



JEFFERSON COUNTY
DEPARTMENT OF ENGINEERING, PLANNING & ZONING
OFFICE OF PERMITS & INSPECTIONS
116 EAST WASHINGTON STREET, Suite 100
P.O. Box 716
CHARLES TOWN, WEST VIRGINIA 25414
(304) 725-2998
Email: permits@jeffersoncountywv.org

SINGLE & TWO-FAMILY (Duplex) / TOWNHOUSES / ADDITIONS

Instructions for Building Permit Application & Inspections

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.

TO OBTAIN A PERMIT:

1. Provide Permit Application form with all the information completely filled-in.
2. Provide One (1) copy of architectural plans/construction drawings in digital PDF or hardcopy paper format (with West Virginia architect's/engineer's seal & signature, as applicable). Copies made by the Office of Permits & Inspections will be charged per County Commission fee schedule. Plans shall include all information listed under "Minimum Details & Information Required", page 4.
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 Office of Impact Fees for the Impact Fee Schedule). For a new or replacement dwelling, a Form 190 must be obtained from the Office of Impact Fees prior to processing of the building permit application.

FEE SCHEDULE

	Single-Family Dwelling	Townhouse/Duplex	Residential Dwelling Addition
Base Fee	\$95.00	\$95.00/unit	\$95.00
Plus Per Sq.-Ft. Fee of Finished & Unfinished Areas, including Porches, Basements & Attached Garages	\$0.20/Sq.-Ft.	\$0.20/Sq.-Ft.	\$0.20/Sq.Ft.
Per Deck Fee	\$75.00 + \$0.20/Sq-Ft	\$75.00 + \$0.20/Sq-Ft	\$75.00 + \$0.20/Sq-Ft
Failed Inspection & Re-Inspect Fee	\$65.00	\$65.00	\$65.00

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 \$65.00 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
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)
Housewrap (4)	Housewrap (4)	Housewrap (4)
Framing (3)	Framing (3)	Framing (3)
Insulation	Insulation	Insulation
Final Electrical (2)	Final Electrical (2)	Final Electrical (2)
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 \$65.00/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.
- (4) Can be scheduled ahead of Framing by special request only

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
Richard Hill	D & D Inspection Service	304-754-7146
	Megco Inspections	800-304-5942
Christopher Baker	Baker Electrical Inspections	304-671-4622
John C. Talbott	On Point Electric Inspections, LLC	304-886-3229

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 BY 8:00 A.M. ON THE SCHEDULED DATE OF THE INSPECTION. INCOMPLETE WORK IS SUBJECT TO FAILURE AND PAYMENT OF A \$65.00 REINSPECTION FEE PRIOR TO RESCHEDULING OF THE INSPECTION.

MINIMUM DETAILS & INFORMATION REQUIRED SHOWN ON CONSTRUCTION PLANS:

1. Footings:
 - A. Thickness, Width & Depth.
 - B. Steel Reinforcing Bar Size, number & location (if required).
 - C. Show Pier Pad(s) location, spacing and dimensions (size and thickness).
2. Foundation/Slabs:
 - A. Show wall type (i.e. concrete, block, etc) with required thickness & steel reinforcement (if required).
 - B. Note the maximum backfill depth (needed to determine if correct concrete block size is provided).
 - C. Provide foundation sealing & drainage type.
 - D. Show slab details (thickness, gravel, vapor barrier, insulation & reinforcement if applicable).
3. Floor/Framing Plan:
 - A. Show all room sizes and label the uses of each.
 - B. Window sizes and type (i.e. 3/0 x 5/0 dbl. hung, 2/6 x4/0 casement, etc.).
Note: Bedroom windows must meet minimum emergency egress requirements.
 - C. Show wall framing details (stud type, size & spacing, header details etc.).
 - D. Show Insulation R-Values & Fenestration (windows, doors etc.) U-Factors.
 - E. Show floor joist & beam spans, sizes, lumber type & grade and spacing.
Note: ALL engineered components (TJI, LVL, floor trusses etc.) require WV structural stamped approval.
 - F. Exterior wall covering; sheathing type, wall wrap and covering (vinyl siding, brick, stone etc.).
 - G. Stair Details including width height and tread depth.
 - H. Load Calculations for HVAC System.
4. Roof Plan
 - A. Show pitch of the roof (i.e. 5:12, 8:12, 10:12 etc.).
 - B. If using roof trusses: provide proposed truss specifications.
Note: Truss specifications stamped by a WV Structural Engineer shall be provided prior to framing inspection.
 - C. If rafter framed roof, please provide size, grade of lumber & spans.
(i.e. 2"x10" #2 Spruce Pine Fir @ 16" on-center).
 - D. Show roof sheathing type & size (i.e. 7/16" OSB or plywood).
 - E. Roof covering (i.e. felt with asphalt shingles, metal roof, slate, etc.).

