



TOWN OF WAKEFIELD, NEW HAMPSHIRE

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OFFICE OF THE BUILDING INSPECTOR & CODE ENFORCEMENT OFFICE

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INSTRUCTIONS FOR APPLYING FOR A BUILDING PERMIT

No Building Permit for any building or structure on any lot shall be issued except to the owner of record or his authorized agent. The proposed construction or alteration of a building or structure shall comply in all respects with the provisions of the Town of Wakefield's Zoning Ordinance, or with a decision rendered by the Zoning Board of Appeals or the Planning Board.

Any application for such a permit shall be accompanied by some or all of the following required documents as required.

1. Copy of the deed or purchase and sales agreement for that property.
2. If other than property owner applying for permit, a letter of authorization.
3. 2 copies of plans at least 8 1/2 x 11 drawn to scale to include elevations, floor plans for ALL floors including basement, framing plans, engineered truss plans including but limited to roof and floor where applicable, and all outside accessories (decks, stairs, stoops, and porches).
4. A completed Building Permit Application, with a site plan (3 pages).
5. "Approval for Construction" by DES for a Waste Water Disposal System if applicable.
6. Mechanical, Plumbing, and Electrical Permits issued with Building Permit if applicable.
7. Driveway Permit Application if applicable.
8. Flood Hazard Permit Application if applicable.
9. DES Approval.
10. Road Release Form For Class VI and Private Roads.

All new structures and driveways must be staked out in the location where they are to be constructed.

All Permit Applications will be reviewed and issued within 30 days of submittal of a complete packet of information. All Permits are subject to appeal or revocation for 30 days after issuance. Commencement of work within the 30-day period shall be at the risk of the permit holder/property owner.