

Attachment A

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

Schedule of Commercial/Industrial Building Permit Fees (IBC)

Effective August 1, 2022

	Fee Amount		
Commercial Permit Type	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)	\$350.00	\$0.25	\$0.25
Commercial/Industrial/Multi-Family Buildings (Greater than or equal to 1,000 sq.-ft. floor area)	\$675.00	\$0.25	\$0.25
Commercial Interior Room Renovation	\$1,000 plus \$50 per required inspection		
Church Building	\$675.00	\$0.25	\$0.25
Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$100 + \$65 per required inspection		
Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$350	\$0.25	\$0.25
Institutional (hospital, school, fire hall, etc.)	\$275	\$0.18	\$0.18
Commercial/Institutional Swimming Pool	\$350 per pool + \$0.25/sq-ft of pool & patio; \$350 per Whirlpool/Hot Tub		
Demolition Permit	\$275.00	\$0.00	\$0.00
Existing Cell Tower or Electric Substation & Equipment	\$350.00	\$0.00	\$0.00
New Cell Tower or Electric Substation & Equipment	\$1,400.00	\$0.00	\$0.00
Temporary Construction/Office Trailers	\$75.00	\$0.00	\$0.00
Sign Permit: Value < or = to \$2,500	\$75.00	N/A	N/A
Sign Permit: Value > \$2,500	\$350.00	N/A	N/A
Retaining Wall (4' or more from footer to top wall)	\$75 plus \$0.10/lineal foot of wall		
Fence (6' or more in height above ground surface)	\$75 plus \$0.10/lineal foot of fence		
Replacement Windows	\$150.00		
Electrial Wiring Only	\$150.00		
(New electric panel & electric panel upgrades, new outlets, new lights, HVAC, generators, solar panels, hot tub electrial, etc.)			
Roof Top & Ground Mounted Solar Panels - Commercial Building	\$400 Base Fee + \$0.05/sq-ft of panels		
Solar Farm/Facilities (Utility Level)	\$13,500 (5 MW or less) + \$1,400 per Additional MW		
	Appurtenant Structures \$350/Ea + \$0.25/sq-ft		
Site Plan with no Structures (parking lot, walkway, etc.)	\$350.00	plus \$1.25 for every \$1,000 value > \$50,000	
Re-inspection Fee	\$65/each re-inspection, paid prior to re-inspection		
Plan change after permit application reviewed	\$65 plus \$65 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 = \$75, 2nd time \$150, 3rd time \$300) + permit fee		

All fees are due upon submission of permit applications, plan changes, reinspections requests, payable to Jefferson County Commission.