



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

**DECK, DETACHED-GARAGE, STORAGE-BUILDING, ROOF REPLACEMENT
 WINDOWS, BASEMENT WATERPROOFING, CHIMNEY, SIGNS, SOLAR
 PANELS, FENCES, RETAINING WALLS, AGRICULTURAL BUILDINGS,
 DETACHED SLAB/PATIO/COURTS, HVAC, or ELECTRICAL WORK**

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 a Permit Application form completed in its entirety.
2. Provide one (1) copy of construction drawings in digital PDF or hardcopy paper format, otherwise, cost for copies made by the Engineering Department will be charged per County Commission fee schedule. ***FOR DECKS: Material lists are not acceptable as plans. Materials must be labeled on plan design. Google DCA6 (Design for Code Acceptance 6).***
3. If Trusses will be used for construction please submit truss details from manufacturer. (NOTE - Trusses shall be certified by a current WV Licensed engineer at least 48 business hours prior to scheduling the framing inspection).
4. Provide a sketch showing the distance from the structure to the property/lot line.
5. For pole structures and steel buildings, WV Structural Engineered Plans with a WV stamp/seal are required.

FEE SCHEDULE

DECK, GARAGE & STORAGE BUILDINGS	REPLACEMENT WINDOWS, ROOF, SLAB, CHIMNEY or WATERPROOFING	ELECTRICAL WORK, EV CHARGERS or HVAC	SOLAR PANELS (ROOF OR GROUND MOUNTED)	FENCE & RETAINING WALL	SIGNS	AG BUILDING
\$75.00 plus \$0.20/sq.-ft. Finished & Unfinished Areas	\$150.00	\$150.00	\$400.00 plus \$0.05/sq.-ft. of panels	\$75.00 plus \$0.10/linear foot	\$75.00 for Signs valued under \$2,500	\$55.00
					\$350.00 for Signs valued over \$2,500	Eligibility must be determined by the Dept. of Agriculture.

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 for the inspector to place the “approved” or “failed” sticker on it; and shall be 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.

INSPECTIONS REQUIRED:

Deck, Garage & Storage Building	Chimney Addition	Signs	Replacement Windows	Electrical	Basement Waterproofing	Roof
Footers before Pour	Footers before Pour	Footers before Pour (if applicable)				
Foundation						
UG Plumbing						
Slabs before pour					Slab	
**Rough Electrical				**Rough Electrical		
***Framing			***Framing (if applicable)			
Insulation						
**Final Electrical		**Final Electrical (if applicable)		**Final Electrical		
	Fire Place Throat					
Final	Final	Final	Final	Final	Final	Final

**See below for WV State Fire Marshal’s Office approved Electrical Inspectors

***Rough Plumbing and mechanical needs to be included, if applicable; and if using trusses or engineered beams or framing system, a current WV Professional Engineer’s Stamped Truss/Beam/Engineered Framing System approval & certification shall be submitted a minimum of 48 business hours prior to scheduling 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 them. APPROVED ELECTRICAL INSPECTORS in this area:

County or State	LAST NAME	FIRST NAME	CITY	STATE	WORK PHONE	Inspector Certificate #
BERKELEY	BAKER	CHRISTOPHER A.	MARTINSBURG	WV	(304) 671-4622	EI6714622-B0817
BERKELEY	BROWN JR.	LARRY R.	HEDGESVILLE	WV	(800) 248-6342	EI6678485-C0620
BERKELEY	TALBOTT	JOHN C.	INWOOD	WV	(304) 886-3229	EI8211111-B0916
JEFFERSON	GEORGE	SAMUEL W.	RANSON	WV	(304) 671-0443	EI8349576-A0121
VIRGINIA	BOWARD III	RODNEY E.	GORE	VA	(540) 667-8484	EI5507211-B1121
VIRGINIA	CLARK	WESLEY E.	WINCHESTER	VA	(800) 248-6342	EI2486342-B0512
VIRGINIA	PHELPS	CHRISTOPHER B.	WINCHESTER	VA	(540) 667-8484	EI3278973-B1117

Updated 03/01/2024. For additional questions, please contact the Regulatory and Licensing Division at 304-558-2191.

Classification levels: A - One and Two Family Dwellings Only, B-All Structures, C-All Structures and Plans Review.

Classification level is listed after the hyphen (-) in the license number.

SCHEDULING AN INSPECTION:

To schedule an Inspection call (304) 725-2998 from 9:00 am – 5:00 pm; Monday – Friday. Please have the following information listed below when calling:

- Permit Number. **INSPECTIONS WILL NOT BE SCHEDULED WITHOUT PERMIT #**
- Owner’s Name and/or Subdivision & Lot Number.
- Type of Inspection requested (see above table of required inspections).
- Name & phone number of 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.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.**

Note: Your permit will only be issued once it has been reviewed and approved. Timeframe for review will depend upon work load. The review will begin only after all the information is 100% complete and accepted by the Office of Permits & Inspections.

I HAVE READ AND UNDERSTAND THESE INSTRUCTIONS.

Property Owner’s (original/no copies) Signature

Date

(Print Name)

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Permit Fee: \$ _____

Please make checks payable to:
 Jefferson County Commission

Date: ____/____/____

Rec'd by: _____

Permit no. _____

**Deck, Garage, Storage Building, Sign, Roof,
 Replacement Windows, Chimney, Detached Slab, Fence,
 Ag-Building, Solar Panels, HVAC, Electrical, Basement Waterproofing**
BUILDING PERMIT APPLICATION

1. TYPE OF PERMIT

Deck		Attached Garage	Detached Garage	Storage Building	Solar Panels
Chimney		Fence	Agriculture Building	Retaining Wall	Roof
Electrical Work		HVAC Only	Basement Waterproofing	Sign	Detached Slab/Patio
Replacement Windows: Number of Windows Being Replaced? _____					
Other: Please Describe: _____					

Size/Dimensions (Length/ Width/ Height/ Sq. Ft. of Area) of Structure or sign: _____

Will the structure have electrical work installed (wiring, outlets, lights, etc.)? Yes or No

Will the structure have inside finishes? Yes or No

2. PROPERTY OWNER(S) 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): _____

Mailing Address: _____

Apt/Ste #: _____ City: _____ State: _____ Zip: _____

Phone No.: _____ Cell Phone No.: _____ Email Address: _____

3. PROPERTY INFORMATION:

Street Address: _____

Subdivision: _____ Lot No.: _____ Section: _____

Tax District: _____ Tax Map No.: _____ Parcel No.: _____

Deed Book No.: _____ Page No.: _____ Parcel/Lot Size (Acres): _____

List all structures and land uses on property:

4. CONTRACTOR: (Contractors performing work in WV must have a valid WV State Contractor's License.)

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 SELLING PRICE/VALUE OF BUILDING/ IMPROVEMENT: \$ _____

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:

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. For a sign, indicate the length of the building frontage.
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/Applicant's Signature: _____ Date: _____

**OWNER/APPLICANTS 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. By signing this application, it is understood that employees, representatives and/or agents of the Jefferson County Department 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.
4. 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.
5. All work shall 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.
6. 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.
7. A copy of the International Residential Building Code (IRC) and/or International Building Code (IBC) 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.
8. 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: _____