



TOWN OF WAKEFIELD, NEW HAMPSHIRE

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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 Wakefields 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. \$ 30 Application Fee submitted with this application.
2. Copy of the deed for the property.
3. A letter of authorization if other than the property owner applying for permit.
4. 2 copies of plans (8 1/2 x 11) drawn to include elevations, floor plans for ALL floors including basement, framing plans (see attached), engineered truss plans including but limited to roof and floor where applicable (see attached), and all outside accessories (sheds, decks, stairs stoops, and porches).
5. A completed 3-page Building Permit Application with site plan (see attached).
6. "Approval for Construction" by DES for a Waste Water Disposal System if applicable.
7. Driveway Permit Application if applicable.
8. NH-DES Shoreland Permit 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 30 days after issuance. Commencement of work within the 30-day period shall be at the risk of the permit holder/property owner.