



Town of Wells, Maine Code Enforcement Office

JODINE A. ADAMS, CODE ENFORCEMENT OFFICER
JAMES R. GENEREUX, CODE ENFORCEMENT OFFICER
DAVID A. JOHNSON, CODE ENFORCEMENT OFFICER
REBECCA K. LOWER, CODE ENFORCEMENT OFFICER

P.O. Box 398, Wells, Maine 04090
Voice: (207) 646-5187
Fax: (207) 646-2935

Street Address: _____ Tax Map & Lot: _____ Building Permit #: _____

Memorandum For: Contractors, Surveyors and Residents of the Town Of Wells

Subject: **Requirements/process for Height Certification**

1. The following criteria will be used in the review process in determining those projects that will need to have a Height Certification completed.
 - a. Projects with structures that are within three feet of the required Height of a district.
 - b. Projects deemed by this office as necessary based on the above factors, and for any projects where a height or factors warrants consideration.
2. The following outlines the process for compliance this office is requiring.
 - a. Prior to or at Final Inspection the height of the building shall be verified by the contractor/agent that the building meets and does not exceed the requirements of the Zoning Ordinance.
 - b. A formal letter from a Maine State Engineer or Surveyor who completed the height certification is also required. The letter must be on company letter head, signed and stamped. The letter should indicate the Map/Lot, address/location of where the work was completed, and state the following: "The height of the building as well as the fact that it meets and does not exceed the requirements of the Zoning Ordinance for the district the structure is located in."
3. The Certificate of Occupancy will not be issued without an approved height certificate.

Signature of Applicant/Owner/Agent: _____ Date: _____

Signature of Code Officer: _____ Date: _____

At the time of the framing inspection the height of the building should be verified by the applicant/owner/agent that the building meets and does not exceed the requirements of the Zoning Ordinance. If the structure does not meet the height of the district at Final Inspection the property will be in violation of the height requirements and either the grade or the roof will need to be adjusted to be brought into compliance.