



# BERKELEY COUNTY DEPARTMENT OF LAND USE

## PLANNING AND ENGINEERING

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838  
Telephone: 304-264-1966 or 304-264-1963, Fax: 304-262-3128 or 304-262-3127  
Web Page: [www.berkeleycountycomm.org](http://www.berkeleycountycomm.org)

### APPLICATION FOR: DECK, GARAGE, STORAGE BLDG., ETC...

#### TO OBTAIN A BUILDING PERMIT, THE FOLLOWING ITEMS ARE NEEDED:

1. Completed application.
2. Two (2) sets construction drawings.
3. Manufacturers truss details (If trusses are to be used).
4. Sizes and U values of windows and doors (If applicable)
5. R Values of insulation in ceilings, walls & floors (If applicable).
6. Completed Assessors Statement and Planning commission sign-off
7. Signed owner affidavit ( If applicant is not the owner)
8. Additions, attached decks, porches, garages require a site plan from a design professional.
9. Alleghany Power Company Service Request Number
10. Separate Electrical Payment is required
11. All fees paid.

**\*\* NOTE:** If deck is larger than 20 square feet an electrical receptacle is needed.

**NOTE:** After the above submitted information has been reviewed and approved, your permit will be mailed to you.

#### REQUIRED INSPECTIONS:

1. Footings pre pour
2. Footings post pour
3. Underground plumbing on test
4. Reinforced walls pre pour
5. Radon/slab pre pour, plastic in place
6. Foundation/drain tile/sill plate, bracing or first floor deck in place
7. Tyvek
8. Rough in, plumbing on test, electrical sticker in place
9. Insulation
10. Drywall
11. Final, final electric sticker in place
12. Final grade
13. Special inspections may be required for alternative construction methods

#### CHIMNEY INSPECTION:

1. Footers, before placement of concrete
2. Fireplace throat (if applicable)
3. Final

INTERNATIONAL RESIDENTIAL CODE/2009 OR INTERNATIONAL BUILDING CODE/2009 APPLIES

NOTE: Inspectors may make unscheduled visits at any time during normal working hours.

NOTE: A Use and Occupancy Permit will be mailed after both final inspections have been successfully completed and documented.

#### SCHEDULING INSPECTIONS:

To schedule an inspection, please call: 304-264-1966

Be prepared to provide the following information:

1. Permit # **Inspections will not be scheduled without Permit #**
2. Type of Inspection
3. Requested inspection date
4. Name of person requesting inspection

**NOTE: Inspection will be completed in a timely manner, although no appointments are possible. The earliest date available will be given when scheduled.**

#### APPROVED ELECTRICAL INSPECTORS:

Middle Department Inspection Agency, Inc. -----Wes Clark, Inspector-----1-800-248-6342

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

## BERKELEY COUNTY LAND USE PLANNING AND ENGINEERING BUILDING PERMIT FEES RESIDENTIAL

Single Family Residential, Manufactured Housing, Additions Town Homes, Finished Basements	\$50.00 plus .20 sq. ft
Duplex	\$75.00 plus .20 sq. ft.
Interior Renovations/Remodeling	\$50.00 plus .12 sq ft.
Storage Buildings (Over 200 sq. ft.) , Garages, Porches, Decks, Barns	\$35.00 plus .12 sq. ft.
Unfinished Basement (At time of New Construction)	.12 sq. ft.
Storage Building 200 sq. ft. or less <b>(Cannot Be Connected to Any Utilities)</b>	\$10.00
Relocation of Manufactured Housing (Including Relocation for Storage Use)	\$35.00 plus .12 sq. ft.
Finished Basements <b>(NOT ASSOCIATED WITH NEW HOMES) *Finished Bsmt. Are Required to Pay Mechanical/Plumbing Review Fees.</b>	.25 sq.ft.
Fences Over 6 ft. in Height-Must Provide Plans and Specs	\$40.00
Retaining Walls over 4 ft. in Height	\$40.00
Rebuilding Roof with New Framing Only	\$35.00
Installing a Door or Window (Per Door or Window). If changing a window in a sleeping room, the new window must meet egress requirements.	\$10.00 Per Window or Door
Chimney (If Added After New Home Construction)	\$ 40.00
Gas Fireplace Direct Vent/Ventless	\$40.00
Plan Change	\$25.00
Grading	\$50.00
HVAC Review	\$40.00
Gas Piping/LP Tank/Oil Tank Review	\$40.00
Hot Water Heater Review	\$35.00
Above Ground Pool Review	\$80.00 Base/Plus \$75.00 Review In-Ground Pool
Review	\$80.00 Base/Plus \$125.00 Review
Demolition (Structure to be demolished due to damage caused by acts of God or fire shall be exempt from the fee.)	\$50.00

