

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

SINGLE & TWO-FAMILY (Duplex) RESIDENTIAL
New Construction / Addition / Renovation
Instructions for Building Permit Application & Inspections

TO OBTAIN A PERMIT:

1. Provide Permit Application form with all the information completely filled-in.
2. Provide two (2) copies of architectural plans/construction drawings (with West Virginia architect's/engineer's seal & signature, as applicable), including foundation & footer information. 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 (roof trusses & engineered structural floor system, etc., shall be signed and sealed by a West Virginia licensed structural engineer prior to framing inspection).
4. Need U-Values of windows & doors and R-Value of insulation (if applicable).
5. Water Service (provide either a. or b.):
 - a) Well permit with either: (i) well completion report or; (ii) letter from well driller stating that well is drilled and pressure grouted; or if an existing well, current County Health Dept. satisfactory inspection report.
 - b) A letter from the public service district stating that water service is available.
6. Sewer Service (provide either a. or b.):
 - a) Septic system permit. For additions and/or renovations; if adding a bedroom, then verification is required from the Health Department that the existing septic system is adequate. If an existing septic system, provide current County Health Dept. satisfactory inspection report.
 - b) Letter from public service sewer district stating that sewer service is available.
7. Sketch plat of parcel with building set-backs shown on the plat, the distance from the structure to the property lines, the maximum building height, and the location of the septic field, if applicable. The structure shall not be placed on or within the septic drain field area.
8. WV Division of Highways – Entrance Permit for driveway entrances (if driveway access is from a state road).
9. All applicable building permit and impact fees paid (See the Building Permit Fee Schedule & contact the Dept. of Impact Fees for the Impact Fee Schedule). For a new or replacement dwelling, a Form 190 must be obtained from the Department of Impact Fees prior to processing of the building permit application.

FEE SCHEDULE

	Single-Family Dwelling	Townhouse/Duplex	Residential Dwelling Addition	Interior Renovation
Base Fee	\$50.00	\$50.00/unit	\$55.00	\$75.00
Per Sq.-Ft. of Finished Area	\$0.18	\$0.20	\$0.18	N/A
Per Sq.-Ft. of Unfinished Area	\$0.10	\$0.10	\$0.10	N/A
4'x4' max Stoop at Entry Door	\$30.00	\$30.00	\$30.00	\$30.00
Per Inspection	N/A	N/A	N/A	\$50.00
Per Deck	\$60.00 + \$0.10/sq-ft	\$60.00 + \$0.10/sq-ft	\$60.00 + \$0.10/sq-ft	N/A
Attached Garage, Porch & Unfinished Basement	Add \$0.10/sq-ft	Add \$0.10/sq-ft	Add \$0.10/sq-ft	N/A

PERMIT APPLICATION & PLAN REVIEW:

Your permit will be issued only after the building permit application & plans are reviewed and approved, all applicable fees are paid. Allow approximately ten (10) business days for review after all of the above items are received by this office.

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 so the inspector can place the "approved" or "failed" sticker on it; and is 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.

TYPICAL INSPECTIONS REQUIRED:

SINGLE FAMILY	TOWNHOUSE/ DUPLEX	ADDITION	RENOVATION
Footings before Pour	Footers before Pour	Footers before Pour	
Foundation	Foundation	Foundation (if applicable)	
Slabs before pour (1)	Slabs before pour (1)	Slabs before pour (1)	
Rough Electrical (2)	Rough Electrical (2)	Rough Electrical (2)	Rough Electrical (2)
Framing (3)	Framing (3)	Framing (3)	Framing (3)
Insulation	Insulation	Insulation	Insulation
Final Electrical (2)	Final Electrical (2)	Final Electrical (2)	Final Electrical (2)
Final	Final	Final	Final
Other Inspections that may be required prior to Final Inspection, if applicable to your project.			
Chimney Footer	Chimney Footer	Chimney Footer	
Chimney Throat/Firebox	Chimney Throat/Firebox	Chimney Throat/Firebox	
Deck Footing	Deck Footing	Deck Footing	

- (1) All slabs must be inspected at the same time or an additional \$50.00/inspection will be charged.
- (2) See below for approved Electrical Inspectors.
- (3) If using trusses, a W.V. Engineer's stamped & signed Truss/Beam drawing/certification must be submitted before 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 the electrical inspector. APPROVED ELECTRICAL INSPECTORS in this area:

Wes Clark	Middle Department Inspection Agency, Inc.	800-248-6342
Doug Cloud	Commonwealth Electrical Inspection Service	304-754-8305
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 or 304-263-3971

