



**Consultation with a Building Committee Member is required prior to issuance of this permit. Please contact the Committee via email below.**

# Waterville Estates Building Permit

Building Committee Email:  
[buildingcommittee@watervilleestates.org](mailto:buildingcommittee@watervilleestates.org)

[Revised 12-02-24](#)

**Building Permit #**

Property Owner Name:	Applicant:
Property Location Address:	Contact eMail Address:
Owner Mailing Address:	Contact Phone Number:



## WEA Building Permit

Parcel Number		Map:	Lot:
<b>Type of Work</b>	✓	<b>Description</b>	
House*			
Addition			
Alteration			
Repair/replace			

\*Modular/prefab homes require Waterville Estates Board of Directors approval, signed contract, and a deposit of \$25,000 in escrow with WEA.

### New Construction Dimensions

1st floor	<i>sqft</i>	Bathrooms	<i># full</i>	<i># half</i>
2nd floor	<i>sqft</i>	Garage	<i># stories</i>	<i>dimensions</i>
Basement	<i>sqft</i>	Out-building/shed	<i>height</i>	<i>dimensions</i>

<b>Check List</b>	✓	<b>Sign off by BC/Permit number/Details</b>
Septic Design w/ plot plan*		
Building plans*		
Water Dept Approval		
Town Permit		
Driveway permit		

\*PDF required/Hard copy - optional

### Contractor

Name	
Address	
Phone Number	
Email	

#### Hours of Construction:

- Monday – Friday 7:30AM-8:00PM & Weekends/holidays 8:00AM-6:00PM

#### Copies of the following MUST be submitted with this application before permit will be issued:

- NH DEP Septic Approval w/ plot plan needed for all new homes and installation of new septic.
- Town building Permit Approval (Campton or Thornton)
- Description and samples needed of all alterations, new homes, additions, painting, and remodeling.
  - Siding including Color Samples
  - Trim including Color Samples

- Roofing Type including Color Samples
- Deck and rail samples and Color Samples
- Plans are required for new homes & additions.
  - Site Plans - Including: tree cutting proposal, driveway, and utility access.
  - Floor Plans
  - Four elevation drawings with the view from the road clearly marked.
- Waterville Estates Village District Water Connection Approval – new homes
- **New road installation or change of lot designation/usage require town (planning board), district, and association approval.**
- Road agent sign-off on new driveways
  - Town Driveway permit for roads owned by Campton or Thornton
  - Village District Approval for roads owned by WEVD.

**Fee Schedule:**

- a. New Living Unit (*effective January 1, 2025*) ..... \$2,000\*\*
- b. Additions to Existing buildings and new Garages ..... \$250
- c. Changes to Existing Building or grounds (*effective January 1, 2025*)..... \$50
  - i. Includes:
    1. Replacement of roof shingles, siding, windows, decks or color changes
    2. Installation of sheds, new patios, new decks or paving
    3. Tree cutting (all shapes and sizes)

**\*\*Two separate payments made out to Waterville Estates Association.**

- Effective January 1, 2025:
  - **\$500 for Building Application and \$1500 payment for the Capital Improvement Fund (CIF).**

\*Exterior will be completed within 9 months of permit date.

\*Applicant must apply for extension with Building Committee.

\*WEA Dues will be charged at 12 months. (Unless other arrangements are made with the Building Committee.)

**The builder and/or property owner is responsible for all changes to the hydrology of the property along with any incidental damage or effect it may have on other surrounding properties.**

**All property corners must be clearly marked and professionally staked and/or property pins located by surveyor.**

**The approval of this application has been issued based on the plans and specifications submitted by the property owner, builder and/or his designee. The Waterville Estates Association & Building Committee do not render any professional opinion regarding the engineering design of this project and therefore approves the application based upon specifications in your building application and specification requirements of the Waterville Estates Restrictions, Easements and Covenants.**

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Committee Representatives (2 members for approval)**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_