

Instructions for Individuals and Companies Submitting Multiple Building Permit Applications

1. To simplify processing, you are encouraged to download Form 100 from the Office of Impact Fees website, or call or email the Impact Fee Coordinator to arrange for delivery of this form.
2. Complete the first page of the form. You must ensure that the Deed Book, Deed Page, Tax Map and Parcel information are correct. Incorrectly submitted information will delay fee payment and building permit processing. You will be required to hand-correct any inaccuracies by the Department of Engineering and the Office of Impact Fees.
3. Before you can receive your Building Permit, present Form 100 and the receipt for your Building Permit Application to the Impact Fee Coordinator. If you are processing 3 or more applications it is advised that you contact the Impact Fee Coordinator and schedule a processing appointment. The office location is 114 East Washington Street, Charles Town. The phone number is (304) 728-3331. See the note at the end of this page regarding applicant signatures on Form 100.
4. If you plan on making out checks ahead of time, please make them payable to the Jefferson County Commission. There must be a separate check for each application.
5. Upon processing the Impact Fee payment, the Impact Fee Coordinator will hand you copies of your original applications and your payment receipts. In addition, you will receive originals of Form 190 –Impact Fee Certification. The Form 190 documents should be turned in at the Department Engineering (or the appropriate municipal office). At that point, the permit authority may release your building permit, subject to any other conditions they may impose. If your application is through the County, your copies of Form 190 may be delivered internally, if you wish.

Notes:

The signature of the property owner must appear on the last page of Form 100. If the property owner is a business, only an officer of the company may sign Form 100.

The Office of Impact Fees is averaging 10-15 minutes to process each application.