



TOWN OF WAKEFIELD, NEW HAMPSHIRE

2 HIGH STREET, SANBORNVILLE, NEW HAMPSHIRE 03872

TELEPHONE (603) 522-6205 FAX (603) 522-6794

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OFFICES OF THE BUILDING INSPECTOR & CODE ENFORCEMENT

ARTHUR CAPELLO, BUILDING INSPECTOR/ CODE ENFORCEMENT OFFICER

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 but limited to the following documents as required.

1. \$ 30 Application Fee submitted with this form.
2. Copy of the deed for the property.
3. If other than property owner applying for permit, a letter of authorization.
4. 2 copies of plans (8 1/2 x 11) drawn 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 (sheds, decks, stairs, stoops, and porches).
5. A completed 3- page Building Permit Application, with a site plan.
6. "Approval for Construction" by DES for a Waste Water Disposal System if applicable.
7. Driveway Permit Application if applicable.
8. NH-DES Shoreland Approval if applicable.
9. Road Release Form for 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.

Town of Wakefield

Building Permit Application

Map _____ Lot _____ Date _____

Permit # _____

Email Address _____

Physical Address _____

Owner Information

Name _____

Address _____

Phone # _____

Contractor Information

Name _____

Address _____

Phone # _____ Cell # _____

Building Lot Information:

Base Zoning District:

- Residential I
- Residential II
- Residential III
- Business & Commercial
- Sanbornville Village/Residential I
- Historic Village Approval _____
- Light Industrial
- Agricultural

Building Information:

	Existing	New	Total
Number of Bedrooms	_____	_____	_____
Number of Bathrooms	_____	_____	_____
Living Space-Square Ft	_____	_____	_____
Non-Living Space Sq Ft	_____	_____	_____
Garage - Square Footage	_____	_____	_____
Deck/Porch Square Feet	_____	_____	_____
Shed - Square Footage	_____	_____	_____
Modular Construction	Yes _____	No _____	

Description of Proposed Construction:

Other Permits Required:

- Planning Board Approval Date _____
- Zoning Board Approval Date _____
- Contractor Yard Approval Date _____
- Septic Permit # _____
- Driveway on Town, State, OR Private Road Association _____
- Sanbornville Water Precinct _____
- AFTER-THE-FACT**
- Electrical
- Plumbing
- Mechanical / Gas
- Energy Compliance # _____
- Historic District / Commission _____
- Sanbornville Waste Water Precinct _____
- NH-DES SHORELAND PERMIT** _____

Occupancy/Use Information:

- Residential
- Residential /Seasonal Only
- Accessory/Storage
- Commercial/Industrial
- Business
- Mixed Use
- Institutional/Assembly

For Office Use Only

Please initial and date after review

Building Inspector

Zoning & Shoreland Compliance Officer

Planning Department

SITE PLAN

FOR OUR MAPPING PURPOSES A SKETCH OF THE SITE PLAN

MUST BE ON THIS PAGE AND INCLUDE THE FOLLOWING:

1. Identify the dimension of the lot.
2. Proposed and existing structures on the property.
3. Location of the Driveway from Property Line to Center of Driveway.
4. All distances from: Property Lines, Edge of Right of Ways, Water Bodies and Wetlands.

MAP _____ LOT _____ PROPERTY ADDRESS _____

Estimated Cost of Construction: \$ _____

I hereby certify that all the information on this application is correct:

Signature of Applicant _____

***** ***** ***** ***** ***** FOR OFFICE USE ONLY ***** ***** ***** ***** *****

() Granted Fee \$ _____

() Denied Reason for Denial: _____

Code Enforcement Officer

Date

Zoning & Shoreland Compliance Officer

Date

Planning Board Department

Date



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NOTICE

1. Construction must start within 180 days/six (6) months from issuance of Building Permit.
2. Building Permit must be displayed visible from Roadway.
3. When all rough carpentry (electrical and plumbing) is complete, call the building inspector's office for a rough-in inspection.
4. To obtain an Occupancy Certificate, contact the building inspector. All work must be completed.
5. If a return inspection trip is necessary for failing an inspection, an additional fee of \$25.00 will be charged.
6. You are responsible for the Building Permit. It must be returned to the Code Enforcement Officer before receipt of the Occupancy Certificate.

Important Considerations

If the building permit is within the Sanbornville Water Precinct, the applicant is required to notify the Precinct at 522-3438. The Precinct must inspect any water hook-ups and determine if construction will interfere with the system or meter readings.

If the building permit requires a sewer hook-up, the sewer connection is to be inspected by Kevin Foley, the Sewer Inspector. Kevin can be reached at 522-9201 to arrange an inspection. Permits are available at the Wakefield Town Hall.

I _____ hereby attest that all of the information/measurements stated on the building permit application /site plan are accurate and in compliance with the Town of Wakefield Zoning Ordinance.

Furthermore, I understand that any variance from these measurements that encroaches upon the minimum setbacks requirements as set forth in the Wakefield Zoning Ordinance, will be corrected through the direction of the Town of Wakefield Code Enforcement Officer. In addition, I also agree to pay, in full, all costs incurred by the Town of Wakefield to bring into conformance any violation that this structure/use may create.

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.

Owner

Date

Contractor

Date

Code Enforcement Officer Date