



# 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](mailto:CODEASST@WAKEFIELDNH.COM)

*OFFICES OF BUILDING INSPECTOR*

*&*

*CODE ENFORCEMENT*

## **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 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 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. A copy of the current signed and recorded deed for the property. If property is in a Trust or Corporation, a copy of the registered, recorded deed and authorization page(s) for Trustees and/or Officers is required.
3. A letter of authorization if other than the property owner applying for permit.
4. 2 sets of plans 11 x 17 for New House/Garage/Addition or 8 ½ 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
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.**

# Town of Wakefield Building Permit Application

Map \_\_\_\_\_ Lot \_\_\_\_\_ Date \_\_\_\_\_ Permit # \_\_\_\_\_

Email Address \_\_\_\_\_ Physical Address \_\_\_\_\_

### Owner Information

### Contractor Information

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

### Building Lot Information:

### Building Information:

#### Base Zoning District:

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

	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:

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### 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 # _____         |
| <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 # _____          |

### 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"/> Best Management Practices Required |

For Office Use Only

Please initial and date after review

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Code Enforcement 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.
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

\_\_\_\_\_  
Building Inspector Date

\_\_\_\_\_  
Code Enforcement Officer Date