SINGLE FAMILY ADDITIONS AND ALTERATIONS

Your submission must include the following to be accepted as a complete application:

- 1 copy of the deed if the property is not listed to you in the Town assessor’s records
- 1 copy of a legible site / plot plan
- 1 copy of an 11” x 17” building / construction plan. If the plan is unreadable, please provide a readable version as well.

If you are doing an exact replacement of a deck, stairs or shed, it will still require a plot plan, showing all setbacks from property lines to finished construction.

Projects in a Flood Zone will require a separate Flood Permit.

PLOT PLAN INCLUDES THE FOLLOWING

- A neat, legible scaled plot plan must be submitted. This plan must show all setbacks from all property lines from finished construction. This will include all existing buildings with dimensions. The plan must show all proposed additions/alterations/accessory structures with dimensions. If the property has any easements, please scale them into your plot plan, along with parking areas and driveways with dimensions.

- The proposed construction measurements must be staked out for a site plan visit to confirm measurements on the plot plan. This includes all property pins in relation to proposed construction.

A COMPLETE SET OF CONSTRUCTION DRAWINGS INCLUDES THE FOLLOWING:

- Cross Sections w/framing details
- LVL’S and Trusses
- Floor plans & elevations
- Window and door schedules which include net open spaces and/or fire ratings
- Foundation plans with required drainage and damp proofing
- Stair and handrail details (interior and exterior)
- All construction must be conducted in compliance with the International Residential Code, 2015

SEPARATE PERMITS ARE REQUIRED FOR INTERNAL & EXTERNAL PLUMBING

- All plumbing must be conducted in compliance with the State of Maine Plumbing Code or The State of Maine Rules for Subsurface Wastewater Disposal
- Additional Bedrooms may require a Septic Design Professional to determine if the current system can handle additional use. The Design Professional may also need to design an Alternative System on a HHE-200 which must be recorded at the Registry of Deeds, and a recorded copy provided to the Code Office.

The cost of construction is as follows:

Basic permit fee: $35.00 plus $.15 per square foot

If a Certificate of Occupancy is needed, it must be issued before the structure may be occupied. There is no fee for a Certificate of Occupancy. However, if a re-inspection is required there will be a $50.00 charge for each inspection.
Town of Wells – Check List for Building Permit Application
Additions and Alterations Submittal

Date: ________________  Map: _____  Lot: _____

Applicant Name and Address: __________________________________________

__________________________________________

Building Permit Application

☐ Copy of Deed, Purchase and Sales Agreement, or other documentation of Right, Title or Interest

☐ Construction plans including foundation plan, cross sections & materials list

☐ Engineered Material LVLs, Trusses, Steel (Manufacturers Data Spec Sheets)

☐ Plot plan

☐ Septic design acceptability if bedrooms are involved

☐ Other Materials:
TOWN OF WELLS CODE ENFORCEMENT

Applicants Name: ____________________________________________________________

Address: _________________________________________________________________

Map: ______ Lot: ______

Permit fee is based on .15 per square foot for residential / .20 per square foot for commercial. Please fill in square footage applicable to your application request.

**MAIN HOUSE**
Basement/crawlspace/slab

First floor

Second floor

**BREEZEWAY**
Basement/crawlspace/slab

First floor

Second floor

**GARAGE**
Basement/crawlspace/slab

First floor

Second floor

**ADDITIONS**
Basement/crawlspace/slab

First floor

Second floor

Deck under add-a-room

Add-a-room

Deck(s) / Porch(s)

- Plot plan
- Detailed construction

Shed

- Plot plan
- If under 200 total square feet, no structural plan required
- Structural over 600 total square feet, frost protection required

Total Square Footage: _______  _______  TOTAL: _______