

TOWN OF WAKEFIELD, NEW HAMPSHIRE

2 HIGH STREET, SANBORNVILLE, NEW HAMPSHIRE 03872 TELEPHONE (603) 522-6205 x 308 FAX (603) 522-2295 CODEASST@WAKEFIELDNH.COM

BUILDING & CODE ENFORCEMENT OFFICE

## **INSTRUCTIONS FOR APPLYING FOR A BUILDING PERMIT**

Please include this cover sheet/checklist with your application \*Appointments are required for Building Permit submissions\*

No Building Permit for any building or structure on any lot shall be issued except to the owner of record or their 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:

- □ A letter of authorization if other than the property owner applying for permit.
- □ 2 sets of plans 11 x 17 for New House/Garage/Addition or 8 1/2 x 11 for sheds/decks porches including:
  - Elevations as required (North, South, East, and West)
  - Floor Plans including basement
  - > Building Section show all components and sizes for:
    - footing and foundation
    - floor and walls
    - rafters
    - Engineering for Roof or Floor Trusses
  - All Outside Accessories sheds, decks, porches, stoops, stairs with component sizes shown
    - joist and rafter sizes
- □ A completed 3-page Building Permit Application with site plan (see attached).
- □ New Hampshire Residential Energy Code Application Form
- □ "Approval for Construction" by DES for a Waste Water Disposal System if applicable.
- Driveway Permit Application if applicable.
- □ NH-DES Shoreland Permit Approval if applicable.
- □ Town Shoreland Permit if applicable
- □ 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 30 days after issuance. Commencement of work within the 30-day period shall be at the risk of the permit holder/property owner. A \$25 reinspection fee may be charged in the event of a failed inspection. For new construction, a street/house number will be requested from the state e911 office once the foundation is in the ground. A \$30 processing fee is charged for building permit applications, regardless of approval.

### **Town of Wakefield Building Permit Application**

Map	Lot	Date	Permit #					
Email Address			Physical Address					
	Owner	Information	Contract	or Inform	natior	ı		
Name			Name					
Building	Lot Inform	nation:	<b>Building Information:</b>					
<b>Base Zor</b>	ning Distrio	et:	_	Existing	New	Total		
() Resider	ntial I		Number of Bedrooms					
() Resider	ntial II		Number of Bathrooms					
() Resider	ntial III		Living Space-Square Ft					
() Busines	ss & Commer	rcial	Non-Living Space Sq Ft					

- () Sanbornville Village/Residential I
- () Historic District Approval
- () Light Industrial
- () Agricultural

#### **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 () Historic District / Commission
- () Sanbornville Water Precinct
- () AFTER-THE FACT

#### **Occupancy/Use Information:**

- () Residential
- () Residential /Seasonal Only
- () Accessory/Storage
- () Commercial/Industrial
- ( ) Other; \_\_\_\_\_

() Electrical

Garage - Square Footage

Deck/Porch Square Feet

Shed - Square Footage

Modular Construction

- () Plumbing
- () Mechanical / Gas
- () Energy Compliance Form
- () Sanbornville Waste Water Precinct

\_\_\_\_\_ \_\_\_\_

\_\_\_\_\_ \_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

- ( ) SHORELAND PERMIT #\_
- () Town Shoreland Permit
- () Business
- () Mixed Use
- () Institutional/Assembly
- ( ) Current Use? \_\_\_\_\_ Acreage Removed
- () Best Management Practices Required

## **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	LO	Γ		PROPERTY	ADDRESS				
Estimated	Cost of	Construc	tion \$						
I hereby c	ertify that	it all the	informat	tion on this app	olication is co	rrect:			
Signature	of Appli	cant							
*****	****	****	****	FOR OFFICE	USE ONLY	****	****	****	****
() Granted	t			Fee \$					
() Denied	Reason f	or Denial:							
Bui	ilding Insp	ector		Date	Code E	nforcemen	t Officer		Date



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#### **NOTICE**

- 1. Construction must start within 180 days/six (6) months after issuance of Building Permit.
- 2. Building Permit must be displayed visibly from roadway.
- 3. When all rough carpentry (electrical and plumbing) is complete, call the building inspector's office for a rough 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.

#### **Important Considerations**

If the building permit is within the Sanbornville Water Precinct, the applicant is required to notify the Precinct at 522-8271. 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 Mike Soucy, the Sewer Inspector. Mike can be reached at 603-960-2800 to arrange an inspection. Permits are available at the Wakefield Town Hall.

I \_\_\_\_\_\_ hereby attest that all 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	
Building Inspector	Date	Code Enforcement Officer	Date	