

## Inspectors Schedule

*Q. What are the inspectors' office hours?*

**A.** The Building Inspector's hours are 8:00-10:00am and 12:00-2:00pm M thru F.

The Wiring Inspector's hours are 8:00-9:00am and 2:30-4:00pm M thru F.

The Plumbing and Gas Inspector's hours are 8:00-9:00am and 3:00-4:00pm M thru F.

*Q. What are the inspection times?*

**A.** The building inspections are conducted from 10:00am-12:00pm and 2:00-3:30pm M thru F.

The wiring inspections are conducted from 9:00am-2:30pm M thru F.

## General

*Q. How can I file a Building Code or Zoning Complaint?*

**A.** In order to file a complaint, click on the [Request for Enforcement](#) Link. Form must be filled out completely.

## Permits Information

*Q. Does a contractor need to register with Town of Wellesley before he/she can apply for a permit? **A.***  
All Contractors and Designees need to register with the Town before they can do work in the town. They must come to the Town Hall Building Department with the licenses they are registering. No photo copies will be excepted and contractor must appear in person.

*Q. When is a building, gas, plumbing, or electrical permit required?*

**A.** All work that is regulated by the [Mass State Building Code 780 CMR 110.0](#) requires a permit. With very few exceptions, a permit is required for most building, gas, plumbing, or electrical work. Please err on the side of caution and contact the Building Department to verify if work to be performed requires a permit.

*Q. Can a homeowner obtain a building permit?*

**A.** A homeowner who resides at the property or intends to reside at the property can obtain a building permit. The homeowner will be acting as the contractor and subject to 780 CMR rules and regulations.

*Q. Who signs the building permit application?*

**A.** The homeowner or business property owner must sign the building permit application. The CSL (Construction Supervisor's License) and/or the HIC (Home Improvement Contractor) registration holder must sign all other documents necessary for the permit process.

*Q. What are the permit fees?*

**A.** Please see the [Permit Fees](#) on our website.

*Q. Are permit applications on line?*

**A.** Applications are online and be filled out. You still must come to the Building Department to Apply and PAY for Permits. Paper forms are still available in the building Department.

*Q. Are building or sheet metal permit applications accepted via U.S. mail?*

**A.** No. Applicants must show and register their state issued licenses and apply in the building dept.

*Q. Are permits issued via the Internet?*

**A.** Permits are not issued via the Internet at this time.

*Q. What is the estimated time for the issuance of a building permit once the application is submitted?*

**A.** The permit/plan review generally takes ten (7) to fourteen (10) business days. For permit/plan review, other than new buildings, this time frame may be shorter.

*Q. When do the plans need to be stamped by the fire department?*

**A.** The plans need to be stamped if the work is commercial, a new dwelling or when a bedroom is added or created.

*Q. When do the plans need to be stamped by a design professional?*

**A.** The plans need a registered design professional's stamp if the work is commercial work and/or the commercial building is 35,000 cubic feet or more of enclosed space. All unique designs, non-prescriptive designs and engineered material need a MA registered professional's stamp.

## **Zoning**

*Q. Is the [zoning map](#) located on line?*

**A.** The zoning map is located on the Building Department website.

*Q. What zoning district is my lot, and is it conforming?*

**A.** To determine your zoning district, locate your lot on the zoning map and match the color to the proper district. The date your lot was established, the size of your lot and the frontage of your lot will determine if the lot is conforming. [See Section XIX of the Bylaw.](#)

*Q. Are a permit and certified plot plan needed for the installation of a fence?*

**A.** A certified plot plan is not needed to install a fence, and a permit is needed only if the fence is over six feet in height.

*Q. Are a permit and certified plot plan needed for the installation of a retaining wall?*

**A.** A certified plot plan is required for a retaining wall which is retaining four feet or more of unbalanced fill. If a wall is retaining more than four feet of unbalanced fill a permit is needed, a structural drawing by a MA registered design professional and a certified plot plan must accompany the permit. In addition, a structural affidavit certified by a MA registered design professional and an as-built plan certified by a MA professional land surveyor must be submitted after the wall is constructed for the final sign off. The retaining wall and its design, must comply with the Town of Wellesley Zoning Bylaw [Section XXIID.](#)

*Q. When must sheds need to meet the zoning requirements?*

**A.** The requirements for side and rear yards shall apply to all accessory buildings over one hundred square feet in area, and no accessory structure shall be located in front yards.

*Q. How is lot coverage calculated?*

**A.** All structures on the lot including bulkheads, chimneys, enclosed or not enclosed landings, attached or detached garages, sheds, decks and all roof structures. Exterior stairs are not calculated in lot coverage.

*Q. What is the ten-day notification to the abutters on new structures three hundred square feet or more in area?*

**A.** At least ten (10) days before issuing any permit the Inspector of Buildings shall notify the abutters and the abutters to the abutters within three hundred feet of the property line of the applicant.

*Q. What is the Five Hundred foot by law?*

**A.** Please see Wellesley By Laws [Section XIX yard regulations](#), paragraph B requirements. Please contact the Building Inspector for an interpretation.

### ***Signs and Design Review***

*Q. How do you apply for a sign or design review?*

**A.** The Town of Wellesley has a [Design Review Board](#) that reviews all signage and exterior changes to commercial buildings and residential buildings with three or more dwelling units. The applications for signage, minor and major construction projects can be downloaded from the [Design Review website](#). For questions pertaining to signs contact the Design Review Board at 781-431-1019 ext. 2234.

### ***Driveway Installations, Water, and Sewer.***

*Q. Do I need a building permit for a driveway?*

**A.** A building permit is not needed for the installation of driveways.

*Q. How do I receive permission for a curb cut?*

**A.** Curb cuts are regulated by the [Board of Selectmen](#)'s office and the [Department of Public Works](#). The Selectmen's office can be reached at 781-431-1019 ext. 2204, and DPW can be reached at 781-235-7600.

*Q. Who do I contact about hooking up to Town water, sewer, or drainage?*

**A.** The [Department of Public Works](#) can be contacted at 781-235-7600 and can answer all questions on hooking up to Town Services, or please see the DPW website for information.

### ***Appeals***

*Q. How do I appeal a building permit or a decision made by a Building Inspector?*

**A.** An appeal must be made within 30 days from the date of an order or decision, by filing a notice of appeal, specifying the grounds of the appeal, with the Town Clerk.