



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](mailto:permits@jeffersoncountywv.org)

## COMMERCIAL / INDUSTRIAL / MULTI-RESIDENTIAL

### Instructions for Building Permit Application & Inspections

Jefferson County building code 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 with all information completely filled-in.
2. One set of architectural/construction drawings, preferably in digital format. (with West Virginia architect's/engineer's seal & signature, as applicable).
3. If trusses will be used for construction, please submit truss details from manufacturer. (roof trusses & engineered structural floor systems, etc., shall be signed and sealed by a West Virginia licensed structural engineer).
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.
  - 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.
  - b) Letter from public service sewer district stating that sewer service is available.
7. Site Plans with building set-backs shown on the site 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.
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).

#### PERMIT APPLICATION & PLAN REVIEW:

***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.***

#### 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:**

1	Footings before pour	7	*Final Electrical
2	Foundation prior to backfill	8	Final Building Inspection
3	Basement/Garage/Floor/Porch Slabs before pour		
4	*Electrical Rough-in		
5	Rough Plumbing, Mechanical & Framing		
6	Insulation before installing wall covering		

\*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	HELPS	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 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 INSPECTION. INCOMPLETE WORK IS SUBJECT TO FAILURE AND PAYMENT OF A \$65.00 REINSPECTION FEE PRIOR TO RESCHEDULING OF THE INSPECTION.**

Be advised that the building code inspection requirements are separate from the land development inspections that are required under the Subdivision Ordinance. Land development inspections shall be scheduled with the Jefferson County Land Development Inspector, if applicable.

I / WE HAVE READ AND UNDERSTAND THESE INSTRUCTIONS:

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_  
(original signature/no copies)

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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**COMMERCIAL / INDUSTRIAL / MULTI-RESIDENTIAL  
APPLICATION FOR  
BUILDING PERMIT, IMPROVEMENT LOCATION PERMIT  
& ZONING CERTIFICATE**

Permit Fee: \$ \_\_\_\_\_

Please make checks payable to:  
Jefferson County Commission

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Received By: \_\_\_\_\_

Permit No. \_\_\_\_\_

Site Plan No. \_\_\_\_\_

**1. PROPERTY OWNER(S) INFORMATION:**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Ste #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. PROPERTY INFORMATION:**

Street Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Tax District: \_\_\_\_\_ Tax Map No.: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

Deed Book No.: \_\_\_\_\_ Page No.: \_\_\_\_\_ Parcel Size (Acres): \_\_\_\_\_

List all existing structures and land uses on property: \_\_\_\_\_

**3. APPLICANT:**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt./ Ste. #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**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 Issued to: \_\_\_\_\_

**5. ESTIMATED VALUE OF PROPOSED BUILDING / IMPROVEMENT:**

(Estimated value is the dollar amount that a like structure/improvement would cost on the open market.) \$ \_\_\_\_\_

**6. PROPOSED IMPROVEMENT TYPE:**

\_\_\_\_\_ New Construction    \_\_\_\_\_ Addition Repair    \_\_\_\_\_ Replacement    \_\_\_\_\_ Interior Renovations

**Note:** If the Improvement is part of an existing structure, or new construction that is part of a larger facility, attach a site map and/or floor plan to this application form showing the location. Label both the existing structures and the proposed improvement such that it can be located in the field.

Describe type of improvement: \_\_\_\_\_

(i.e., office building, restaurant, retail store, grocery store, bank, horse-barn, theater, gaming facility, parking garage, self-storage units, warehouse, factory, auto repair shop, fuel station, church, educational facility, apartment building, condominiums, etc.)

**7. PLAN REFERENCE NUMBERS:** (If Plan required)

JCPC Site Plan: \_\_\_\_\_ Architects Plan: \_\_\_\_\_ Other Plan #(s): \_\_\_\_\_

**8. NO. OF SPACES BY TYPE OF USE:**

\_\_\_\_\_ Full Baths    \_\_\_\_\_ Partial Baths    \_\_\_\_\_ Garages    \_\_\_\_\_ Enclosed Parking    \_\_\_\_\_ Outside Parking