## COMMERCIAL

Multi-Family (Apartments)	\$250.00 plus .22 sq. ft.
Commercial/Industrial (Including Office Trailers, Churches, etc.)	\$250.00 plus .27 sq. ft.
Mechanical Review	\$125.00
Plumbing Review	\$125.00
Signs (On the Building)	\$75.00 plus .10 sq. ft.
Signs (Freestanding)	\$150.00 plus .10 sq. ft.
Signs (Portable)	\$50.00
Retaining Walls over 4 ft. in Height	\$250.00
Fences over 6 ft. in Height-Must Provide Plans and Specs	\$250.00
Demolition (Structure to be demolished due to damage caused by acts of God or fire shall be exempt from the fee.)	\$50.00
Plan Change	\$150.00
Grading	\$500.00
Change of Use <b>(Will Require Mechanical and Plumbing Review)</b>	\$250.00
Tents With Sidewalls	\$85.00
Tents Without Sidewalls	\$35.00

# AGRICULTURAL AS APPROVED BY ASSESSOR'S OFFICE- N/C

## INSPECTION FEES

Extra Trip Fees Will Be Assess For Premature Inspection Requests, Incomplete Work, and Work Areas Not Accessible.  
1st Trip-\$50.00, 2nd Extra Trip-\$75.00, 3rd Extra Trip-\$100.00

Investigation Fee ( <b>Work Started Without A Permit</b> )	\$200.00
Permit Extension	\$25.00
Expedited Certificate of Occupancy	\$75.00
Faxing Certificate of Occupancy	\$25.00
Replacement Placard	\$25.00

## **Requirements for obtaining a permit**

This is the information required to get your permit under the International Residential Code 2009 Edition

These are basic requirements laid out in the code and all of the listed information that is applicable to your permit application is to be provided at the time of application. The only exception to this is the flood elevation certificate, which is to be provided prior to rough in inspection. Permits requiring additional information will be put back into the system at the date all additional information is received. Repetitive submissions of the same model incorrect plans will result in unreviewed plans being returned to the applicant. Any minor changes to the plans will require an approved plan change. Major changes (adding extra space, finishing areas of basements, and reversing plans) will require the permit to be voided and a new permit obtained. Repair specifications for damaged trusses or I joists are to be provided in the office at or prior to the rough in inspection. Changed truss specifications, due to different manufacturer must be submitted as a plan change prior to rough in inspection. Failure to do so will result in a \$50.00 reinspection fee. This applies to either floor or roof trusses. Changing roof lines may require permit to be voided and new application submitted.

The applicant must sign all plans at the time of submission. The permit and approved set of plans must be available on the job site for any inspection. If the job site is not visible from the road then place a sign that is visible at the driveway entrance. In subdivisions, lot numbers are to be posted. Failure to comply with these requirements will result in a not approved inspection and \$50.00 reinspection fee. The inspectors cannot inspect what they cannot find.

Directions to the project are to start from 400 W. Stephen Street. All street names or route #'s to be provided. Directions within the subdivision must also be included (comments like 'to subdivision on left or right' are not acceptable)

Valid water, sewer, well or septic paperwork to be provided at application time. Check the dates before you come in to apply.

All applications require the assessor and planning commission statements signed prior to submission.

