

**Basic permit application requirements: Current building codes are 2009 IRC, 2009 IECC, and 2015 UPC.**

1. Application, completed (with all fee's paid) fees are calculated by the following: Foundation (to include deck foundation), each floor, decks. Costs are at \$.15 per sf, and a \$35.00 base fee (Residential). All measured from the exterior faces or all exterior walls. (See attached Sample)
2. House plans, showing elevations, floor plans w/room layouts and dimensions, foundation plans with construction details, if full basement or crawl space with mechanicals must have means of egress/escape to the exterior. Cross Section with construction details.
3. Survey/plot plan, showing the property lines, with zoning setbacks, driveway location, proposed structures, and dimensional setbacks from wetlands and water bodies. Plot plan must show location of Shoreland overlay and flood zone. Lot Coverage Calculation. (See attached Sample)
4. If in a Flood Zone, a separate flood permit is required (Chapter 116) (with all fee's paid), Flood Zone fees are calculated at Entire first floor foot print (-) decks at \$.50 per sf, and \$35.00 base fee. The foundation would be required to be engineered for either piles, piers, or flow through vents. The building permit would be required to be split into two phases, phase one foundation only and phase two building. Elevation certificates are required for the issuance of phase two and at final inspection.
5. If using engineered materials, i.e. LVLs, Trusses, or steel we will need the manufacturers specification data sheets from the suppliers.
6. Proof of ownership, (Deed).
7. Sewer District, letter of availability (646-5906), if applicable
8. KK&W, letter of availability (Water) (985-3385), if applicable
9. If contractor is to pull permit, must have a letter authorizing the contractor to act in your behalf to pull permits/schedule inspections.
10. If in a D1, D2 Dune of have wetlands (Fresh/Salt) DEP would need to be contacted to determine what permitting they will require. (888-769-1036)
11. Demolition of a Structure, all taxes must be up to date and the General office must sign off. Demolition permits can be pulled separately or combined as part of the permit.
12. Letter of Authorization for Association, if applicable.

All coordination with Dig Safe, Water and Sewer district are requirements of the owner/contractor to coordinate.

Plumbing permit & inspections are required, and all permitting and work must be completed by a Maine State Licensed Master Plumber.

Electrical permit Residential is not required by Town, but may be required by the State, all work must be completed by a Maine State Certified Master Electrician, all questions regarding electrical are directed to State Inspector Bill Perry (207-592-7930)

The Town Website is [www.wellstown.org](http://www.wellstown.org), all forms can be found in the Code Enforcement link, for all Zoning go to Town Code/Charter and Chapter 145 is Land Use, Chapter 116 Flood plain management.

Parcel (Map) \_\_\_\_\_ (Lot) \_\_\_\_\_

Building Permit # \_\_\_\_\_  
(office use)

**TOWN OF WELLS**  
**All Purpose Permit Application**

**PERMIT MUST BE PICKED UP WITHIN 90 DAYS FROM DATE THE PERMIT IS ISSUED OR IT WILL BE NULL AND VOID.**

**A STOP WORK ORDER WILL BE ISSUED AND A \$500.00 FEE FOR RESIDENTIAL AND A \$1000.00 FEE FOR COMMERCIAL PROJECTS ASSESSED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP.**

Location/Address of Construction: **\_(add the exact location where work will be completed)\_** \_\_\_\_\_

Owner Name, Address and Telephone #: **\_(self explanatory)\_** \_\_\_\_\_

Applicant Name, Address and Telephone #: **\_(if different than owner, add who the applicant is)\_** \_\_\_\_\_

Total square footage of proposed work: **\_(taken from sheet #3)\_** Cost of Project: **\_(estimated cost of entire project)\_**  
**(Check yes or no whichever is applicable)**

Public sewer?: Yes \_\_\_\_\_ No \_\_\_\_\_

Public water?: Yes \_\_\_\_\_ No \_\_\_\_\_

Is this part of a subdivision?: Yes \_\_\_\_\_ No \_\_\_\_\_

Other dwelling units on lot?: Yes \_\_\_\_\_ No \_\_\_\_\_

**PERMIT IS FOR:** *(MAY CHECK MORE THAN ONE)* **(Check whichever applies can be multiple areas checked)**

New Commercial \_\_\_\_\_ Commercial Tenant Fit-up/Change of USE \_\_\_\_\_ Commercial Alterations/Additions \_\_\_\_\_

New Single Family Dwelling \_\_\_\_\_ Single Family Alterations/Additions \_\_\_\_\_ Demolition Permit \_\_\_\_\_

Flood Permit \_\_\_\_\_ Home Occupation \_\_\_\_\_ Sign/Awning \_\_\_\_\_ Swimming Pool \_\_\_\_\_

