



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

BUILDING SAFETY DIVISION  
PO Box 120, Windham, New Hampshire 03087  
(603) 432-3806 / Fax (603) 432-7362

**SEASONAL TO YEAR-ROUND  
RESIDENTIAL  
STRUCTURE CONVERSION PERMIT**

MAP/BLOCK/LOT \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

DATE OF BUILDING INSPECTION: \_\_\_\_\_

I CERTIFY THAT ALL REQUIREMENTS OF SECTION 1200 (SEE REVERSE SIDE)  
OF THE WINDHAM ZONING ORDINANCE HAVE BEEN MET.

OWNERS SIGNATURE \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_ CHECK # \_\_\_\_\_ PERMIT #: \_\_\_\_\_

Staff use only			
*School Impact Fee Assessment	\$ _____	Date _____	Check # _____ DATE _____

THE ABOVE IMPACT FEE IS DUE AT TIME OF ISSUANCE OF  
THE CERTIFICATE OF OCCUPANCY

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1 COPY FOR FILE, ORIGINAL TO PROPERTY OWNER / APPLICANT

## SECTION 1200. STRUCTURE CONVERSION

1200.1 Any change from seasonal to full time year-round shall be a permitted use provided that:

1200.1.1 Minimum standards of the Windham Building Code are met.

1200.1.2 Minimum standards of the Windham Health Regulations are met.

1200.1.3 The lots otherwise conform to dimensional and other requirements in Section 700.

1200.1.4 The provisions of the following subsections 1200.2., 1200.3 and 1200.4 are complied with.

1200.2 Definitions:

Sewage Disposal System: Means any private sewage disposal or treatment system, other than a municipally owned and operated system.

Developed Waterfront Property: Means any parcel of land as defined in RSA 4:40-a and upon which stands a structure suitable for either seasonal or year-round human occupancy.

1200.3 Sewage Disposal System:

Prior to occupying any existing structure on a full-time basis, which would increase the load on a sewage disposal system, the owner of such structure shall submit an application for approval of the sewage disposal system to the Building Department. Application for approval shall include one of the following:

1200.3.1 Evidence that the existing sewage disposal system meet the requirements for the intended usage or the Town's minimum standard for use or occupancy, whichever is more stringent.

1200.4 For the Purpose of Conversions of Seasonal Use to Year Round Use: The following site assessment study shall be required:

1200.4.1 Shall include the name, address, and telephone number of the owner's agent and the location and a brief description of the property, including the tax map reference and lot number.

1200.4.2 Shall include the lot size, slope, loading (based on the number of existing or proposed bedrooms in the structure), water source, soil type, and estimated seasonal high water table information to be determined by on site investigation (Test Pits). The licensed designer shall write his assessment of the site for the current use and proposed use of the system, based upon the criteria and information in this subparagraph.

1200.4.3 Shall include information about this present sewage disposal system, if available. If the installed system was approved by the Town a copy of the approval form, approval number and plan shall be attached to the site assessment study. An assessment study indicating that the site fails to meet any of the criteria established under this section shall prohibit the conversion of the property.

1200.4.4 The site assessment form submitted to the State of N.H.D.E.S. shall be attached to the Town site assessment report and shall also indicate the State approval or disapproval.