

Jefferson County, West Virginia  
Engineering Department  
 &  
Office of Building Permits & Inspections  
 116 East Washington Street  
 Charles Town, WV 25414  
 304-725-2998

**Schedule of Commercial/Industrial Building Permit Fees (IBC)**  
 Effective July 1, 2018

Commercial Permit Type	Fee Amount	
	Base Fee	plus Fee per Sq.-Ft. of Finished & Unfinished Area
Commercial/Industrial/Multi-Family Buildings & Interior Renovations (Less than 2,000 sq.-ft. floor area)	\$350.00	\$0.25
Commercial/Industrial/Multi-Family Buildings & Interior Renovations (Greater than or equal to 2,000 sq.-ft. floor area)	\$675.00	\$0.25
Church Building (New Construction)	\$675.00	\$0.25
Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$100.00	\$0.25
Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$350	\$0.25
Institutional (hospital, school, fire hall, etc.)	\$350	\$0.25
Commercial/Institutional Swimming Pool	\$350 per pool + \$0.25/sq-ft of pool & patio	
Commercial/Institutional Whirlpool, Hot Tub or Spa	\$350 per Whirlpool/Hot Tub/Spa	
Demolition Permit	\$125.00	
Existing Cell Tower or Electric Substation & Equipment	\$350.00	
New Cell Tower or Electric Substation & Equipment	\$1,400.00	
Temporary Construction/Office Trailers	\$75.00	
Sign Permit: Value < or = to \$2,500	\$75.00	
Sign Permit: Value > \$2,500	\$350.00	
Replacement Windows	\$150.00	
Retaining Wall (4' or more from footer to top wall)	\$75 plus \$0.10/lineal foot of wall	
Fence (6' or more in height above ground surface)	\$75 plus \$0.10/lineal foot of fence	
Electrial Wiring Only (New electric panel & electric panel upgrades, new outlets, new lights, HVAC, generators, solar panels, hot tub electrial, etc.)	\$150.00	
Site Plan with no Structures (parking lot, walkway, etc.)	\$350.00	plus \$1.25 for every \$1,000 value > \$50,000
Re-inspection Fee	\$65/each re-inspection (shall be paid prior to re-inspection)	
Plan change after permit application reviewed	\$65 plus \$65 for each additional inspection due to plan change.	
Permit Application Denied & Resubmitted within 90 days for review; \$100 re-application fee.		
Beginning Construction Without a Permit	(1st time = \$75, 2nd time \$150, 3rd time \$300) + permit fee	

All fees are due upon submission of permit applications, plan changes, reinspections requests, etc; and are payable to: Jefferson County Commission