

NEW SINGLE FAMILY HOMES

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

- ✓ 1 copy of the deed and / or purchase and sales agreement if you have owned the property less than 1 year
- ✓ 1 copy of a legible site / plot plan to scale to be done by a surveyor
- ✓ 1 copy of the building / construction plan
- ✓ 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
- ✓ Three (3) copies of Septic Design signed by applicant or a letter from the Water and Sanitation district stating availability of hook-up. **IF THE HHE 200 IS MORE THAN 2 YEARS OLD, THEN THE DESIGN MUST BE UPDATED**
- ✓ A Driveway permit and CMP form must be included

PLOT PLAN INCLUDES THE FOLLOWING

- ✓ The septic system design cannot be used as the plot plan submission
- ✓ The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Structures include decks, porches, bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown and to scale. **A photocopy of the plat with hand drawn footprints of building. If it is not to scale, it will not be accepted**
- ✓ Boundary survey to scale showing north arrow; zoning district and setbacks (if part of a subdivision)
- ✓ First floor sill elevation (based on mean sea level datum)
- ✓ Location and dimensions of parking areas and driveways
- ✓ 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
- ✓ Location of erosion and sedimentation devices

A COMPLETE SET OF CONSTRUCTION DRAWINGS INCLUDES THE FOLLOWING:

- ✓ THE PROJECT SHALL COMPLY TO THE REQUIREMENTS OF THE CURRENT INTERNATIONAL RESIDENTIAL CODE
- ✓ Complete structural details of all elements of construction
- ✓ Cross sections with framing details (including porches, decks with railings, and accessory structures)
- ✓ Floor plans & elevations to include building height at finish grade
- ✓ Window and door schedules, which include NET clear openings
- ✓ Foundation plans with required drainage, damp proofing plans and rebar
- ✓ Stair and handrail details (interior and exterior)
- ✓ Water test is required for certain subdivision lots
- ✓ Suppression system (sprinkler) plans (2) are required for certain subdivision lots
- ✓ All engineered trusses and LVL's must be submitted with specs (showing spans) from manufacturer at submission time, **permit cannot be issued without**

SEPARATE PERMITS ARE REQUIRED FOR INTERNAL & EXTERNAL PLUMBING

All plumbing must be conducted in compliance with the State of Maine Plumbing Code and or the State of Maine rules on Subsurface Wastewater Disposal.

ABSOLUTELY NO SITE WORK MAY BE DONE UNTIL THE PERMIT HAS BEEN ISSUED, THIS WILL INCLUDE:

- ✓ Bringing types of fill to the site for storage
- ✓ Any type of grading
- ✓ Demolition
- ✓ Digging foundation or placing footings
- ✓ Locating temporary construction equipment
- ✓ Digging out area for leach field

A Certificate of Occupancy must be issued and picked up before the structure may be occupied.

Town of Wells – Check List for Building Permit Application Submittal

Date: _____ Map: _____ Lot: _____

Applicant Name and Address: _____

Building Permit Application

- Building Permit application cover sheet
- Phase II Application (if Phased project)
- Square footage sheet
- Fees (REFER TO CURRENT FEE SCHEDULE)
- Copy of Deed, purchase and sales agreement, or other documentation of Right, Title or Interest
- Readable** 11” x 17” construction plans including foundation plan
- Surveyor and Monumentation letter for any recently subdivided or split lot (must be submitted with each building permit application)
- 11” x 17” copy of site / plot plan with all structure footprints drawn to scale on plan showing measurements submitted with each permit.
- Copy of approved subdivision plan showing lot location
- 3 copies of septic design; OR
- Approval from Wells Sanitary District if on public utilities (Availability Letter)
- Driveway Permit for all town roads (Does not apply to private roads)
- CMP Form
- Water test – IF THE LOT IS LOCATED IN A SUBDIVISION, YOU WILL NOT BE ISSUED A PHASE II BUILDING PERMIT UNTIL A WATER TEST IS SUBMITTED.
- Sprinkler permit for State Fire Marshall’s office if required
- 2 copies of Sprinkler Schematic on 11” x 17” (in certain subdivisions)