitting your application.

**Thank you.**

**Certificate Checklist**

Name of Land Owner: \_\_\_\_\_

Please identify your property: Map \_\_\_\_\_, Lot \_\_\_\_\_.

and answer the following questions:

- Is the project:
  - a new building or addition? Yes\_\_\_\_ No\_\_\_\_.
  - a renovation? Yes\_\_\_\_ No\_\_\_\_.
  - a demolition? Yes\_\_\_\_ No\_\_\_\_.
- Is the site in current use? Yes\_\_\_\_ No\_\_\_\_.
- Is the site in a floodplain area? Yes\_\_\_\_ No\_\_\_\_.  
If yes, do you have the required elevation certificate? Yes\_\_\_\_ No\_\_\_\_.  
If yes, please attach a copy.
- Do you intend to alter or add a driveway? Yes\_\_\_\_ No\_\_\_\_.  
If yes, a driveway permit application must be attached.
- Is the intended change for:
  - full-time residential use? Yes\_\_\_\_ No\_\_\_\_.
  - part-time residential use? Yes\_\_\_\_ No\_\_\_\_.
  - agricultural use? Yes\_\_\_\_ No\_\_\_\_.
  - non-agricultural commercial use? Yes\_\_\_\_ No\_\_\_\_.
- How many Town residents live on this property? \_\_\_\_\_.
- Include a property map of your location \_\_\_\_\_.

In addition, your description should be complete enough to indicate how the changes will affect the market value of your property. Include **project cost, sketches, and dimensions** as appropriate. Use extra sheets if needed.

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**Fee schedule:**

<b>Fees</b>	<b>Timely Fee</b>	<b>Late Fee</b>
Demolition of any structure.	\$10	\$50
Miscellaneous improvements and renovations.	\$10	\$100
Utility buildings.	\$10	\$50
Residential and commercial units.	\$25	\$250
Permit extensions (one time only, 2 years maximum).	\$20.00	\$0

*\* Fee is due 2 weeks after the accepted by date on the front of the application. A late fee will be charged if not received by said date.*

The undersigned declare that, to the best of their knowledge, the above and attached information is correct and complete, and that the proposed building inventory changes shall be completed in accordance with all Town of Stratford ordinances and State of NH codes.

Applicant/Contractor: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Landowner: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_