BUILDING PERMIT APPLICATION GUIDELINES

TOWN OF STRATHAM
10 Bunker Hill Avenue, Stratham NH 03885
Building Department (603) 772-7391
www.strathamnh.gov

The Town of Stratham requires building permits for all commercial and residential construction or remodeling, including pools and decks. Bed Bottom Inspections are required for new septic systems with state approvals. Under RSA 155-A:4, permits are not needed for accessory structures under 200 sq. ft. or repairs listed in IRC 2021 Chapter 1. Plot or site plans must be to scale, labeled, show boundaries, and include accurate measurements; certified plans are usually not required. The Town does not determine property lines. To scale, construction drawings must show structural and architectural details. Most residential plans do not require engineering, while commercial projects require stamped engineered plans.

In order to obtain a permit, the following information must be submitted to the Building Department to be considered a completed application:

1) Completed Building Permit Application(s) will all applicable supporting documents.
2) Completed Checklist
3) All fees paid. Fees to include the Application Possessing Fee & Permit Fee. (Please refer to the Building Department fee Schedule.)
4) Review times are estimates and begin once all required application materials and supporting documentation have been submitted, and the application is deemed complete. Processing times may vary depending on project complexity, application volume, and the need for additional information or approvals.

Once a complete building permit application has been received, the following estimated review and processing times apply:

- **Residential Minor Repairs and Upgrades:** 5–10 business days
- **Residential Additions and Remodels:** 2–4 weeks
- **Residential New Construction:** Up to 30 days
- **Commercial Additions, Alterations, Renovations, and New Construction:** Up to 60 days

Factors affecting the timeline for approvals:

1.) **Completeness of Application:** Incomplete submissions will significantly delay the approval process.
2.) **Project Complexity:** Projects requiring structural, environmental, or zoning reviews take longer.
3.) **Jurisdiction:** Local municipal workloads, staffing, and, in some cases, seasonal activity can cause delays.
4.) **Revisions:** If, in some cases, revisions are requested, this can add 1–2 weeks.
5.) **Additional Approvals:** Some projects may need approval from the Planning Board, Zoning Board of Adjustment, and/or Demolition Committee.
This may also include additional reviews from the Conservation Commission and the Route 33 Legacy Highway Heritage District Advisory Committee

Department staff reviews the application for completeness and compliance with the Town's Regulations, Ordinances, and building code compliance. Once all Town Regulation and code-related concerns are resolved, the permit fees are calculated, and the applicant is notified and advised of the permit fee and any conditions of approval.

A non-refundable application fee is charged for all permits. A complete fee schedule at the Planning & Building Department and on the Town website. The square footage calculation is the sum of the area of all usable floor space and may include the basement and/or accessible attic area.

New Hampshire Licensed Plumbers, Electricians, and Gas Fitters are required by Law for all commercial and most residential construction projects.