



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

208 Sanford RD, Wells, Maine 04090  
Voice: (207) 646-5187  
Fax: (207) 646-2935

Memorandum For: Contractors, Surveyors and Residents of the Town of Wells

Subject: **Requirements/process for Building Height Certification**

1. The following criteria will be used in the review process in determining those projects that will need to have a Height Certification completed.
  - a. Projects with structures that are within three feet of the required Height of a district.
  - b. Projects deemed by this office as necessary based on the above factors, and for any projects where a height or factors warrants consideration.
2. The following outlines the process for compliance this office requires.
  - a. Prior to or at Final Inspection the height of the building shall be verified by the contractor/agent that the building meets and does not exceed the requirements of the Zoning Ordinance.
  - b. A formal letter from a Maine State Engineer or Surveyor who completed the height certification is required. The letter must be on the company letter head, signed and stamped. The letter should indicate the Map&Lot, address/location of where the work was completed, and state the following: "The height of the building as well as the fact that it meets and does not exceed the requirements of the Zoning Ordinance for the district the structure is located in."
3. The Certificate of Occupancy will not be issued without an approved height certificate.
4. The height limit for the Project \_\_\_\_\_ . (from Zoning district)

At the time of the framing inspection the height of the building should be verified by the applicant/owner/agent that the building meets and does not exceed the requirements of the Zoning Ordinance. If the structure does not meet the height of the district at Final Inspection the property will be in violation of the height requirements and either the grade or the roof will need to be adjusted to be brought into compliance.