



Building Department

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Zoning Enforcement Officer
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Demolition of Structures Requirements

1. Obtain a date stamped Demo Package from the Wellesley Building Department.
Note: The property owner is required to obtain the Demo Package or the property owner may provide a specific authorization letter allowing a representative to obtain the Demo Package.
2. Complete the Demo Package and submit with a Building Permit Application with a Certified Plot Plan prepared, certified and signed by a Mass. Registered Land Surveyor or Civil Engineer and drawn or printed on the back of the application where designated. *It cannot be stapled or affixed by adhesives (i.e., glue or tape) to the application;* The Plot Plan must show at a minimum the area, frontage and original *topography* on said parcel. The review is usually 7 to 10 Business Days.
3. After the Building Permit is issued, the structure is torn down and removed from the site and the existing foundation hole is made safe by providing a sloped excavation at a maximum 45 degree slope, call for a final inspection.
4. Once the Demo Building Permit is closed, the application for the new structure can proceed.

NOTE: During tear down and loading, the site SHALL be watered down to prevent dust contamination.