

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 (Cannot Be Connected to Any Utilities)	\$10.00
Relocation of Manufactured Housing (Including Relocation for Storage Use)	\$35.00 plus .12 sq. ft.
Finished Basements (NOT ASSOCIATED WITH NEW HOMES) *Finished Bsmt. Are Required to Pay Mechanical/Plumbing Review Fees.	.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 (Will Require Mechanical and Plumbing Review)	\$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 (Work Started Without A Permit)	\$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 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 _____



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

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

DIRECTIONS

(TO BE FILLED IN COMPLETELY BEFORE PERMIT WILL BE ISSUED)

LAST NAME OF OWNER: _____

LOCATION OF PROJECT: **SUBDIVISION NAME:** _____
LOT NUMBER: _____

DIRECTIONS: _____

(Please note - Inspectors cannot inspect what they cannot find, please make directions clear)

Refund Policy

Voided ApplicationLose Base Fee + grading fee + plan review if already been reviewed.

Voided PermitLose Base Fee + grading fee + % lost will depend on inspections already completed + .06/sq ft for plan review
.09/sq ft for commercial plan review

Application or Permit will be voided if no activity for 180 days no refund will be made.

Signature

Date

**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)

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 Land 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

**Department of Land Use
Planning & Engineering
400 W. Stephen St., Suite 202
Martinsburg, WV25401**

304-264-1966

**APPLICATION FOR PLAN EXAMINATION
AND BUILDING PERMIT**

-Note- Applies only to property located in Berkeley County (Not in incorporated areas such as City of Martinsburg or Town of Hedgesville)

PROPERTY INFORMATION

Number	Street Name		
Subdivision	Lot Number	Parcel Type <input type="checkbox"/> Residential (R) <input type="checkbox"/> Industrial (I) <input type="checkbox"/> Commercial (C) <input type="checkbox"/> Other (O)	*Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No

OWNER INFORMATION

First Name		Last Name or Business Name		Phone	
Number	Street Name		City	State	Zip
Fax:		Email:			Is Owner Applicant (Y / N)

CONTRACTORS LICENSING INFORMATION

	NAME OF CONTRACTOR	ST. ADDRESS	CITY, ST.	LICENSE NO.
Applicant (not owner)				N/A
Architect				N/A
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

BUILDING PERMIT APPLICATION

IMPROVEMENT TYPE: <input type="checkbox"/> NEW CONSTRUCTION (1) <input type="checkbox"/> ADDITION (2) <input type="checkbox"/> ALTERATION (3) <input type="checkbox"/> REPAIR REPLACEMENT (4) <input type="checkbox"/> DEMOLITION (5) <input type="checkbox"/> RELOCATION (6) <input type="checkbox"/> FOUNDATION ONLY (7)	PROPOSED USE: ASSEMBLY <input type="checkbox"/> THEATRE (1) <input type="checkbox"/> NIGHT CLUB (2) <input type="checkbox"/> RESTAURANT (3) OTHER ASSEMBLY <input type="checkbox"/> CHURCH (4) <input type="checkbox"/> BUSINESS (5) <input type="checkbox"/> EDUCATIONAL (GRADES 1-12) (6) <input type="checkbox"/> DAY CARE FACILITY (7) <input type="checkbox"/> POST HIGH SCHOOL (8) FACTORY <input type="checkbox"/> MODERATE HAZARD (9) <input type="checkbox"/> LOW HAZARD (10) <input type="checkbox"/> HIGH HAZARD (11)	INSTITUTIONAL <input type="checkbox"/> GROUP HOME (12) <input type="checkbox"/> HOSPITAL (13) <input type="checkbox"/> JAIL (14) <input type="checkbox"/> MERCANTILE (15) RESIDENTIAL <input type="checkbox"/> HOTEL, MOTEL (16) <input type="checkbox"/> MULTI-FAMILY (17) <input type="checkbox"/> IRC TWO FAMILY (18) <input type="checkbox"/> IRC SINGLE FAMILY (19) STORAGE <input type="checkbox"/> MODERATE HAZARD (20) <input type="checkbox"/> LOW HAZARD (21)	<input type="checkbox"/> OTHER (24) _____ _____ _____ _____ _____ _____ _____ _____
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FRAME TYPE (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)
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EXTERIOR WALLS (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)
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	NO. FEET	NO. OF	SQ. FT. OF
Frontage		Stories	Lot Area
Front Setback		Bedrooms	Building Area
Rear Setback		Full Baths	
Left Setback		Partial Baths	Living Area
Right Setback		Garages	Basement Area <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished
Elevation		Windows	Garage Area <input type="checkbox"/> 1 story <input type="checkbox"/> 2 story
		Fire Places	Office/Sales
		Enclosed Parking	Deck
NUMBER OF RESIDENTIAL UNITS		Outside Parking	Porch

Est. Start ____/____/____	Est. Finish ____/____/____	Est. Value \$
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ELECTRICAL PERMIT APPLICATION

Total Service _____ AMPS	Number of Circuits: _____ 2 WIRE _____ 3 WIRE _____ 4 WIRE	Number of Service Outlets: _____ 110V _____ 220V
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Only commercial applications need to complete electrical information below (if applicable).

	POWER DEVICES	OUTPUT/LOAD		POWER DEVICES	OUTPUT/LOAD
1			7		
2			8		
3			9		
4			10		
5					
6			Total Number of Motors		

PLUMBING PERMIT APPLICATION
Enter the Number of Fixtures Being Installed or Replaced

Tubs/showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Other	
Dishwashers		Bidets		Fire Sprinklers (Y/N)	
Garbage Disposals				Lawn Sprinklers (Y/N)	
Total Fixtures					
Public Water (Y/N)			Public Sewer (Y/N)		
Water Service Size _____ IN.	Water Meter Size _____		Avg. Daily Water Use _____ GPD		
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____		Est. Value \$		

MECHANICAL PERMIT APPLICATION
Enter Number of New or Replacement Units

Forced Air Furnaces		Incinerators		Air Handling Units	
Unit Heaters		Boilers		Heat Pumps	
Gas/Oil Conversions		Coil Units		Air Cleaners	
Space Heaters		Window A/C Units		Humidifiers	
Gravity Furnaces		Split System A/C		Dehumidifiers	
Coal Stokers		A/C Compressors		Other	
Service Revisions:					
New or Upgrade (Y/N)			Same Size Replacement (Y/N)		
Type of Heating Fuel: (Check One) <input type="checkbox"/> Gas (1) <input type="checkbox"/> Oil (2) <input type="checkbox"/> Coal (3) <input type="checkbox"/> Wood (4) <input type="checkbox"/> Other (5)					
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____		Est. Value \$		

OTHER PERMIT APPLICATION

Permit Type:		
Description of Work:		
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____	Est. Value \$

