

HOW DO I OBTAIN A BUILDING PERMIT?

A building permit is required whenever a structure is moved into the community, erected, added to, or structurally altered.

- ⇒ Meet with the Administrative Official (Finance Officer) and ask for a Building Permit application.
- ⇒ Complete the application and pay the appropriate fee.
- ⇒ In addition to the application a site plan shall also be submitted including the following:
 - A site plan, drawn to scale, showing the exact size, shape, and dimensions of the lot to be built upon, the exact size and location on the lot of all existing buildings and structures, and the exact size and location on the lot of the structure or building proposed to be repaired, altered, erected, or moved, and the size, arrangement, number of parking stalls, movement of vehicles and ingress and egress drives for all off-street parking and loading facilities.
 - The location of the said lot with respect to existing rights-of-way and adjacent lots.
 - Any other information which the Administrative Official may deem necessary for consideration in enforcing the provisions of this Ordinance.
- ⇒ The Administrative Official will review your application and will either approve or disapprove the application.
- ⇒ Your application may be denied because you may be required to either rezone your property, or obtain a special exception permit or variance prior to receiving a building permit.

**TOWN OF WENTWORTH
BUILDING PERMIT APPLICATION**

PERMIT NUMBER _____

APPLICANT (PRINT): _____ PHONE: _____

ADDRESS: _____

OWNER (PRINT): _____ PHONE: _____

IF DIFFERENT THAN APPLICANT

ADDRESS: _____

DEVELOPMENT SITE LEGAL DESCRIPTION: SUBDIVISION _____ BLOCK _____ LOT _____

DEVELOPMENT SITE STREET ADDRESS: _____

EXISTING ZONING DESIGNATION: _____

TYPE OF APPLICATION (check all that apply)

____ NEW STRUCTURE ____ ALTERATION/ADDITION ____ ACCESSORY BUILDING
____ MOVING ____ DEMOLITION

PLEASE DESCRIBE THE PROPOSED WORK: (be specific as to size of buildings, lots, construction materials, etc)

PLEASE DESCRIBE THE PROPOSED USE WHEN COMPLETED:

ESTIMATED PROJECT CONSTRUCTION COST (including labor): \$ _____

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

- | | |
|--|--|
| 1. NORTH DIRECTION | 5. DIMENSIONS OF FRONT AND SIDE SETBACKS |
| 2. DIMENSIONS OF PROPOSED STRUCTURE | 6. LOCATION OF ADJACENT EXISTING BUILDINGS |
| 3. STREET NAMES | 7. OTHER INFORMATION AS MAY BE REQUESTED |
| 4. LOCATION OF PROPOSED STRUCTURE ON LOT | |

"PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE"

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority opt violate of cancel the provisions of any other state or local law regulating construction or the performance of construction.

SIGNATURE OF CONTRACTOR DATE

SIGNATURE OF APPLICANT DATE

SIGNATURE OF OWNER DATE
(IF DIFFERENT THAN APPLICANT)

FOR OFFICIAL USE ONLY

____ FEE PAID:
____ PERMIT ISSUED
____ PERMIT EXPIRES

DATE:
DATE:
DATE:

REASONS FOR DENYING PERMIT:

SKETCH INSTRUCTION SHEET

The intent of this sketch is to graphically illustrate the information included in this application. Please use an 8.5 x 11-inch sheet of paper. The use of graph paper is preferred.

All information requested must be included on your sketch. Label all distances and dimensions as measured in feet. Please refer to the example sketch at the bottom of this instruction sheet for details.

- Show the size and shape of your property. Label all of your property lines with the correct distances.
- If your proposed use will include a structure not now on your property, show the location of the proposed structure or addition in relation to your property lines. Show additions to existing structures by means of a dotted line. Show distances from your property line to nearest portion of the structure or addition.
- Show the distance from the front of your structure to both the road centerline and the road right-of-way line. "Front" means the portion of the structure facing the road.
- Show the dimensions of your proposed structure or addition.
- Show roads abutting your property. Label each road by name and /or number (example – Main Street).
- Show the approximate location of all other structures on your property and label each as to its use (House, garage, etc.)

If your proposed use will include improvements of or alterations to your property besides structures or other than structures, please reflect these improvements on your sketch. Examples of such non-structural improvements or alterations might be: Location of a parking lot for a commercial enterprise, areas of property intended to be filled or drained, location of screening which may be required by provisions of the Zoning Ordinance, etc...