Failure to contact this office for any inspections within six (6) months of permit issuance or prior inspection will result in the permit being voided and a condemned sign being placed on work already completed. This sign will not be removed until a new permit has been issued. Persons using or occupying structures without a Use and Occupancy permit will be given notice to vacate until such permit is obtained. A condemned sign will be placed on the structure until the Occupancy permit is obtained. Such condemnation signs are not to be removed by anyone other than Berkeley County Engineering staff.

I have read and agree to the above conditions.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

1. Assumed soil bearing (less than 1500 psf or greater than 2000 psf will require an accompanying geotechnical report)
2. Concrete compressive strength for all poured concrete
3. Plans to be in the correct orientation (not reversed) and legible, I joists and truss layouts in same orientation
4. Additions, attached decks, porches, garages and new homes require a site plan from a design professional
  
4. All foundations
  - A. Wall height
  - B. Wall thickness
  - C. Reinforcing information where required
  - D. Plan layouts for precast wall systems
  - E. Depth of unbalanced fill for each wall
  - F. Drain tile and dampproofing information
  - G. Footing sizes
  - H. Pier sizes and locations
  - I. Size and location for all thickened slabs
  - J. WV engineer approval of suspended slabs
  - K. Radon locations and electrical box for future fan
  - L. R value of any perimeter slab insulation with a walkout condition
  - M. Column size and load capacity for steel columns
  - N. Column to beam connection method
  - O. Column size for wood posts and specifications for engineered lumber posts
  - P. Highlight any applicable options (e.g. morning room, sun room)
  - Q. Cross out any non applicable options
  - R. WV engineer approval of steel beams, include support column loads
  - S. Individual lvl specifications with support column loads
  - T. I joist layout and specifications, including required blocking and hanger information
  - U. Species and grade for lumber joists and beams
  - V. Size of sill plate and method of attachment
  - W. If mudsill straps are to be used with a spacing greater than 3' on center then provide manufacturer specifications
  - X. Any required header information
  - Y. Water heater and HVAC location
  - Z. Expansion tank or other approved expansion device at water heater with public water
  
5. Full basements
  - A. Egress requirements
  - B. R values for wall insulation, depth of insulation and identification of all walls to be insulated if basement is conditioned
  - C. R values for pipe wrap and duct insulation for non conditioned basements
  
6. Crawl space
  - A. Post size for wood posts
  - B. Block pier size and orientation if not square
  - C. R values for pipe wrap and duct insulation for all underfloor ducts and piping
  - D. Crawl access location
  - E. Crawl vent locations and any mechanical venting information
  - F. Identify double joists supporting suspended HVAC equipment
  - G. Note on plans crawl space light
  
7. All habitable rooms to be labeled (bonus room is not acceptable)

8. Actual window sizes to be used
9. Identify all tempered windows
10. Identify the egress window in each sleeping room including clear opening size and height of sill above finished grade for grade floor windows using the 5.0 s f option
11. Identify on plans if windows are true double or triple windows or single windows with studs between
12. Exit door and size
13. Other exterior door sizes
14. House / garage door type and size
15. All header sizes, include individual lvl specifications where used
16. U values for all windows and exterior doors
17. Garage / house separation
18. Protection of supporting structure for rooms above garage
19. HVAC or water heater in garage, elevation of ignition source
20. Attic access
21. Hall and stairwell widths
22. Smoke detector locations and interconnection
23. Truss specifications
24. Rafter, ceiling joist and ridge sizes, species and grade of lumber
25. I joist layouts and specifications for floor or roof application
26. Note on plans attic light
27. Note on plans catwalk with attic HVAC unit
28. WV engineer approval of non standard roof systems
29. A flood elevation certificate is required for new construction if any part of the lot is in the flood plain
30. Remove any non applicable pages from plans
31. A completed REScheck done on a per house basis to be provided by the contractor for all new homes and additions that add living space. The REScheck program is available at [www.energycodes.gov](http://www.energycodes.gov)
32. Street address at the property or mailbox at final inspection
33. Modular home plans require third party inspection agency stamp on both sets of plans

