

JEFFERSON COUNTY  
ENGINEERING DEPARTMENT  
OFFICE OF PERMITS & INSPECTIONS  
116 EAST WASHINGTON STREET, Suite 100  
P.O. Box 716  
CHARLES TOWN, WEST VIRGINIA 25414  
(304) 725-2998

**DECK, GARAGE, STORAGE-BUILDING,  
REPLACEMENT WINDOWS, CHIMNEY, SIGN or ELECTRICAL  
Instructions for Building Permit Application & Inspections**

**TO OBTAIN A PERMIT:**

1. Provide a Permit Application form with all the information completely filled-in.
2. Provide two (2) copies of construction drawings. Otherwise, cost for copies made by the Engineering Department will be charged per County Commission fee schedule.
3. If Trusses will be used for construction please submit truss details from manufacturer. (NOTE - Trusses shall be certified by a WV Licensed engineer prior to framing inspection).
4. Provide a sketch showing the distance from the structure to the property/lot line.

**FEE SCHEDULE**

	DECK, GARAGE, STORAGE BUILDINGS	REPLACEMENT WINDOWS or CHIMNEY	SIGNS	ELECTRICAL WORK ONLY
Base Fee	\$60.00	\$110.00		\$110.00
Plus sq-ft fee	\$0.08/sq-ft unfinished \$0.18/sq-ft. finished			
Signs valued over \$2,500			\$275.00	
Signs valued under \$2,500			\$60.00	

**POSTING OF THE PERMIT PLACARD:**

The building permit placard shall be posted such that it is visible and accessible by the inspector during the duration of the project and until the final inspection is complete and approved. The inspection will be automatically failed if the placard is not accessible for the inspector to place the “approved” or “failed” sticker on it; and shall be subject to a \$50.00 re-inspection fee. If the placard is lost or destroyed, a new placard is required at a fee of \$10.00 plus \$1.00 per inspection sticker.

**INSPECTIONS REQUIRED:**

<b>Deck, Garage &amp; Storage Building</b>	<b>Chimney Addition</b>	<b>Signs</b>	<b>Replacement Windows</b>	<b>Electrical</b>
Footers before Pour	Footers before Pour	Footers before Pour (if applicable)		
Foundation				
UG Plumbing				
Slabs before pour				
**Rough Electrical				**Rough Electrical
***Framing			***Framing (if applicable)	
Insulation				
**Final Electrical		**Final Electrical (if applicable)		**Final Electrical
	Fire Place Throat			
Final	Final	Final	Final	Final

\*\*See below for WV State Fire Marshal’s Office approved Electrical Inspectors

\*\*\*Rough Plumbing and mechanical needs to be included, if applicable; and if using trusses or engineered beams or framing system, a WV Professional Engineer’s Stamped Truss/Beam/Engineered Framing System approval & certification shall be submitted prior to scheduling this inspection.

The permit applicant is responsible for scheduling the required electrical inspections with a third-party electrical inspector approved by the State Fire Marshal’s Office; and payment of the inspection fee to them. APPROVED ELECTRICAL INSPECTORS in this area:

<b>West Virginia Electrical Inspectors</b>		
<b>Name</b>	<b>Organization</b>	<b>Phone</b>
Wes Clark	Middle Dept. Inspection Agency, Inc.	800-248-6342
Doug Cloud	Commonwealth Electrical Inspection Service	304-754-8305
Steven D. Cloud	Commonwealth Electrical Inspection Service	304-671-0808
Richard Hill	D&D Inspection Service	304-754-7146
	Megco Inspections	800-304-5942
Charles N. Smith, Jr.	Tri-State Safety Inspection Services	304-261-0243 304-263-3971

**SCHEDULING AN INSPECTION:**

To schedule an Inspection call (304) 725-2998 from 9:00 am – 5:00 pm; Monday – Friday. Please have the following information listed below when calling:

- Permit Number. **INSPECTIONS WILL NOT BE SCHEDULED WITHOUT PERMIT #**
- Owner’s Name and/or Subdivision & Lot Number.
- Type of Inspection requested (see above table of required inspections).
- Name & phone number of person scheduling the inspection.

Inspections scheduled by 3:00 p.m. of a county business day, will be performed within the next two business days (48 hours). NO APPOINTMENTS WILL BE MADE FOR INSPECTIONS.

**ALL WORK SCHEDULED FOR INSPECTION SHALL BE COMPLETED BY 8:00 A.M. ON THE SCHEDULED DATE OF THE INSPECTION. INCOMPLETE WORK IS SUBJECT TO FAILURE AND PAYMENT OF A \$50.00 REINSPECTION FEE PRIOR TO RESCHEDULING OF THE INSPECTION.**

Jefferson County building permit requirements are only applicable for property located within the unincorporated areas of Jefferson County and do not apply in the five incorporated jurisdictions: Charles Town, Ranson, Harpers Ferry, Bolivar and Shepherdstown.

I HAVE READ AND UNDERSTAND THESE INSTRUCTIONS.

