



## 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)

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

1. Completed application.
2. Two (2) sets of detailed construction documents, Stamped & Sealed by Design Professional if over 7,600 sq.ft. building size.
3. Well and Septic permits or letters of availability from appropriate utility.
4. Completed Assessors statement and Planning Commission sign-off. \*\* NOTE: If deck is larger than 20 square feet an electrical receptacle is needed.
5. Manufacturers truss details (If trusses are to be used).
6. Lam Beam or I-Joists specifications and design (if applicable)
7. Steel beams require West Virginia Engineer seal.
8. Sizes and U values of windows and doors ( COMM check is to be submitted)
9. R Values of insulation in ceilings, walls & floors
10. Plumbing, Mechanical & Electrical Layouts
11. Copy of State Fire Marshall plan review letter
12. Copy of Health Department Approval for Food Service.
13. Signed owner affidavit (If applicant is not the owner)
14. Electrical Plan
15. Alleghany Power Company Service Request Number
16. Separate Electrical Payment is required
17. All fees paid. (See fee schedule)

**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, u/g electric sticker in place
4. Reinforced walls pre pour
5. Slab at grade, above grade slabs to be inspected pre pour also
6. Rough plumbing, on test
7. Sprinkler riser pre pour of kickers
8. Sprinkler flush
9. Rough mechanical
10. Rough in and rough wire sticker in place
11. Sprinkler hydro
12. Firestopping/draftstopping
13. Insulation
14. Drywall
15. Above ceiling, cover sticker in place
16. Final plumbing
17. Final mechanical
18. Final, final electric sticker in place, Ansul system, sprinkler system and fire alarm system to be tested. Fire Marshal present when applicable.

#### 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 all three final inspections have been successfully completed and documented.



# 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 Building 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**

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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 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 Application .....Lose Base Fee + grading fee + plan review if already been reviewed.

Voided Permit .....Lose 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)

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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 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 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

<b>IMPROVEMENT TYPE:</b> <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)	<b>PROPOSED USE:</b>  <b>ASSEMBLY</b> <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)  <b>FACTORY</b> <input type="checkbox"/> MODERATE HAZARD (9) <input type="checkbox"/> LOW HAZARD (10) <input type="checkbox"/> HIGH HAZARD (11)	<b>INSTITUTIONAL</b> <input type="checkbox"/> GROUP HOME (12) <input type="checkbox"/> HOSPITAL (13) <input type="checkbox"/> JAIL (14) <input type="checkbox"/> MERCANTILE (15)  <b>RESIDENTIAL</b> <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)  <b>STORAGE</b> <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					
<b>Public Water (Y/N)</b>			<b>Public Sewer (Y/N)</b>		
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:					
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 \$

# **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.

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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: \_\_\_\_\_