



***Town of Wells, Maine***  
***Code Enforcement Office***  
**COMMERCIAL PROJECTS**

Your submission must include the following to be accepted as a complete application:

- 1 copy of the deed if the property is not listed to you in the Town assessor's records
- 2 copies of floor plan showing dimensions of each area and use to scale (1 copy to Fire Department)
- 2 copies of construction detail (1 copy to Fire Department)
- 2 copies of sprinkler plan (1 copy to Fire Department)
- 2 copies of the cover letter explaining the project in detail
- 1 copy of the site / plot plan and construction / building plan on 11" x 17" paper, we cannot accept the application without the reduced submissions. Electronic plans in PDF format may be submitted in place of the 11" x 17" copies. A fee of \$.50 per page will be charged.

**PLOT PLAN INCLUDES THE FOLLOWING**

- Boundary survey to scale showing north arrow; zoning district and setbacks
- Emergency lighting egress doors and signage
- First floor sill elevation (based on mean sea level datum)
- Location and dimensions of parking areas and driveways or approved site plan
- Location and size of both existing utilities in the street and the proposed utilities serving the building
- Location of areas on the site that will be used to dispose of surface water
- Existing and proposed grade contours
- Silt fence locations
- **THE SURVEYORS MONUMENTS MUST BE IN PLACE AND THE LOT STAKED FOR A SETBACK INSPECTION PRIOR TO ISSUANCE OF A BUILDING PERMIT**

**A COMPLETE SET OF CONSTRUCTION DRAWINGS INCLUDES THE FOLLOWING:**

**STRUCTURAL DETAILS OF ALL ELEMENTS OF CONSTRUCTION TO INCLUDE:**

Cross sections with framing details including counters, shelving, permanent fixtures

Floor plans and elevations

Window and door schedules

Foundation plans with required drainage and damp proofing (if applicable)

Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included

Scaled plot plan showing parking, either private or on street, and 1 copy of approved site plan

**A plot plan will need to be submitted if there is a change of use, to include the following:**

- The shape and dimension of the lot and footprint of all structures
- Location and dimensions of parking areas and driveways
- The building frontage of each tenant

**A COMPLETE SET OF CONSTRUCTION DRAWING INCLUDES THE FOLLOWING:**

- Cross sections with framing detail
- LVL's and trusses
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Foundation plans with required drainage and damp proofing
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included

**\*\*When submitting plans, a set of 11" x 17" must always be submitted. This is considered one of the 2 copies requested. Please make sure they are legible and can be read without a magnifying glass. If both copies look good then omit the larger copy. We can review the smaller copies just as well.**

Electrical permits and inspections are obtained from the State of Maine Department of Professional and Financial Regulations at [www.maine.gov/professional](http://www.maine.gov/professional) licensing

**SEPARATE PERMITS ARE REQUIRED FOR INTERNAL AND EXTERNAL PLUMBING FROM THE TOWN OF WELLS**

- All construction must be conducted in compliance with the current Building Codes
- All plumbing must be conducted in compliance with the current State of Maine Plumbing Code
- All electrical installations must comply with the current National Electrical Code with the State of Maine
- A separate permit must be pulled for sprinkler systems from the State Fire Marshall's office

**AT THE DISCRETION OF THE CODE ENFORCEMENT OFFICE, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THE PERMIT. ALL HVAC HEATING VENTILATION AND AIR CONDITIONING MUST BE INSTALLED BY STATE OF MAINE LICENSED INDIVIDUALS.**

Submissions for commercial work over \$50,000.00 must be done by a Design Professional

**A COMPLETE SET OF PLANS MUST BE BROUGHT TO THE STATE FIRE MARSHALL'S OFFICE TO BE CONSIDERED FOR REVIEW. IT IS YOUR OBLIGATION TO BRING A STAMPED SET BACK TO THIS OFFICE FROM THE STATE FIRE MARSHALL'S OFFICE BEFORE WE CAN ISSUE ANY PERMIT. UNFORTUNATELY, WE CAN NOT MAKE ANY EXCEPTIONS...**

**STATE FIRE MARSHALL CAN BE CONTACTED AT 207-626-3880**

**TOWN OF WELLS  
BUILDING CODE  
208 Sanford Road  
Wells, Maine 04090**

ACCESSIBILITY CERTIFICATE

Designer: \_\_\_\_\_

Address of Project: \_\_\_\_\_

\_\_\_\_\_

The technical submissions covering the proposed construction work as described above have been designed under the direction of and by the undersigned, in compliance with the applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act.

Signature: \_\_\_\_\_

**(SEAL)**

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**TOWN OF WELLS  
BUILDING CODE  
208 SANFORD ROAD,  
WELLS, MAINE 04090**

TO: Wells Code Enforcement Office

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

RE: Certificate of Design

These plans and / or specifications covering construction work on:

\_\_\_\_\_  
\_\_\_\_\_

Please check appropriate box:

- 2021 International Building Code (Commercial)
- 2021 International Existing Building Code
- 2021 International Residential Code
- 2021 International Energy Conservation Code
- ASHRAE Standard 62.1 (Ventilation for Acceptable Indoor Air Quality)

The attached submissions have been drawn and designed by a Maine licensed design professional, who certifies the attached submission is in compliance with the above stated appropriate codes as indicated by the undersigned acknowledging the codes by checking the appropriate boxes on this form.

They have been designed and drawn under the direction of the undersigned, practicing in the state of Maine as a licensed Design Professional Architect / Engineer according to the **International Building Code, 2021** with local amendments.

Signature: \_\_\_\_\_

(SEAL)

Title: \_\_\_\_\_

**As per Maine State Law:**

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

NOTE: \$50,000.00 or more in new construction, repair expansion, addition, or modification for Building or structures, shall be prepared by a registered design professional.