



Town of
Wolfeboro

APPLICATION AND APPROVAL PROCESS

Building Permit

Contact: Code Enforcement Officer

Applications Include:

- Repairs and Renovations
- New Construction and Additions
- Electrical, Plumbing, Gas, Wood Stoves
- Change of Use
- Sign Permit, Temporary and Permanent

Overview Only

Pre-Application Review

Meet with Code Enforcement Staff to evaluate
for code (building, use, setbacks) compliance
(Meet with staff as soon as possible and as frequently as needed)

Evaluate Options

including Variance *if use/setbacks cannot be met*, see Zoning Board of Adjustment Flow Chart. See Historic District Commission if property is in the Historic District.
(Seek Staff assistance on process)

Prepare and submit completed application

Revise Plans if incomplete or deficient

Staff review of application

(If complete-application is reviewed by Public Works, Fire Dept, Electric Department, Assessing and Planning Dept)

Action on Application (Generally within 30 days of receipt of completed application, small projects usually take less than a week)

If approved-proceed with project

If denied- revise to comply or proceed to appeals process if desired.