Note: This list is not all inclusive; other information may be required upon review of the permit application and the construction plans.

Note: Your permit will only be issued once it has been reviewed and approved. Typically allow 7 to 10 business days for review (depending on work load), which begins only after all the information is 100% complete and received by the Office of Permits & Inspections.

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
Application for Building Permit**

1. TYPE OF PERMIT:

☐ Single-Family Residence ☐ Addition to Home ☐ Modular Home ☐ Townhouse
☐ Duplex (Two-Family)

Is this a replacement for an existing structure? ☐ Yes ☐ No

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: _____ Cell Phone Number: _____ Email: _____

3. PROPERTY INFORMATION:

Street Address: _____

Subdivision: _____ Lot No.: _____ Section: _____

Tax District: (check one): _____ 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: _____

Email: _____

WV Contractor's License #: _____ Name of Individual License Issue to: _____

5. 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.) \$ _____

6. PROPOSED NUMBER OF SPACES BY TYPE:

_____ Kitchens _____ Bedrooms _____ Full Baths _____ Partial Baths _____ Fire Places _____ Deck(s) _____ Porches

Please Check one: ☐ Unfinished Basement ☐ Finished Basement ☐ Partial Finished Basement

☐ Crawl Space

☐ Slab on Grade

Will the structure have electrical work installed (wiring, lights, outlets, etc.)? ☐ YES ☐ NO

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

Finished Area:

Basement *Finished* Area: _____ sq.-ft. +

Garage *Finished* Area: _____ sq.-ft. +

Living *Finished* Area: _____ sq.-ft. +

= Total FINISHED Area: _____ sq.-ft.

Total Deck Area: _____ sq.-ft.

Unfinished Area:

Basement *Unfinished* Area: _____ sq.-ft. +

Garage *Unfinished* Area: _____ sq.-ft. +

LIVING *Unfinished* Area: _____ sq.-ft. +

= Total UNFINISHED Area: _____ sq.-ft.

Total Porch Area: _____ sq.-ft.

Total Square Footage of Structure (Including Basement): _____ sq.-ft.

Height of house to the peak of the roof _____ ft.

8. 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

(If No) Well Permit No.: _____

(If Yes) Name of Utility: _____

PUBLIC SEWER: ☐ Yes ☐ No

(If No) Septic Permit No.: _____

(If Yes) Name of Utility: _____

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:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ADDITIONAL INFORMATION:

[illegible]

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 Additions; Please indicate number of bedrooms and if adding a kitchen.
8. Show intended driveway and distance from driveway access point to nearest property corner along the road.

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: _____

**OWNER/APPLICANT'S CERTIFICATION OF INTENT
AND
ACKNOWLEDGMENT OF RESPONSIBILITY**

I, (We), the Owner(s) 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. Per Stormwater Management Ordinance, Article I, sec D.2(i): 1. Install a minimum 10' w x 20' lng x 6' depth Stone Construction Entrance and Silt Fence to capture sediment runoff from the site. Both shall be in place at the time of the footer inspection. Failure to meet the requirements will result in a failed footer inspection. 2. Stabilize the disturbed area with grass seed and mulch within seven days of final grading. The final grading and stabilization of the site shall be complete at the time of final inspection. Failure to meet this requirement will result in a failed final inspection and withholding of the Use and Occupancy Certificate issued under the Building Code.
10. 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
11. 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: _____