



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

BASEMENT & INTERIOR RENOVATIONS

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 THE FOLLOWING ITEMS ARE NEEDED:

1. Provide Permit Application form with all the information completely filled-in.
2. Provide One (1) set of construction drawings in digital PDF or hardcopy paper format, including foundation & footer Information.
3. If doing a basement renovation, include floorplan of entire house showing existing kitchen and bedrooms.
4. Septic system permit. This applies to renovations only if adding a bedroom, then verification is required from the Jefferson County Health Department that the existing septic system size is adequate.
5. 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.
6. All applicable building permit fees paid (See the Building Permit Fee Schedule).

FEE SCHEDULE

Basement & Interior Renovations	\$75.00 plus \$0.20/sq.-ft. of Renovated Area
Failed Inspection & Re-inspection	\$65.00/Re-inspection (to be paid prior to the re-inspection)

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:

RENOVATION	
Rough Electrical (1)	(1) See below for approved Electrical Inspectors.
Framing (2)	(2) If using trusses, a W.V. Engineer's stamped & signed Truss/Beam drawing/certification must be submitted before this inspection.
Insulation	
Final Electrical (1)	(1) See below for approved Electrical Inspectors.
Final	

** If applicable, slabs must be inspected at the same time or an additional \$65.00/inspection will be charged

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:

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 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 AND READY FOR INSPECTION BY 8:00 A.M. ON THE DAY OF INSPECTION. INCOMPLETE WORK IS SUBJECT TO REJECTION AND PAYMENT OF A \$65.00 REINSPECTION FEE PRIOR TO RESCHEDULING OF THE INSPECTION.

MINIMUM DETAILS & INFORMATION REQUIRED SHOWN ON CONSTRUCTION PLANS

In order to expedite the review of the plans & permit application submission, make sure the following information is provided on the construction drawings/plans:

1. Existing Floor Plan:
 - A. Draw an Aerial View of the Existing Basement Plan.

2. Proposed Basement Floor Plan:
 - A. Draw an Aerial View of the Proposed Floor Plan. Note on the plans what part is existing and what part is proposed/new construction.
 - B. Show the Room Sizes and Label the Type (i.e., bedroom, game room, bathroom, storage, unfinished, etc).
 - C. Show the Door Sizes and Locations for both the existing and proposed doors.
(Note: Each "Livable Area" shall meet egress requirements per the building code).
 - D. Show the Window Sizes and Locations for both the existing and proposed windows.
(Note: Bedroom windows shall meet minimum fire egress dimensions & open area size requirements).
 - E. Show the U-Values for the Proposed Windows & Doors (as applicable).
 - F. Show which existing walls are to be removed (if applicable).
 - G. If adding Bedrooms, show the location of the required Smoke Detectors.
 - H. Show the Wall Type: (i.e., 2"x4" studs at 16" on-center).
 - I. Show the R-Values for the new Walls & Ceilings and the U-Values for the Insulation.
 - J. Wall & Ceiling Drywall Size/Thickness.
 - K. Type of Floor (if applicable).
 - L. The Electrical Location (electric outlets, lights, panel, switches, etc.).
 - M. Load Calculations for the HVAC.

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. 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/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. _____

BASEMENT & INTERIOR RENOVATIONS
Application for Building Permit

1. RENOVATION BY SPACE:

Basement Renovation: _____ Other Interior Renovation (describe room): _____
Slab Included? ___ Yes ___ No Inside wall work? (plumbing/electrical) ___ 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:
State: _____ Zip: _____
Phone No.: _____ Cell Phone No.: _____ Email: _____

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

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.) \$ _____

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.
*** (setbacks and distances not required if exterior building footprint dimensions remain unchanged)***
 5. Show the size and height of the structure.
 6. Show all existing buildings/structures on the parcel/property.
 7. On Renovations 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'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. 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.
10. 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: _____ Property Owner: _____

(Original Signature Required)

(Original Signature Required)

Print Name: _____ Print Name: _____

Title: _____ Title: _____

Date: _____

Date: _____