SCHEDULING AN INSPECTION:

To schedule an inspection, call the Office of Permits & Inspections at (304) 725-2998, between 9:00 AM and 5:00 PM; Monday – Friday (closed on holidays). Please have the following information ready before calling to schedule an inspection:

1. Permit Number (INSPECTIONS WILL NOT BE SCHEDULED WITHOUT THE PERMIT NUMBER, **No Exceptions**).
2. Owner Name and/or Subdivision & Lot Number.
3. Type of Inspection requested (see above table of typical inspections required)
4. Name and phone number of the 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 AND READY FOR INSPECTION BY 8:00 A.M. THE FOLLOWING DAY. INCOMPLETE WORK IS SUBJECT TO REJECTION 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/WE HAVE READ AND UNDERSTAND THESE INSTRUCTIONS:

PROPERTY OWNER'S (original/no copies) SIGNATURE _____

PRINT NAME _____ DATE ____/____/____

PROPERTY OWNER'S (original/no copies) SIGNATURE _____

PRINT NAME _____ DATE ____/____/____

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Permit Fee: \$ _____
Please make checks payable to: JEFFERSON COUNTY COMMISSION
Date: _____ / _____ / _____
Rec'd By: _____
Permit No. _____

**SINGLE & TWO-FAMILY (Duplex) RESIDENTIAL
New Construction / Addition / Renovation
Application for Building Permit**

1. TYPE OF PERMIT:

- Single-Family Residence Addition to Home Renovations
 Modular Home Townhouse Duplex

2. PROPERTY/OWNER 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) _____
Street/Mailing Address _____ Apt/Suite# _____
City/Town _____ State _____ Zip _____
Phone Number: _____

3. PROPERTY INFORMATION:

Street Address _____
Subdivision _____ Lot No. _____ Section: _____
Tax District (circle one): Kabletown, Shepherdstown, Middleway, Harpers Ferry, Charles Town
Tax Map No. _____ Parcel No. _____
Deed Book No. _____ Page No. _____ Parcel/Lot Size (Acres): _____
List all existing structures on property: _____
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. PLAN REFERENCE NUMBERS: (If Plan required)

Architectural Plan Set _____ Other Plan Set #'s _____

6. ESTIMATED VALUE OR SELLING PRICE OF PROPOSED STRUCTURE / IMPROVEMENT:

(Estimated value is the dollar amount that a like structure/improvement would cost on the open market.) \$ _____

7. PROPOSED IMPROVEMENT TYPE:

- New Construction Addition Repair Replacement Interior Renovations
- Relocation Foundation

8. PROPOSED STRUCTURE ELEMENTS

No. of Stories _____ Type of Frame (check one only): Steel Masonry Concrete Wood
 Other _____

Type of Exterior Wall (check one only): Steel Masonry Concrete Wood Other _____

9. PROPOSED NUMBER OF SPACES BY TYPE:

____ Bedrooms ____ Full Baths ____ Partial Baths ____ Garage Bays ____ Windows
____ Fire Places ____ Enclosed Parking ____ Outside Parking ____ Deck(s) ____ Porch

Please Check one: Unfinished Basement Finished Basement Partial Finished Basement
 Crawl Space Slab on Grade

10. PROPOSED STRUCTURE/IMPROVEMENT SIZE (Sq.-Ft.) OF SPACES:

Total Finished Area _____ sq.-ft. Total Garage Area (Attached to home): _____ sq.-ft.

Total Deck Area _____ sq.-ft. Total Porch Area _____ sq.-ft.

Total Unfinished Area (Including Basement) _____ sq.-ft.

11. BASIC ELECTRICAL INFORMATION:

Total Service In Amps (circle one): Less than 100amps 100 amps 200 amps Other _____

12. WATER & SEWER SERVICE:

NOTE: Evidence of Health Department approvals must be submitted with permit application. Also, the Well Completion Report, or a letter from the well driller stating that a well is drilled and pressure grouted, shall be attached to the permit application.

PUBLIC WATER: Yes / No PUBLIC SEWER: Yes / No

(If No) Well Permit No.: _____ (If No) Septic Permit No.: _____

(If Yes) Name of Utility: _____ (If Yes) Name of Utility: _____

**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. All well-water must be certified as potable by a testing laboratory approved by the WV State Health Department, prior to final inspection and issuance of the Use & Occupancy Certificate (U&O).
4. All wells shall be drilled and pressure grouted prior to submitting this application.
5. 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.
6. 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.
7. All work will 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
8. 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.
9. A copy of the International Residential Building Code 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.
10. That 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.

