

Parcel (Map) \_\_\_\_\_ (Lot) \_\_\_\_\_

Building Permit # \_\_\_\_\_  
(office use)

**TOWN OF WELLS**  
**Standard Permit Application**

**IF ANY WORK STARTS BEFORE THE PERMIT IS APPROVED, A STOP WORK ORDER WILL BE ISSUED WITH A FEE BASED ON COST OF WORK.**

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 \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Finished Floors: \_\_\_\_\_

**PERMIT IS FOR:** (MAY CHECK MORE THAN ONE)

New Commercial \_\_\_\_\_ Commercial Tenant Fit-up/Change of USE \_\_\_\_\_ Commercial Additions/Alterations \_\_\_\_\_

New Single-Family Dwelling \_\_\_\_\_ Single Family Additions/Alterations \_\_\_\_\_ Accessory Dwelling Unit \_\_\_\_\_

Demolition Permit Commercial \_\_\_\_\_ Demolition Permit Residential \_\_\_\_\_ Home Occupation \_\_\_\_\_

**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 email when the permit is ready. 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.

<b>Owner Signature:</b>	Date:
<b>Applicant</b>	Date:

**BASE FEE is required to review the application and is non-refundable.**

	<u>Base Fee</u>	<u>Square Footage Costs</u>
<b>Residential NEW Dwelling:</b>	<b>\$250.00</b>	<b>plus \$0.60 per square foot</b>
<b>Residential Additions/Alterations:</b>	<b>\$140.00</b>	<b>plus \$0.60 per square foot</b>
<b>Commercial NEW Structure:</b>	<b>\$350.00</b>	<b>plus \$0.80 per square foot</b>
<b>Commercial Additions/Alterations:</b>	<b>\$250.00</b>	<b>plus \$0.80 per square foot</b>
<b>Commercial Tenant Fit-up:</b>	<b>\$250.00</b>	<b>plus \$0.80 per square foot</b>
<b>Residential Home Occupation:</b>	<b>\$140.00</b>	<b>plus \$0.60 per square foot</b>
<b>Residential Demolition (Structure)</b>	<b>\$75.00</b>	
<b>Commercial Demolition (Structure)</b>	<b>\$100.00</b>	
<b>Residential each additional bedroom over 3:</b>		<b>add \$200.00 to base fee.</b>
<b>Residential/Commercial adding 3<sup>rd</sup> floor:</b>		<b>add \$200.00 to base fee.</b>

- **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.**

**Submitting an application for permit does not authorize the applicant to begin work until the permit is issued. 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 .60 per square foot for residential / .80 per square foot for commercial, plus the Base Fee. Please fill in square footage applicable to your application request (based on the projects construction documents).**

**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.

**MAIN BUILDING**      **Number of Bedrooms: \_\_\_\_\_ (for each bedroom over 3 add \$200.00 to base fee)**

Foundations \_\_\_\_\_ sf      \$ \_\_\_\_\_

First floor \_\_\_\_\_ sf      \$ \_\_\_\_\_

Second floor \_\_\_\_\_ sf      \$ \_\_\_\_\_

Third Floor \_\_\_\_\_ sf      \$ \_\_\_\_\_ **(add \$200.00 to base fee)**

**BREEZEWAY**

Foundations \_\_\_\_\_ sf      \$ \_\_\_\_\_

First floor \_\_\_\_\_ sf      \$ \_\_\_\_\_

Second floor \_\_\_\_\_ sf      \$ \_\_\_\_\_

**GARAGE (attached or under)**

Foundations \_\_\_\_\_ sf      \$ \_\_\_\_\_

First floor \_\_\_\_\_ sf      \$ \_\_\_\_\_

Second floor \_\_\_\_\_ sf      \$ \_\_\_\_\_

**DECKS, AND PORCHES**

**Deck(s) / Porch(s) - Foundation (concrete/precast/piers)** 1) \_\_\_\_\_ sf    2) \_\_\_\_\_ sf    3) \_\_\_\_\_ sf    \$ \_\_\_\_\_  
(see square footage and foundation definitions above)

**Deck(s) / Porch(s) - Structure (framing wood/steel)** 1) \_\_\_\_\_ sf    2) \_\_\_\_\_ sf    3) \_\_\_\_\_ sf    \$ \_\_\_\_\_  
(see square footage and foundation definitions above)

**Base Fee (refer to page 2): \$ \_\_\_\_\_, plus Total Square Footage: \_\_\_\_\_ sf, (multiple by residential \$0.60 or commercial cost \$0.80), \$ \_\_\_\_\_: TOTAL fee owed: \$ \_\_\_\_\_**

**Base Fee = cost of the permit, plus \$200.00 for each bedroom over 3, and when adding a 3<sup>rd</sup> floor.**