

Instructions for Home Owners and Individuals Submitting a Single Building Permit Application

1. When you apply for your building permit you will be given a copy of Form 100 – Impact Fee Calculation Form (or you can download the form from the Office of Impact Fees website).
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 to the Impact Fee Coordinator. 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 a check ahead of time, please make it payable to the Jefferson County Commission.
5. Upon processing the Impact Fee payment, the Impact Fee Coordinator will hand you copies of your original application and your payment receipt. In addition, you will receive an original of Form 190 –Impact Fee Certification. This document should be turned in at the Department of 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.

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.