



TOWN OF WAKEFIELD, NEW HAMPSHIRE

2 HIGH STREET, SANBORNVILLE, NEW HAMPSHIRE 03872

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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 re-inspection 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

Name _____
Address _____
Phone # _____
Mailing Address _____

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 District 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:

- | | |
|---|--|
| <input type="checkbox"/> Planning Board Approval Date _____ | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Zoning Board Approval Date _____ | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Contractor Yard Approval Date _____ | <input type="checkbox"/> Mechanical / Gas |
| <input type="checkbox"/> Septic Permit # _____ | <input type="checkbox"/> Energy Compliance Form |
| <input type="checkbox"/> Driveway on Town, State, OR Private Road Association | <input type="checkbox"/> Historic District / Commission |
| <input type="checkbox"/> Sanbornville Water Precinct | <input type="checkbox"/> Sanbornville Waste Water Precinct |
| <input type="checkbox"/> AFTER-THE FACT | <input type="checkbox"/> SHORELAND PERMIT # _____ |
| | <input type="checkbox"/> Town Shoreland Permit |

Occupancy/Use Information:

- | | |
|---|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Business |
| <input type="checkbox"/> Residential /Seasonal Only | <input type="checkbox"/> Mixed Use |
| <input type="checkbox"/> Accessory/Storage | <input type="checkbox"/> Institutional/Assembly |
| <input type="checkbox"/> Commercial/Industrial | <input type="checkbox"/> Current Use? _____ Acreage Removed |
| <input type="checkbox"/> Other; _____ | <input type="checkbox"/> Best Management Practices Required |