\_\_\_\_\_  
Property Owner’s (original/no copies) Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

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**Deck, Garage, Storage-Bldg.,  
Replacement Windows, Sign or Chimney  
BUILDING PERMIT APPLICATION**

Permit Fee: \$ \_\_\_\_\_

Please make checks payable to:  
Jefferson County Commission

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rec'd by: \_\_\_\_\_

Permit no. \_\_\_\_\_

**1. TYPE OF PERMIT**

Deck     Attached Garage     Detached Garage     Sign     Storage Building     Chimney

Other (Describe) \_\_\_\_\_

Size/Dimensions of Structure: \_\_\_\_\_

Replacement Windows:

Number of Windows being replaced: \_\_\_\_\_

Will any of the Existing Window Framing Be Altered or Changed?    **Yes**    or    **No** (circle one)  
If yes, framing plans/details will be required.

Will the Window's Clear Opening (egress opening) Be Changed?    **Yes**    or    **No** (circle one)

**2. PROPERTY OWNER(S) INFORMATION:**

(Note: All individuals on the deed shall be listed on application)

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Apt/Ste # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

**3. PROPERTY INFORMATION:**

Street Address \_\_\_\_\_ Zip \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Section: \_\_\_\_\_

Tax District \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_

Deed Book \_\_\_\_\_ Page \_\_\_\_\_ Parcel/Lot Size \_\_\_\_\_

List all existing structures & land uses on property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. CONTRACTOR:** (A copy of the current West Virginia Contractor's License must be submitted with application)

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

WV Contractor's License #: \_\_\_\_\_ Name of Individual License Issue to: \_\_\_\_\_

**5. ESTIMATED SELLING PRICE/VALUE OF BUILDING/ IMPROVEMENT:**

\$ \_\_\_\_\_

**OWNER/APPLICANTS CERTIFICATION OF INTENT  
AND  
ACKNOWLEDGMENT OF RESPONSIBILITY**

I, (We), the Owner of the property on which the intended improvement is to be constructed or placed, hereby certify and ensure that this intended improvement/construction and the intended use complies with all restrictive covenants of this property/real estate. And, I, (We), agree, understand and acknowledge that I, (We), assume full responsibility for compliance with any such private land use covenants and restrictions, and that a violation thereof may result in legal sanctions by court injunction, fines and civil damages, irrespective of the issuance of this permit by Jefferson County.

I, (We), further acknowledge and understand that:

1. Any construction prior to the issuance of this permit is in violation of the Jefferson County Ordinances, and is subject to prosecution to the fullest extent of the law. (This includes site work, utilities construction, building construction, etc.)
2. Any new structure shall be located at the required/prescribed setback distances from property lines.
3. By signing this application it is understood that employees, representatives and/or agents of the Jefferson County Departments of Planning, Zoning, and Engineering are authorized to enter in and/or upon the property for the purposes of performing site plan and building code compliance inspections and to check for code violations related to the property, site work and/or building activities identified on this application.
4. The Property Owner is responsible for providing employees, representatives, and/or agents of the Jefferson County Department of Planning, Zoning and Engineering, safe and open access to the site and all building components when conducting inspections.
5. All work shall be performed in accordance with Jefferson County Ordinances and Building codes; and that I/we are responsible for ensuring that the person(s) and/or contractor performing the work is knowledgeable of the applicable ordinances and building codes; and that the contract should stipulate that all work be performed in accordance with the applicable building codes.
6. All roadways and properties shall be protected from damage and the deposit of mud, dirt, silt, trash and debris, etc., resulting from the work covered by this permit application. The property owner shall be responsible for any resulting damage and clean up costs.
7. A copy of the International Residential Building Code (IRC) and/or International Building Code (IBC) may be purchased from the International Code Council at <http://www.iccsafe.org>; or is available for review at the Jefferson County Engineering Department, Office of Permits & Inspections.
8. No structure shall be used and/or occupied until a "Use & Occupancy Certificate" is issued by the Jefferson County Office of Permits and Inspections; and that using or occupying such structure prior to issuance of the Use & Occupancy Certificate is a violation of the Jefferson County Building Code Enforcement Ordinance and is subject to prosecution under the law.

I, (We), state that this application is true and accurate to the best of my (our) knowledge.

Property Owner: \_\_\_\_\_  
(Original Signature Required)

Property Owner: \_\_\_\_\_  
(Original Signature Required)

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

DO NOT WRITE ON THIS PAGE  
OFFICIAL USE ONLY

Plans Review Completed and sent to P & Z: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

Date Permit Issued: \_\_\_/\_\_\_/\_\_\_ Permit Number: \_\_\_\_\_

Date Permit Expires: \_\_\_/\_\_\_/\_\_\_ Approved By: \_\_\_\_\_

Compliance with Other Ordinances:

Subdivision     Zoning     Flood Plain Management     Salvage Yard     ILP

In the Flood Plain? Y / N    In the Floodway? Y / N    Site Plan Required? Y / N

Potable Water Certification Required? Yes / No

If Yes, potable water test is due prior to issuance of the "Certificate of Occupancy."

