



Frequently Asked Questions

May I mail my permit application & plans? The application and subsequent plans must be completed online through Community Core. However, you may mail payment for your permits.

How are Building Permit Fees Calculated?

Permit fees are based on the project valuation. Valuation is based on the total cost of labor & materials. The Building Department calculates this based on the project's gross floor area (square feet) or scope of work multiplied by the applicable ICC Building Valuation Data.

Where is the Building Department Located? At the Municipal Services Building at 8225 Third Street in Wellington. Hours of operation Monday – Friday 8am – 5pm. (Across from Centennial Park.)

How do I avoid paying Taxes twice on my permit? When purchasing materials for the project, show the building permit payment receipt to the supplier or retail home center. The supplier should not charge any town sales tax since the Wellington Use Tax has been collected through permitting.

Do my permit drawings need to be prepared by a licensed professional architect or engineer?

Depending on the type of permit & type of project being completed, engineered plans drawn by a state licensed engineer or architect **may be required**. Reference *Building Guide Packets* on the Towns website for your project type.

Does the Town provide “next day inspections?”

** Inspections can also be scheduled online through Community Connect. Scheduling Inspections PDF how to guide located on Homeowners webpage.*

Inspections called into SAFEbuilt 970-674-1036 prior to 4pm will be scheduled for the next business day. Inspections scheduled on Fridays will be scheduled for the following Monday.

Can I request a particular time for an inspection? Homeowner inspections may request AM or PM inspections with SAFEbuilt. At the time of scheduling, state AM or PM if you have a preference.

How do I contact my Inspector on the day of inspection? Contact SAFEbuilt at 970-686-7511 as early as 8am to request your inspector's contact information.

Will ladders need to be provided for roof inspections? Yes, Ladders are required to be supplied and set for the inspection by the homeowner or contractor.

Do I need a Contractor to apply for a permit? A homeowner getting a permit for his/her dwelling does not require a contractor's license. If a homeowner hires a contractor for any type of construction on a home, the contractor must be licensed with the Town of Wellington. Homeowners should verify that the necessary permits have been issued and inspections completed by contacting the building department at 970-568-3381 extension 115.

To whom should checks be payable to? The Town of Wellington