

TOWN OF WELLS

Wells, Maine



When is a Building Permit Required?

POSTING THE PERMIT BEFORE YOU START THE WORK IS REQUIRED BY CODE

THE INFORMATION IS BASED ON THE MOST FREQUENTLY ASKED QUESTION TO THE CODE ENFORCEMENT OFFICE

Permits are required to build and/or move onto the property a new structure and/or enlarge, alter, repair, renovate, remodel and update any existing structure.

This includes new and replacing:

- **Sheds, decks, generators, gazebos, solar systems, landscape walls** that retain soil and **seawalls** (timber or concrete) also require permitting. Fences over 7' in height that are moved onto, built or rebuilt require permitting for Residential and Commercial uses.
All structures require permits. Even if structures are built off-site and brought to the site, they still require permitting.
- Any **window replacement and exterior door replacement** in residential use and all doors and windows in commercial use.
- **Above ground and inground swimming pools** as well as **hot tubs** require permits for Residential and Commercial uses.
- **Demolition or removal of a structure** (hazard determination may also be required) for Residential and Commercial uses.
- Any **existing structure** that is adding a **new use or occupancy**; to include changing the use of the unit/structure or updating the unit/structure with the same use for Residential and Commercial uses.
- **Buildings/structures moved into or within the Town of Wells** for Residential and Commercial uses.
- **Installation or replacement of a sign or banner** prior to it being erected for Residential and Commercial uses.
- **Driveway openings** may require permits for one of the following: new, relocated or altered.
- **New Recreational Vehicles and Park Models** brought on site after March 1, 2024, that do not have a valid registration and license plate affixed to it requires a permit. All add-a-rooms, decks, stairs and sheds require permits in Recreational Parks/Campgrounds and are not date sensitive.

COMMON QUESTIONS

- Replacing, building or placing **stairs, handrails and guardrails** on a deck, staircase or within any structure requires a permit.
- Replacing any **window(s)** to include exact replacement windows requires a permit.
- Renovating/updating a **kitchen** requires a permit.
- Adding, removing or replacing insulation or sheet rock requires a permit. Water damage does not exempt the permitting requirement.

Plumbing permits are also required by the Code.

Permits are not issued the same day. Permits are reviewed in the order that they are received. We recognize that your project is important to you and no project is too big or too small to be ahead of yours. When incomplete applications are submitted, it slows down the review process for everyone in the queue. Please submit the required documentation so that we can get your project reviewed! Currently, it is taking up to 14 +/- business days to review a permit with 2 Code Officers reviewing plans full-time.

We encourage you to call or email the Code Office if you are not sure if a permit is required to avoid a Stop Work Order and the associated fees. [Application for a Standard Building Permit](#). [Application for Accessory Structure permits](#)

And remember, posting the permit in a location that can be seen from the public way is important so that everyone knows you have a Building Permit!

If you are not sure what will be required for your project, please call the Code Office at **207-646-5187** or click the [Red Request Information](#) button at the top of the Code Office page and we will respond as quickly as we can.