**DRIVEWAY ENTRANCE DRAINAGE REQUIREMENTS:**

The Owner shall be responsible for installing the correct size and type of driveway culvert in the roadway drainage swale/ditchline, as specified by the subdivision Preliminary Plat and/or Final Plat. Where not specified on the Preliminary Plat or Final Plat, the minimum shall be a 15 inch diameter corrugated metal culvert pipe or equivalent elliptical pipe size.

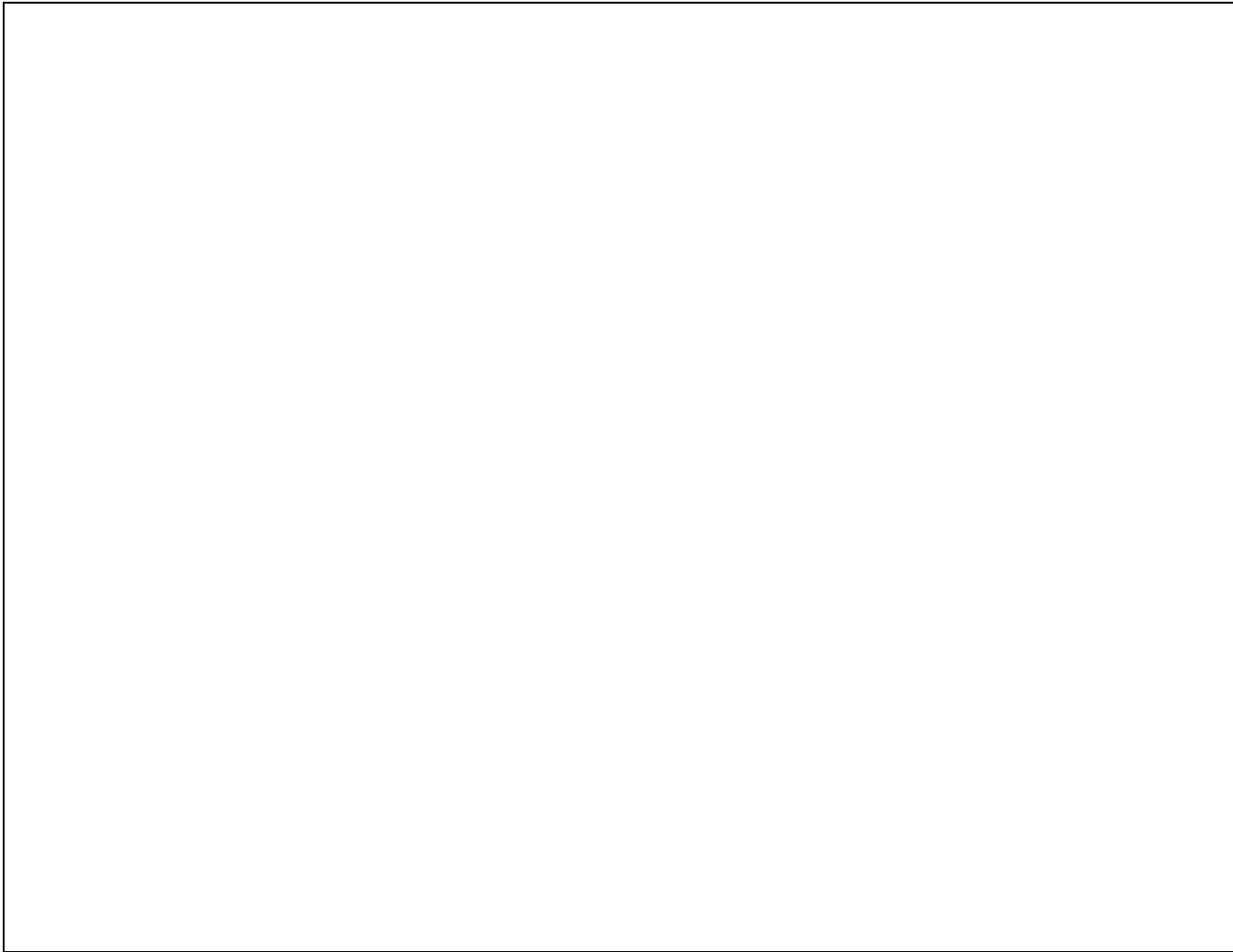
The Owner can note the required size here: \_\_\_\_\_ inch diameter

SPECIAL CONDITIONS OF APPROVAL:

PROPERTY SKETCH SHEET

Sketch the shape and location of the lot and show the following:

- 1. All existing roads with names and/or route numbers.
  - 2. All rights-of-way and/or easements.
  - 3. Septic reserve areas.
  - 4. Location of the intended construction or land use; and show the building setback lines and the distances from the property line to the setback lines; and the distance from the property line to the structure.
  - 5. Show the size and height of the structure.
  - 6. Show all existing buildings/structures on the parcel/property.
  - 7. On Renovation's and Addition; Please indicate number of bedrooms and if adding a kitchen
- Note: The sketch may be on a separate sheet; however, it shall be signed and dated by the applicant.



Property Owner/Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



