

# Noise Permit Submittal Checklist



A Noise Permit is required to exceed the maximum sound levels established in the Town's Noise Ordinance (see Chapter 14, Article III of the [Code of Ordinances](#)). A Noise Permit may be issued for a nonresidential use or activity occurring only during the hours of 8:00 a.m. to 9:00 p.m. Sundays through Thursdays and 8:00 a.m. to 10:00 p.m. Fridays and Saturdays, and only for a period of up to 365 days.

## What must be submitted

Application forms and fees are submitted through the Town's electronic plan review portal (<https://wakeforest.idtplans.com/secure/>). The supporting materials in the table below are required to be submitted through the electronic plan review portal at the time the application is submitted. Detailed requirements for each item follow the table below.

	Required supporting materials	When required
A	Authorization of landowner or lessor	Required if the applicant is not the landowner
B	Sketch plan	All applications

## Detailed requirements

### A. Authorization of landowner or lessor

If the applicant is not the landowner, the applicant must submit a completed [agent authorization form](#) or other evidence that the landowner, landowner's agent, or lessor of the property, as applicable, authorizes the proposed activity. The form or other evidence should, at a minimum:

1. Specify the address where the activity is proposed
2. State the applicant is authorized to submit the Noise Permit application
3. Be signed by the landowner, landowner's agent, or lessor, as applicable

### B. Sketch plan

The sketch plan is a drawing showing the location and configuration of the site where the activity that will exceed the maximum sound levels is proposed to occur. The sketch plan must show the following:

1. The parcel, or portion of a parcel, involved
2. Abutting streets
3. All buildings and other structures on and adjacent to the site
4. Locations of the proposed sources of sound requiring the permit, with orientation and distance from property lines labeled