Other(s): \_\_\_\_\_

**9. WATER & SEWER SERVICE:**

PUBLIC WATER: \_\_\_ Yes \_\_\_ No                      PUBLIC SEWER: \_\_\_ Yes \_\_\_ No

(If No) Well Permit No.: \_\_\_\_\_ (If No) Septic Permit No.: \_\_\_\_\_

(If Yes) Name of Utility: \_\_\_\_\_ (If Yes) Name of Utility: \_\_\_\_\_

**NOTE:** Health Dept. approvals/permits must be submitted as part of the Site Plan approval process.

## 10. BUILDING CODE OCCUPANCY TYPE & USE GROUP (Code Book Chapter-3):

Check the type of Use & Occupancy classification

USE GROUP	Check ↓ Classification	OCCUPANCY CLASSIFICATION	OCCUPANCY TYPE
			<u>Note:</u> Additional Occupancy Type descriptions can be found in the code book.
Assembly		A-1	Theaters & motion picture theaters.
		A-2	Night clubs, bars, taverns, restaurants, banquet halls, & public assembly places intended for food and drink consumption.
		A-3	Auditoriums without raised platforms, art galleries, libraries, churches, community halls, recreation centers, exhibition halls & funeral parlors, amusement arcades, museums, & dance halls.
		A-4	Indoor sports arenas such as: skating rinks, swimming pools, tennis courts.
		A-5	Structures utilized for outdoor assembly including: grandstands, bleachers, stadiums, amusement park structures and fair or carnival structures. (See code book for A-1 thru A-5 descriptions)
Business		B	Animal hospitals, kennels, banks, barber shops, beauty shops, car wash, clinic – outpatient, dry cleaning, electronic data processing, fire stations, florist, laboratories, laundries, police stations, post offices, print shops, professional services, radio & TV stations, telecommunication equipment building, motor vehicle showrooms.
Educational		E	Day care facility, schools (k-12), & all structures other than those occupied for business or vocational training.
Factory & Industrial		F-1	Factory & industrial occupancies which are not classified as "F-2 Low Hazard" or "Group H" shall be classified as a "F-1 Moderate Hazard". (See moderate hazard occupancy list in code book).
		F-2	Factory & industrial occupancies which involve fabrication or manufacture of non-combustible materials that do not contribute to a significant fire hazard. (See low-hazard list in code book).
High-Hazard		H-1	All structures which contain materials that present a detonation hazard.
		H-2	All structures which contain materials that present a deflagration hazard.
		H-3	All structures which contain materials that readily support combustion or present a physical hazard.
		H-4	All structures which contain materials that are a health hazard (i.e., toxic & corrosive materials)
		H-5	Semi-conductor fabrication facilities with hazardous production materials. <u>Note:</u> See code book for detailed description of H-1 thru H-5 hazardous materials & uses.
Institutional		I-1	Board & care facilities, half-way houses, group homes, social rehab facilities, alcohol & drug centers, convalescent facilities which house seventeen (17) or more people.
		I-2	Structures used for medical, surgical, psychiatric, nursing or custodial care on a 24 hour basis of six or more people, such as hospitals, nursing homes, mental hospitals & detoxification facilities.
		I-3	Structures inhabited by six or more people who are under some restraint, such as prisons, jails, detention centers, correctional centers & prerelease centers.
		I-4	Day/child care facility occupied by six or more people on a less than 24 hour basis.
Storage		S-1	Moderate Hazard storage – buildings occupied for the storage of contents that are likely to burn with moderate rapidity but do not produce poisonous gases, fumes or explosives. This includes motor vehicle repair garages and body work. (See detailed materials list in code book)
		S-2	Low Hazard storage - includes buildings occupied for the storage of non-combustible materials and materials that do not burn rapidly. (See detailed materials list in code book)
Mercantile		M	All buildings occupied for display and sales purposes involving stocks of goods, wares and merchandise and that are open to the public.
Residential		R-1	Hotels, motels, & boarding house where occupants are primarily transient (less than 30 days) in nature.
		R-2	Residential occupancy primarily permanent (30 days or more) in nature with more than two dwelling units such as a dormitory facility, fraternity/sorority house, apartment house, boarding house, convent or monastery.
		R-3	Residential facility where occupants are primarily permanent in nature and not classified as R-1 or R-2 or I, and where buildings do not contain more than 2 dwelling units. Also includes Day/child care facility which accommodates five or fewer persons of any age for less than 24 hours.
		R-4	Residential care/assisted living facility with more than 5 but less than 16 occupants excluding staff.
Utility / Misc.		U	Agricultural buildings, barns, fences more than 6 feet, retaining walls, greenhouses, & cell towers.

Does this building/structure contain mixed uses? \_\_\_\_\_ Yes \_\_\_\_\_ No

**11. BUILDING CODE CONSTRUCTION TYPE (Code Book Chapter 6):**

Type of frame: \_\_\_\_\_ Steel \_\_\_\_\_ Masonry \_\_\_\_\_ Wood \_\_\_\_\_ Concrete  
 (check one only)  
 \_\_\_\_\_ Other: \_\_\_\_\_

Type of exterior wall covering: \_\_\_\_\_ Steel \_\_\_\_\_ Masonry \_\_\_\_\_ Wood \_\_\_\_\_ Concrete  
 (check one only)  
 \_\_\_\_\_ Other: \_\_\_\_\_

Is an Automatic Fire Sprinkler System Proposed? \_\_\_ Yes \_\_\_ No Is Sprinkler System Required by Code? \_\_\_ Yes \_\_\_ No

Automatic Sprinkler System & Standpipe Demand at Base of Riser: \_\_\_\_\_ gpm, at \_\_\_\_\_ psi

Hazard Classification for which Sprinkler System is Designed: \_\_\_\_\_ Low \_\_\_\_\_ Moderate \_\_\_\_\_ High

Size/Dia. of Water Service: \_\_\_\_\_

CHECK the Type of Construction in the Table below (i.e., 1A, 5B, etc.)