#### Inspections

- a. Footings before pour, specified rebar in place, pier footings ready
- b. Footings for precast systems prior to placement of gravel
- c. Footings post pour
- d. As required wall reinforcing prior to pour
- e. Backfill with walls braced and sill plate in place
- f. Radon / slab / underground plumbing (on test)
- g. Rough framing / plumbing (on test) / mechanical with rough wire sticker in place and tyvek / house wrap on exterior
- h. Insulation / air seal
- i. Drywall prior to paint
- j. Final inspection, everything complete with final electrical in place
- k. Final grading



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**Certificate of Occupancy**

\_\_\_\_\_ **Fax Certificate of Occupancy \$25.00**

**Fax Number** \_\_\_\_\_

**Will be issued once all paper work is completed including final electric.**

\_\_\_\_\_ **Expedited Certificate of Occupancy \$75.00**

**Phone Number** \_\_\_\_\_

**Will be issued once all paper work is completed including final electric.**

**All other Certificate of Occupancies will be mailed.**

\_\_\_\_\_ **No Certificate of Occupancy required for non habitable spaces such as decks, storage buildings, pools, etc.**

**No change in options after Permit is issued.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Building Department  
By \_\_\_\_\_ John Dick



**Department of Land Use  
Planning & Engineering  
400 W. Stephen St., Suite 202  
Martinsburg, WV 25401  
304-264-1966**

ASSESSORS STATEMENT

I, \_\_\_\_\_, am applying for a building permit and need the following information to accommodate the application being submitted to Berkeley County Engineering:

District: \_\_\_\_\_, Tax Map: \_\_\_\_\_, Parcel Number: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Assessors Office Representative)

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PLANNING COMMISSION STATEMENT

**\*\*The Berkeley County Planning Commission must approve all structures *PRIOR* to submitting an application for a building permit to ensure compliance with the Berkeley County Subdivision Regulations.**

\_\_\_\_\_ Structure complies with Berkeley County Subdivision Regulations

\_\_\_\_\_ Structure to be regulated by height/noise ordinance Yes or No  
Circle One

\_\_\_\_\_ Is Structure in floodplain? Yes or No  
Circle One

The Berkeley County Planning Commission has reviewed and approved the above listed property and has no objections to the issuance of a building permit for said property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Planning Commission Representative)

**Department of Lane Use  
Planning & Engineering  
400 W. Stephen St., Suite 202  
Martinsburg, WV 25401  
304-264-1966**

OWNER AFFIDAVIT

I, \_\_\_\_\_ hereby authorize  
(Owner Name)  
\_\_\_\_\_ to act as my agent in regards to  
(Applicant Name)  
Obtaining necessary permits required to construct \_\_\_\_\_  
(Type of Structure)  
On my property know as \_\_\_\_\_  
(Physical Address)  
In Berkeley County, West Virginia.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

APPLICATION FOR BUILDING PERMIT  
(DECK, GARAGE, STORAGE BUILDING, ETC...)

Applicant Information:

Is Owner applicant? \_\_\_\_\_ NOTE: If applicant is not the property owner, the property Owner must complete attached affidavit

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street # and Name or Box #)

\_\_\_\_\_  
(City) (State) (Zip code) E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner Information: (If Different from applicant and affidavit is attached)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street # and Name or Box #)

\_\_\_\_\_  
(City) (State) (Zip Code)

Phone Number: \_\_\_\_\_

Building Information:

Physical Address: \_\_\_\_\_  
(Street # and Street Name)

Lot # \_\_\_\_\_ Subdivision Name : \_\_\_\_\_ ( If Applicable)

Type of Structure: \_\_\_\_\_ If attached to structure-what type: \_\_\_\_\_

# of Stories: \_\_\_\_\_, Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Width) (Length) (Sq. Ft.)

Estimated Value: \_\_\_\_\_

Contractors Name: \_\_\_\_\_ WV Contr. License #: \_\_\_\_\_  
(If Applicable – If more than one contractor, please continue list on back)

\*NOTE: The application applies to property located in Berkeley County, WV. (Not for property located within incorporated areas such as City of Martinsburg or City of Hedgesville)

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE