



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

MANUFACTURED (MOBILE) HOME

A. TO OBTAIN A BUILDING PERMIT THE FOLLOWING ITEMS ARE NEEDED:

B. IN A MOBILE HOME PARK:

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

1. Application filled out completely.
2. Affidavit from mobile home owner.
3. Completed Assessors Statement and Planning Commission sign-off.
4. If footers are not existing, attached grading permit application needs completed with plat of mobile home park showing driveway, home location and indicate which way water flows off the property.
5. Installation manual (if available).
6. Alleghany Power Company Service Request Number
7. Separate Electrical Payment is required
8. All fees paid. (See Fee Schedule)

C. ON A PRIVATE PARCEL OF LAND: (Note – Only one mobile home per parcel)

1. Applications filled out completely.
2. Signed owner affidavit (If applicant is not the owner).
3. Completed Assessors Statement and Planning commission sign-off.
4. Well and septic permits or letters of availability from public utilities.
5. Attached grading permit application needs completed with plot of land showing driveway, septic, home location and indicate which way water flows off the property.
6. Installation manual (if available).
7. Mobile homes require a site plan from a design professional.
8. Alleghany Power Company Service Request Number
9. Separate Electrical Payment is required
10. All fees paid. (See Fee Schedule)

PLEASE NOTE: IF BUILDING A DECK OR INSTALLING A/C, PLEASE SPECIFY ON APPLICATION, DECK DETAIL WILL BE NEEDED. PLEASE ALLOW APPROXIMATELY 2 WEEKS FOR REVIEW TIME AND PERMIT PROCESSING AND THE PERMIT WILL BE MAILED TO YOU.

(Please note that the final grading inspection and final inspection need to be scheduled on separate days)

INSPECTIONS THAT ARE REQUIRED:

1. Footers before placement of concrete
2. Foundation, damp proofing/drain tile (Prior to backfill) **(if mobile home is placed on basement)**
3. Radon/Slab, before placement of concrete **(if mobile home is placed on basement or crawl space)**
4. Tie downs & blocking.
5. Final Electrical (See list below for approved electrical inspectors)
6. Final Grading
7. Final (after vapor barrier is placed, skirting and landings are completed) – Inspector will need inside for final inspection.

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

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

TO SCHEDULE AN INSPECTION YOU MUST HAVE THE FOLLOWING INFORMATION WHEN YOU CALL:

1. For inspections call (304) 264-1966.
2. Permit Number. **Inspections will not be scheduled without Permit #**
3. Type of inspection required.

NOTE: Inspections 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 THIS INSTRUCTION SHEET.

Name

Date

Note: If you will be building a deck or putting in an A/C unit please specify on the application so we can include it in with this permit. You will need detailed drawings if a deck is to be included. Also, deck will need to be completed at final inspection.

Note: Also, if mobile home is to be installed on a basement, please include square footage on application and note that additional inspections are required.

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

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 block/tie down inspection. 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.

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

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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

BERKELEY COUNTY
MANUFACTURED (MOBILE) HOME REQUIREMENTS

1. A building permit is required before a mobile home can be installed upon a lot. The permit should be placed at the site where it can be seen by the inspector.
2. Footings and masonry block supports must meet the minimum requirements of the building code. The attached information meets the minimum requirements; however, other methods may be acceptable.
3. Anchoring the mobile home (tie downs) must meet the minimum requirements of the code. Attached are suggested methods, however, others may be acceptable.
4. Adequate steps with handrail and guardrail must be installed at the main entrance before occupancy.
5. A minimum 3'x3' landing is required at all exterior doors.
6. **Do not move into a mobile home until you have received a final inspection and a Use and Occupancy permit has been issued.**

MINIMUM BLOCKING STANDARDS

1. Except for corner piers, piers 36 inches or less in height may be constructed of masonry units, placed with cores or cells vertically. Piers shall be installed with their long dimension at right angles to the main frame member; the support shall have a minimum cross-section area of 128 square inches. Piers shall be capped with a minimum 4 inch solid masonry unit or equivalent.
2. Piers between 36 and 80 inches in height and all corner piers over 24 inches in height shall be at least 16 inches square consisting of interlocking masonry units and shall be fully capped with a minimum 4 inch solid masonry unit or equivalent.
3. Piers over 80 inches in height may be constructed in accordance with the provisions of Item No. 2 above and the pier shall be filled solid with grout and reinforced with 4 continuous No. 5 bars. One bar shall be placed in each corner cell of hollow masonry unit piers or in each corner of the grouted space of piers constructed of solid masonry units.
4. Cast-in-place concrete piers meeting the same size and height limitations of item Nos. 1, 2 and 3 above may be substituted for piers constructed of masonry units.

TIE DOWN STANDARDS

1. All new mobile homes shall be anchored with tie downs at locations provided by the manufacturer.
2. All used mobile homes shall be anchored with tie downs at locations required by ANSI 225.1.
3. Ground anchors can be the screw auger type with a minimum double helix diameter of four (4) inches and sunk into stable soil a depth of at least thirty (30) inches. Steel rods set into at least twenty four (24) inches of concrete, shall have a minimum diameter of 5/8 inches, and have a forged or welded eye at the top and a yoke-type fastening and tensioning device or galvanized turnbuckle. Ground anchors shall be resistant to weathering deterioration and shall be capable of withstanding the vertical pull required by either the installation manual or ANSI 225.1
4. Tie-downs shall be fastened to ground anchors and drawn tight with 3/4 inch galvanized turnbuckle or yoke-type fastening and tension devices. Turnbuckles shall be ended with jaws forged or welded eyes.
5. Cables shall be as required in the installation manual or ANSI 225.1

FOOTINGS

1. Pier foundations shall be a minimum of sixteen (16) by sixteen (16) by four (4) inches solid precast concrete pad, or sixteen (16) by sixteen (16) by six (6) inches concrete poured in place. Exact dimensions shall be determined by the installation manual for new units or ANSI 225.1 for units which do not have the installation manual available.
2. All piers for mobile homes shall have a minimum cover of soil of twelve (12) inches to the bottom of the pier footing.
3. Units shall have foundation bottoms installed at thirty (30) inches below finish grade when installed along the exterior and are bearing.

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, WV 25401
304-264-1966

APPLICATION FOR MOBILE HOME – LOCATED IN MOBILE HOME PARK

Note: See separate permit application for mobile home located on private lot

Name of approved Mobile Home Park: _____ Lot # _____

Mobile Home Owner Information:

Note: Mobile Home Park owner must complete the affidavit at the bottom of this application.

First Name: _____ Last Name: _____

Current Mailing Address: _____
Number Street Name
City State Zip Code

Phone Number: _____ Fax: _____ Email: _____

Mobile Home Information:

Make of Mobile Home: _____ Year of Mobile Home: _____

Size of Mobile Home: _____ X _____ Serial # of Mobile Home: _____
Width Length

Estimated Value: _____ AC Unit included: Yes or No
Circle one

Deck Size*: _____ X _____ *Note: You will need a detailed drawing for decks larger than the standard 4x4

Will mobile home be installed on basement? _____ If yes, will basement be finished or unfinished?
Circle One

Will mobile home be installed on crawl space? _____

Will mobile home be installed as standard mobile home pier setup? _____

Will Mobile Home be set on existing footers: Yes or No Circle One

*If No, please be sure to complete the enclosed construction agreement

Installers Name: _____ WV Mobile Home Installation License # _____

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

Applicant Signature

OWNER AFFIDAVIT

I, _____ hereby authorize _____
(Owner Name) (Applicant Name)

To act as my agent in regards to obtaining necessary permits required to place a mobile home on my

Property known as _____
(Physical Address including Mobile home park name and lot #)

In Berkeley County, West Virginia.

Owner Signature

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

APPLICATION FOR MOBILE HOME – LOCATED ON PRIVATE LOT

Note: See separate permit for mobile home located in Mobile Home Park

Mobile home owner information:

First Name _____ Last Name: _____

Current Mailing Address: _____

Number Street Name

City State Zip Code

Phone #: _____ Fax: _____ E-mail: _____

Property Owner Information: (If Different from Mobile Home Owner complete attached affidavit)

First Name: _____ Last Name: _____ Phone #: _____

Current Mailing Address: _____

Number Street Name

City State Zip Code

Mobile Home Information:

Physical Address: _____

Street # Street Name

Are there any other mobile homes on this lot? Yes or No
Circle One

Public Water?* Yes or No Public Sewer?* Yes or No
Circle One Circle One

Need copies of Sewer/Water availability statement or well/septic permits

Make of Mobile Home: _____ Year of Mobile Home: _____

Size of Mobile Home: _____ X _____ Serial # of Mobile Home: _____
Width Length

Estimated Value: _____ AC Unit included: Yes or No
Circle one

Deck Size*: _____ X _____ *Note: You will need a detailed drawing for decks larger than the standard 4x4

Will mobile home be installed on basement? _____ If yes, will basement be finished or unfinished?
Circle One

Will mobile home be installed on crawl space? _____

Will mobile home be installed as standard mobile home pier setup? _____

Will Mobile Home be set on existing footers: Yes or No Circle One
*If No, please be sure to complete the enclosed construction agreement

Installers Name: _____ WV Mobile Home Installation License # _____

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

CONSTRUCTION AGREEMENT

Berkeley County Grading Permit No. _____

Building Permit Number (if applicable): _____

Subdivision: _____

Lot Number: _____

In lieu of the submission of a Construction Sediment Control Plan for the construction of this single family dwelling, I agree to comply with any reasonable requirements determined necessary by the Office of Water Resources or the Berkeley County Engineering Department. Such requirements shall be based on the soil conservation standards contained in the West Virginia Best Management Practice Manual (when available) or Erosion Sediment Control for Developing Areas Handbook, Maryland Standards and Specifications for Soil Erosion and Sediment Control (1994), shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

MINIMUM REQUIREMENTS

1. As a minimum, all denuded areas on the lot shall be stabilized within 7 days of final grading with permanent vegetation or a temporary protective ground cover suitable for the time of year.
2. All upslope water will be diverted around the construction site. Diverting water onto an adjacent property will not be allowed without written permission from the owner.
3. All downslope areas will be protected with appropriate sediment control devices. This will include at a minimum, silt fence, properly installed. If site conditions permit, a sediment trap will be required in lieu or in addition to the silt fence.
4. All storm water drop inlets and other similar structures will be protected from siltation by the proper drop inlet protection measures.
5. A stabilized construction entrance shall be provided with appropriate size culvert under entrance as needed.
6. Other items as may be deemed necessary to accomplish the intent of the Berkeley County Storm Water Management and Sediment and Erosion Control Ordinance.
7. All grading of lots shall be in compliance with the grading approved for the lot on the Preliminary Plan. If a change is to be made to the approved grading, a new grading plan shall be submitted, reviewed and approved prior to grading the lot in a different manner.

I further understand that failure to comply with such requirements within three working days following notice by a representative of the Office of Water Resources or by the representative of The Berkeley County Engineering Department could result in citation for violation of the Berkeley County Storm Water Management & Sediment and Erosion Control Ordinance and the NPDES General Storm Water Permit.

Additional Measures (if required)

Signature of Landowner or Developer: _____

Name: _____
First Name Last Name

Address: _____
Number Street Name

City State Zip Code

Party Responsible for Erosion and Sediment Control (if different from landowner)

Name: _____
First Name Last Name

Address: _____
Number Street Name

City State Zip Code

REMINDER: A CONSTRUCTION SEDIMENT CONTROL PLAN AND THIS AGREEMENT MUST BE ON FILE AT THE APPROPRIATE OFFICE AND A COPY MUST BE HELD ON THE JOB SITE.

Reviewed by Berkeley County Engineering Department and meets Technical Requirements.

Application Reviewed & Approved by: _____ **Date:** _____

Final Grading Inspection: _____ **Date:** _____

Land-disturbing activities on individual lots of a residential development (subdivision) must have a Construction Sediment Control Plan or an agreement signed by the lot owner, or home builder, if different from the one building the subdivision.

Usually, Storm Water Pollution Control Plans for the NPDES/Storm Water Permit are developed in two phases. The first phase addresses the initial construction of the infrastructure for the development. This plan would include the construction of roads, storm sewers, utilities, and any grading activity that involves more than one lot. The plan would also include Storm water runoff considerations based on the expected final development. The developer of the subdivision applies for the NPDES Permit for this construction.

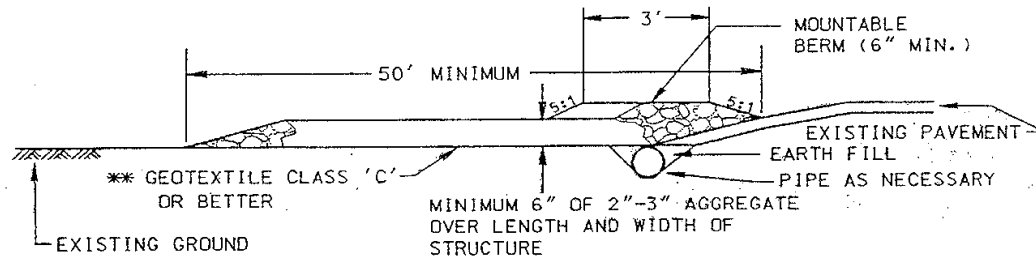
The second phase of construction begins with the construction of houses or buildings on individual lots. Individual Sediment Control Plans are required for land-disturbing activities on individual lots; however, many times a “Subdivision House Construction Agreement” may be acceptable. This agreement reduces the burden on the homeowner of having to prepare an individual plan. The agreement states the conditions to be maintained during construction, such as keeping public streets clean, maintaining perimeter controls, installing sediment control and establishing permanent stabilization.

This requirement applies to all land-disturbing activities of less than 3 acres when the activity occurs in a residential development. The intent is to regulate activities which would be considered a part of the development process such as construction of individual houses, outbuildings, garages, driveways, etc.

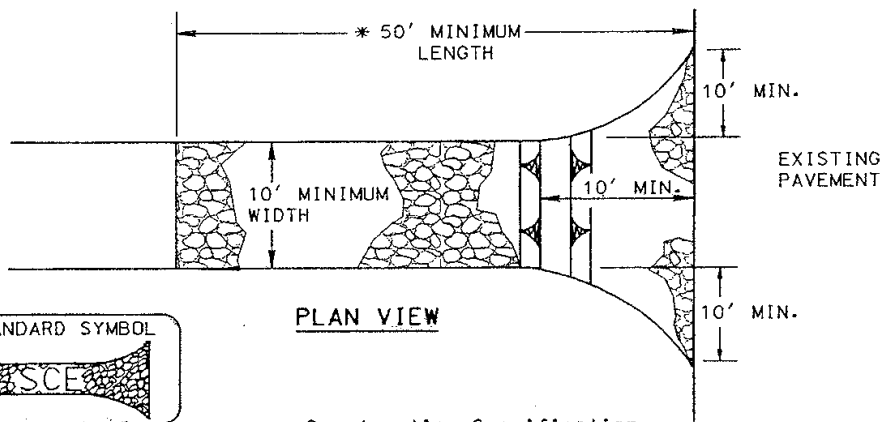
The following two points apply to all subdivisions in the State of West Virginia unless more stringent requirements are called for by a local jurisdiction where those standards will apply.

- A. A Storm Water Pollution Prevention Plan shall be filed for a residential development and the buildings constructed within, regardless of the phasing and time frame of construction if the total disturbed area for the entire subdivision will be 3.0 acres or more.
- B. If individual lots or sections in a residential development are being developed by different property owners, all land-disturbing activities related to the building construction shall be covered by a Construction Sediment Control Plan or an “Individual House Construction Agreement” signed by the property owner who is building the house or their authorized agent.

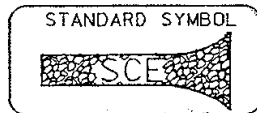
DETAIL 2 - STABILIZED CONSTRUCTION ENTRANCE



PROFILE



PLAN VIEW



Construction Specification

1. Length - minimum of 50' (*30' for single residence lot).
2. Width - 10' minimum, should be flared at the existing road to provide a turning radius.
3. Geotextile fabric (filter cloth) shall be placed over the existing ground prior to placing stone. **The plan approval authority may not require single family residences to use geotextile.
4. Stone - crushed aggregate (2" to 3") or reclaimed or recycled concrete equivalent shall be placed at least 6" deep over the length and width of the entrance.
5. Surface Water - all surface water flowing to or diverted toward construction entrances shall be piped through the entrance, maintaining positive drainage. Pipe installed through the stabilized construction entrance shall be protected with a mountable berm with 5:1 slopes and a minimum of 6" of stone over the pipe. Pipe has to be sized according to the drainage. When the SCE is located at a high spot and has no drainage to convey a pipe will not be necessary. Pipe should be sized according to the amount of runoff to be conveyed. A 6" minimum will be required.
6. Location - A stabilized construction entrance shall be located at every point where construction traffic enters or leaves a construction site. Vehicles leaving the site must travel over the entire length of the stabilized construction entrance.

U.S. DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE

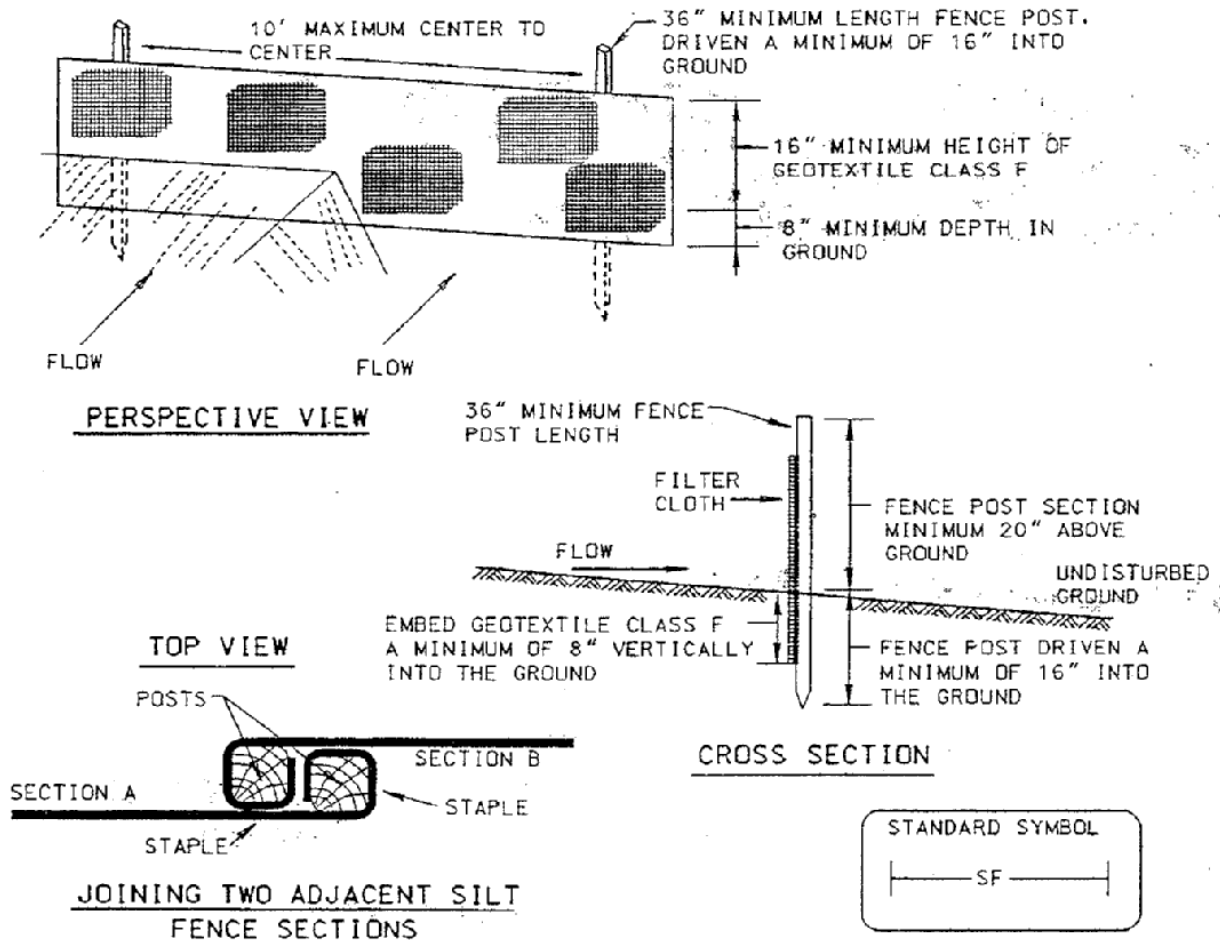
SILT FENCE

Silt Fence Design Criteria

<u>Slope Steepness</u>	<u>(Maximum) Slope Length</u>	<u>(Maximum) Silt Fence Length</u>
Flatter than 50:1	110 feet	unlimited
50:1 to 10:1	110 feet	1,000 feet
10:1 to 5:1	100 feet	750 feet
5:1 to 3:1	60 feet	500 feet
3:1 to 2:1	40 feet	250 feet
2:1 and steeper	20 feet	125 feet

Note: In areas of less than 2% slope and sandy soils (USDA general classification system, soil Class A) maximum slope length and silt fence length will be unlimited. In these areas a silt fence may be the only perimeter control required.

SILT FENCE



Construction Specifications

1. Fence posts shall be a minimum of 36" long driven 16" minimum into the ground. Wood posts shall be 1½" x 1½" square (minimum) cut, or 1¾" diameter (minimum) round and shall be of sound quality hardwood. Steel posts will be standard T or U section weighting not less than 1.00 pound per linear foot.

2. Geotextile shall be fastened securely to each fence post with wire ties or staples at top and mid-section and shall meet the following requirements for Geotextile Class F:

Tensile Strength	50 lbs/in (min.)	Test: MSMT 509
Tensile Modulus	20 lbs/in (min.)	Test: MSMT 509
Flow Rate	0.3 gal ft ² / minute (max.)	Test: MSMT 322
Filtering Efficiency	75% (min.)	Test: MSMT 322

3. Where ends of geotextile fabric come together, they shall be overlapped, folded and stapled to prevent sediment bypass.

4. Silt Fence shall be inspected after each rainfall event and maintained when bulges occur or when sediment accumulation reached 50% of the fabric height.

U.S. DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE

REQUEST FOR ADDRESS ASSIGNMENT

PROCEDURES:

- Obtain building permit from Engineering Department
- Stake location of the driveway accessing the structure to be addressed prior to the footer inspection by the Engineering Department
- Upon completion of an approved footer inspection, immediately mail for fax the form below to Berkeley County Central Dispatch.
- Receive information of the new address from Central Dispatch.

These steps must be followed to ensure you receive your new address in a timely manner.

** When checking the status of an address assignment or other related questions, contact 304-263-5271. Always refer to the building permit for all inquiries.

BUILDING PERMIT NUMBER: _____

CONTACT PERSON: _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SUBDIVISION NAME: _____ LOT: _____

ROAD THAT DRIVEWAY ACCESSES: _____

ROAD THAT STRUCTURE FACES: _____

DATE SUBMITTED: _____

MAIL OR FAX COMPLETED FORM TO:

**BERKELEY COUNTY CENTRAL DISPATCH
802 EMMET ROUSCH DRIVE, SUITE A
MARTINSBURG, WV 25401
PHONE: 304-263-5271
FAX: 304-264-4468**

Note: When checking the status of an address assignment, or other related questions, please refer to your building permit.

MAP: _____ / PAGE: _____