

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

**Schedule of Residential Building Permit Fees (IRC)**

Effective August 1, 2015

Residential Permit Type	Fee Amount			
	Base Fee	plus Fee per Sq.-Ft. of Finished Area	plus Fee per Sq.-Ft. of Un-finished Area*	plus Fee per 4'x4' max Stoop at Entry Doors
Single-Family Dwelling	\$50.00	\$0.18	\$0.10	\$30/each
Mobile/Manufactured Home	\$50.00	\$0.18	\$0.10	\$30/each
Townhouse & Duplex (less than 4 story)	\$50 per unit	\$0.20	\$0.10	\$30/each
Residential Dwelling Addition	\$55.00	\$0.18	\$0.10	\$30/each
* Attached Garages, Porches & Unfinished Basements are considered Unfinished Area				
Residential Interior Room/Basement Renovation	\$75 + \$50 per required inspection			
Chimney/Fireplace (added to existing dwelling)	\$110 per chimney			
Sheds/Garage/Structure ancillary to Residence	\$60.00	\$0.18	\$0.08	
Decks & Above Ground Pool/Hot Tub Platforms	\$60.00	plus \$0.10/sq.-ft. of deck area		
Swimming Pool	\$60.00	plus \$0.10/sq.-ft. of pool area and patio area.		
Replacement Windows	\$110.00			
Electrial Wiring Only (Electric panel, new outlets, new lights, HVAC, generator, solar panels, hot tub, etc.)	\$110.00			
Demolition - Residential Dwelling	\$110.00	\$0.00	\$0.00	
Retaining Wall (4' or more from footer to top wall)	\$60 plus \$0.08/lineal foot of wall			
Fence (6' or more in height above ground surface)	\$60 plus \$0.08/lineal foot of fence			
Agricultural Building	\$55.00	\$0.00	\$0.00	
Re-inspection Fee	\$50/each re-inspection, paid prior to re-inspection			
Plan change after permit issued	\$50 plus \$50 for each additional inspection due to plan change.			
Permit Application Denied & Resubmitted within 90 days for review;	\$75 re-application fee			
Beginning Construction Without a Permit	1st time = \$50	2nd time = \$150	3rd time = \$300	

Round Pool Fee Calculator				
Round Pool Diameter (Feet)	Base Fee	Area of Pool (Sq-Ft)	per Sq-Ft Fee	Total Fee
15	\$60	176.71	\$0.08	\$74.14
16	\$60	201.06	\$0.08	\$76.08
17	\$60	226.98	\$0.08	\$78.16
18	\$60	254.47	\$0.08	\$80.36
19	\$60	283.53	\$0.08	\$82.68
20	\$60	314.16	\$0.08	\$85.13
24	\$60	452.39	\$0.08	\$96.19
27	\$60	572.55	\$0.08	\$105.80
28	\$60	615.75	\$0.08	\$109.26
29	\$60	660.52	\$0.08	\$112.84
30	\$60	706.86	\$0.08	\$116.55
33	\$60	855.30	\$0.08	\$128.42

Round Pool Fee includes the Base Fee + per Sq-Ft. Fee Amounts only. The applicant will also need to add the fee for any deck/platform that surrounds the pool

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

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**Schedule of Commercial/Industrial Building Permit Fees (IBC)**  
**Effective August 1, 2015**

Commercial Permit Type	Fee Amount		
	Base Fee	Fee per Sq.-Ft. of Finished Floor Area	Fee per Sq.-Ft. of Un-finished Floor Area
Commercial/Industrial/Multi-Family Buildings (Less than 1,000 sq.-ft. floor area)	\$275.00	\$0.18	\$0.18
Commercial/Industrial/Multi-Family Buildings (Greater than or equal to 1,000 sq.-ft. floor area)	\$550.00	\$0.18	\$0.18
Commercial Interior Room Renovation	\$1,000 plus \$50 per required inspection		
Church Building	\$550.00	\$0.18	\$0.18
Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$75 + \$50 per required inspection		
Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$275	\$0.18	\$0.18
Institutional (hospital, school, fire hall, etc.)	\$275	\$0.18	\$0.18
Commercial/Institutional Swimming Pool	\$275 per pool + \$0.18/sq-ft of pool & patio; \$250 per Whirlpool/Hot Tub		
Demolition Permit	\$225.00	\$0.00	\$0.00
Existing Cell Tower or Electric Substation & Equipment	\$275.00	\$0.00	\$0.00
New Cell Tower or Electric Substation & Equipment	\$1,100.00	\$0.00	\$0.00
Temporary Construction/Office Trailers	\$60.00	\$0.00	\$0.00
Sign Permit: Value < or = to \$2,500	\$60.00	N/A	N/A
Sign Permit: Value > \$2,500	\$275.00	N/A	N/A
Retaining Wall (4' or more from footer to top wall)	\$60 plus \$0.08/lineal foot of wall		
Fence (6' or more in height above ground surface)	\$60 plus \$0.08/lineal foot of fence		
Replacement Windows	\$110.00		
Electrial Wiring Only (New electric panel & electric panel upgrades, new outlets, new lights, HVAC, generators, solar panels, hot tub electrial, etc.)	\$110.00		
Site Plan with no Structures (parking lot, walkway, etc.)	\$275.00	plus \$1.00 for every \$1,000 value > \$50,000	
Re-inspection Fee	\$50/each re-inspection, paid prior to re-inspection		
Plan change after permit application reviewed	\$50 plus \$50 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 = \$50, 2nd time \$150, 3rd time \$300) + permit fee		

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**Schedule of Miscellaneous Fees**

**Effective August 1, 2015**

No.	Item	Fee
1	Minor Redline Revisions - Preliminary Plats & Site Plans	\$175
2	Major Redline Revisions - Preliminary Plats & Site Plans	\$250
3	Land Development Site Work - Inspection	\$55
3	Land Development Site Work - Reinspection (due to failed inspection)	\$55
4	Final Plat - Minor Amendment Review	\$75
5	Construction Bond - Time Extension Request	\$300
6	Construction Bond - Surety Renewal	\$300
7	Construction Bond - Tolling of Bonding Request	\$300
8	Floodplain Ordinance - Floodplain Delineations	\$10
9	Floodplain Ordinance - 100 Yr. Flood Elevation Determination	\$25
10	Floodplain Ordinance - Review of LOMA or LOMR requests	\$25
11	Small format Document Copies - (letter, legal & 11"x17")	\$1/page
12	Large format Document Copies (plan sheets, maps, etc.)	\$7.50/sheet
13		
14		
15		

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Jefferson County Commission