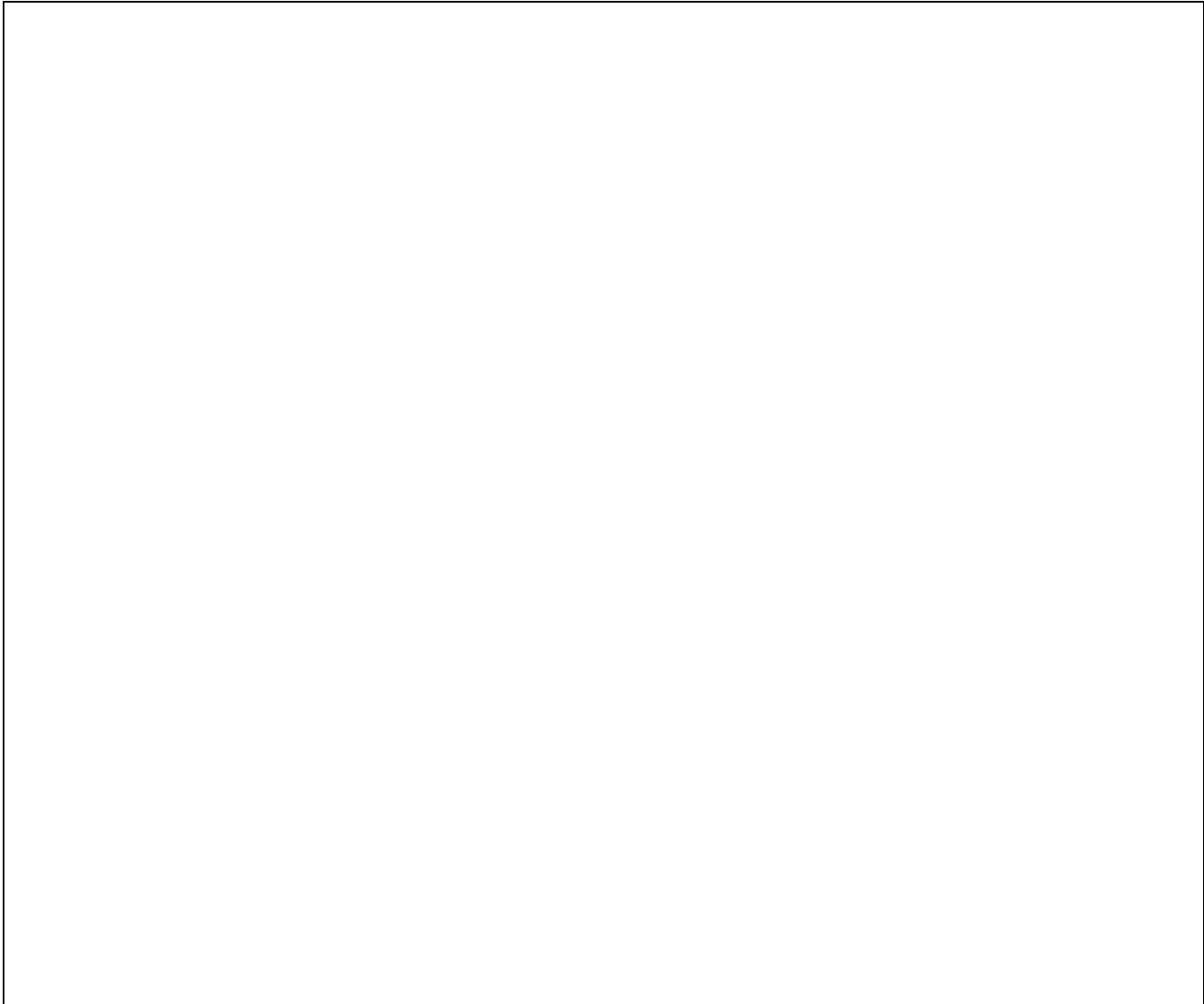
The Owner can note the required size here: _____ inch diameter

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's (original/no copies) Signature _____ Date: ____/____/____

TO BE FILLED IN COMPLETELY BEFORE PERMIT WILL BE ISSUED

****INSPECTORS CANNOT INSPECT WHAT THEY CANNOT FIND**
PLEASE MAKE DIRECTIONS CLEAR**

Subdivision Name: _____ Lot No. _____

Street Address/Name: _____

Give clear directions using road names/route numbers, landmarks, when to turn left and right and other descriptors necessary to find the location. If there is more than one entrance to a subdivision, please note which entrance to use.

Directions:

ADDITIONAL INFORMATION: _____