Campground \_\_\_\_\_ Generator \_\_\_\_\_ Tower \_\_\_\_\_ Deck \_\_\_\_\_ Shed < 200' \_\_\_\_\_ Shed > 200' \_\_\_\_\_

**Project Description:** **\_(What is the project, what are you doing, example adding a 10'x10' Deck to rear of house)\_** \_\_\_\_\_

Contractor's Name, Address & Telephone: **\_(Who is doing the Work)\_** \_\_\_\_\_

Owner or Contractor's Email: **\_(self explanatory)\_** \_\_\_\_\_

Whom should we contact when the permit is ready: **\_(self explanatory)\_** \_\_\_\_\_

Phone #: **\_(Best number to reach individual who should be contacted)\_** \_\_\_\_\_

We will contact you by phone when the permit is ready. You must come in, sign for, pick up the permit and review the requirements before starting any work **IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE PAPERWORK SUBMITTED, THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE CODE ENFORCEMENT OFFICE. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

I hereby certify that I am the Owner of record of the named property, or that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Offices' authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Owner Signature: <b>(Required)</b>	Date:
Applicant <b>(Required)</b>	Date:

**BASE FEE (to review the application (is required), (non-refundable))**

**Residential:       \$35.00       plus .15 per square foot**

**Commercial       \$60.00       plus .20 per square foot**

**Generators, signs, pools, towers, flood application – refer to fee schedule.**

**Fee structure adopted by the Board of Selectman on April 1, 2010, reference Chapter 91-1 Town of Wells Ordinance.**

- **Owners Signature is required, or a letter of Authorization from the owner allowing applicant to act or their behalf. Homeowners Association approval letter is also required, if applicable.**
- **Lots, Buildings, and Structures located in a Flood Zone are also required to complete a Flood Permit. (Chapter 116-2)**
- **Cost of Project includes all construction materials and labor, to include donated materials, volunteer labor or work completed by owner.**
- **Demolition Permits, taxes must be paid and documented from General Office.**
- **Plumbing Permits are a separate permit.**
- **Engineered Materials (LVLs, Trusses, Steel Beams) the manufacturer's specification data sheets are required.**
- **Project with approved site plans; any expansion, re-location or dimensional changes may result in a site plan amendment through the Planning Department.**
- **Sheds under 200 total square feet, no structural plan required, Structure over 600 total square feet frost protection required.**

**Submitting an application for permit does not authorize the applicant to begin work until the issued Permit is validated by it being signed for by the applicant. Working without an issued/validated permit or beyond the scope of a permit can result in delays in projects, stop work orders, and violations of the Town of Wells Land Use Code, Chapter 145.**



# TOWN OF WELLS CODE ENFORCEMENT

Applicants Name:     (From page #1)    

Address: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

**Permit fee is based on .15 per square foot for residential / .20 per square foot for commercial. Please fill in square footage applicable to your application request (based on the projects construction documents).**

**COMMERCIAL / RESIDENTIAL MAIN BUILDING & ADDITIONS (Construction Documents required)**

(Example: adding a 10'x10' deck (100sf) and 12'x16' addition (192sf)):

Foundations \_\_\_\_\_ **192 sf**

First floor 192 sf

Second floor

### Third Floor

**BREEZEWAY (Construction Documents required)**

## Foundations

First floor

Second floor \_\_\_\_\_

**GARAGE (Construction Documents required)**

## Foundations

First floor

Second floor

**Base Fee = \$35.00**

**Square Footage = \$87.60**

**Total Cost of Permit = \$122.60**

### **DECKS, ADD-a-ROOMS and SHEDS (Construction Documents required)**

Deck(s) / Porch(s) - Foundation (see below) 1) \_\_\_\_\_ 2) **100 sf** 3) \_\_\_\_\_

Deck(s) / Porch(s) - Structure      1)      2) **100 sf**      3)

Shed

Add-a-room (Deck)

### Add-a-room (Structure)

**Total Square Footage:** 584 **TOTAL:** 584 sf x \$.15 = \$87.60

**CONSTRUCTION DOCUMENTS** – Written, graphic and pictorial documents describing the design, location, dimensions, and physical characteristics.

Included but not limited to; Foundation plan, Floor plans, Elevations, Detailed (Cross sections) and Plot Plans.

**FOUNDATION** - The supporting substructure of a building or other structure, including basements, crawlspaces, slabs, piers, posts or frost walls.

**SQUARE FOOTAGE** - Is a measurement of area, (length x width); Measured from the exterior faces of the most exterior walls.

# PLOT PLAN (EXAMPLE)

LEGEND & NOTES	
----	PROPERTY LINE
NOTE: SITE INFORMATION TAKEN FROM PLAN DONE BY:	

