

**BERKELEY COUNTY ENGINEERING/
BUILDING INSPECTIONS DEPARTMENT
400 WEST STEPHEN STREET, SUITE 202
MARTINSBURG, WV 25401
(304) 264-1966
FAX (304) 262-3128**

REFUND POLICY

Effective Date: June 18, 2009

Based upon the percentage of fee necessary to complete each item, retained fee for a voided permit will be computed as follows:

	Residential	Commercial
Base Fee	\$25.00/\$20.00	\$250.00
Plan Review	.06/sq ft	.09/sq ft
Footing	.02/sq ft	.03/sq ft
Foundation	.02/ sq ft	.03/sq ft
Framing	.06/sq ft	.08/sq ft
Insulation	.02/sq ft	.03/sq ft
Final	.02/sq ft	.03/sq ft
Grading	\$50.00	\$500.00

If the application or permit is voided due to abandonment or inaction by the applicant for 180 days no refunds will be made.

William J. Teach, P.E.
County Engineer