

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: \_\_\_\_\_

Owner Name, Address and Telephone #: \_\_\_\_\_

Applicant Name, Address and Telephone #: \_\_\_\_\_

Total square footage of proposed work: \_\_\_\_\_

Cost of Project: \_\_\_\_\_

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)**

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: \_\_\_\_\_

Contractor's Name, Address & Telephone: \_\_\_\_\_

Whom should we contact when the permit is ready?: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner or Contractor's Email: \_\_\_\_\_

(It is the responsibility of the individual receiving emails from the Code Office to forward all correspondence to applicable parties)

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

**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:	Date:
Applicant	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.**
- **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. A Building Permit can be appealed within 31 days after the issuance of the written decision from the Code Enforcement Officer, per Chapter 145 Land Use Section 145-69 (ZBA).**

# TOWN OF WELLS CODE ENFORCEMENT

Applicants Name: \_\_\_\_\_

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)

Foundations \_\_\_\_\_

First floor \_\_\_\_\_

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

Third Floor \_\_\_\_\_

## BREEZEWAY (Construction Documents required)

Foundations \_\_\_\_\_

First floor \_\_\_\_\_

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

## GARAGE (Construction Documents required)

Foundations \_\_\_\_\_

First floor \_\_\_\_\_

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

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

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

(see below to calculate square footage for deck foundation)

Deck(s) / Porch(s) - Structure 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

(see below to calculate square footage for deck structure)

Shed \_\_\_\_\_

RV Add-a-room (Deck) \_\_\_\_\_ RV Add-a-room (Florida room/Structure) \_\_\_\_\_

**(Base Fee \$35.00), plus Total Square Footage: \_\_\_\_\_ (Residential x \$0.15, Commercial x \$0.20)**

**TOTAL fee owed: \$ \_\_\_\_\_**

**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.

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

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

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