Type I		Type II		Type III		Type IV	Type V	
Protected		Protected	Unprotected	Protected	Unprotected	Heavy Timber	Protected	Unprotected
IA (3hr rated)	IB (2hr rated)	IIA	IIB	IIIA	IIIB	IV	VA	VB

*Descriptions for above Table (See code book for more detailed & complete descriptions of Construction Types).*

*For Type I, II, III, & V:*

*Protected – Structural elements are protected from exposure to fire by means of enclosure with noncombustible materials.*

*Unprotected – Structural elements are open and exposed to fire.*

*Type I & II – Buildings and structures in which the walls, partitions, structure elements, floors, ceilings roofs and exits are constructed of approved noncombustible materials.*

*Type III – Buildings and structures in which the exterior walls are constructed of concrete, masonry or other approved noncombustible materials; and the interior structure elements, load bearing walls, partitions floors and roofs are constructed of any approved materials.*

*Type IV – Buildings and structures in which exterior walls are constructed of approved noncombustible materials and the interior structural members are of solid or laminated wood without concealed spaces or the load bearing walls, partitions floors and roofs are constructed of any approved noncombustible materials.*

*Type V – Buildings and structures which the exterior walls, load bearing walls, partitions, floors and roofs are constructed of any (including combustible) approved materials.*

**12. STRUCTURE'S ELEMENTS:**

No. of stories: \_\_\_\_\_ Building Height (Ft.): \_\_\_\_\_ Bldg. Width: \_\_\_\_\_(ft.) X \_\_\_\_\_ Length(ft.)

Sq.-Ft. (Finished Space): \_\_\_\_\_ Sq.-Ft. (Unfinished Space): \_\_\_\_\_ Building Total Sq.-Ft.: \_\_\_\_\_ Foundation

(check one): \_\_\_\_\_ Basement \_\_\_\_\_ Crawl Space \_\_\_\_\_ Slab on Grade

Soil Type: \_\_\_\_\_ Footing soil load bearing pressure: \_\_\_\_\_ lbs/sq-ft.

Design Occupancy Load for All Rooms/Spaces

Room	Sq.-Ft.	Floor Level	Design No. of Occupants

Note: Use additional sheets for continuation of list.

### **13. ADDITIONAL INFORMATION REQUIRED ON ARCHITECTURAL PLANS:**

1. Architectural/Building Plans shall be drawn to scale & shall be legible.
2. Plans shall be on minimum 11" x 17" sheets but no larger than 24" x 36" sheets
3. Plan sheets shall be bound together.
4. The following information shall be on the Cover Sheet:
  - a. Project Title
  - b. Index of Drawings
  - c. Statement of Certification by the Architect/Engineer of Record certifying all applicable codes that the project is designed to be in compliance with and the date/version of each code, including but not limited to the following:
    - i. Building Code
    - ii. Mechanical Code
    - iii. Plumbing Code
    - iv. Electrical Code
    - v. Fire Safety Code
    - vi. Energy Conservation Code
    - vii. Fuel Gas Code
    - viii. Accessibility Code
    - ix. Existing Buildings Code
  - d. Owner name, address & phone
  - e. Developer name, address & phone
  - f. Engineers' & Architects' name, address & phone
  - g. Building Data, including but not limited to:
    - i. Occupancy Classification.
    - ii. Construction Type.
    - iii. Number of stories & height.
    - iv. Allowed Total Bldg. Area vs. Actual Total Bldg. Area Calculation.
    - v. Floor Area Calculations.
    - vi. Allowed vs. Actual Seating/Occupancy Load Calculations.
    - vii. Actual Footing Soil Load Bearing Pressure vs. Design Bearing Pressure.
    - viii. Actual vs. Required no. of Exits.
    - ix. Exit Width Provided vs. Exit Width Required Calculation.
    - x. Fire Protection Ratings Required vs. Designed Fire Protection Ratings.
    - xi. Structural Design Loads.
  - h. Location Map
  - i. West Virginia Engineer's/Architect's seal/certification (including structural elements).

Note: The West Virginia State Fire Marshal's Office may also have jurisdiction over this project. The applicant shall contact the West Virginia State Fire Marshall's office to determine if approval by the State Fire Marshal is also required:

West Virginia State Fire Marshal's Office      (304) 558-2191  
Plan Review Division  
Second Floor  
1207 Quarrier Street  
Charleston, WV 25301





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

I, (We), the Owner 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. Site work and building construction shall not begin until the site plan is approved, the construction bond is secured, the building plans are approved, and the Improvement Location Permit is issued.
3. Any new structure shall be located at the required/prescribed setback distances from property lines.
4. 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).
5. All wells shall be drilled and pressure grouted prior to submitting this application.
6. 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.
7. 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.
8. 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.
9. 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.
10. A copy of the International 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: \_\_\_\_\_ Property Owner: \_\_\_\_\_  
(original signature) (original signature)

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_