



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

MANUFACTURED (MOBILE) HOME / Temporary Office / Construction Trailer

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 (Manufactured Home) BUILDING PERMIT THE FOLLOWING ITEMS ARE NEEDED:

1. Provide Permit Application form with all the information completely filled-in.
2. Manufacturer's Installation Manual and provide the following:
 - a) Pier footing layout plan with footing & pier sizes; and
 - b) Tie-down/anchor strap type and locations; and
 - c) Exterior underpinning/skirting material type along with crawl space ventilation percent.
3. If building a deck/landing/porch larger than 4'X4' please specify on this application the size and provide a detailed drawing.
4. Water service (provide either item a, b, c, or d.):
 - a) If a new Well; provide a permit from Health Department along with one of the following:
 - (i) well completion report; or
 - (ii) letter from well driller stating that well is drilled and pressure grouted.
 - b) If Existing Well; provide current inspection report of the well, from the Health Department.
 - c) If Public Water Service; provide a letter from the Public Service District (on letter head) stating that public water service is available.
 - d) If Central Water System in MHP; provide current water test stating water is potable.
5. Sanitary sewer service (provide either item a, b, or c.):
 - a) If New Septic System; provide permit from Health Department.
 - b) If Existing Septic System; provide current inspection report of the septic system from the Health Department.
 - c) If Public Sewer Service; provide a letter from Public Service Sewer District (on letter head) stating that public/central sewer service is available.
6. 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.
7. WV Division of Highways – Entrance Permit for driveway entrances (if driveway access is from a state/public road).
8. All applicable building permit and impact fees shall be paid at the time of submitting the permit application. (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 the processing of the building permit application.

FEE SCHEDULE

	Single & Double-Wide Mobile Homes	Mobile Home used as Storage Trailer	Temporary Construction/Office Trailer
Mobile Home Fees	\$95.00 + \$0.20/sq-ft	\$95.00 + \$0.20/sq-ft	\$95.00 + \$0.20/sq-ft
Deck/Porch Fees	\$75.00 + \$0.20/sq-ft	N/A	\$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:

Manufactured (Mobile) Home/Storage Trailer/Construction Trailer
Footing before Pour
Tie-downs & blocking
Final Electrical (1)
Final

(1) See below for approved Electrical Inspectors.

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 Name, & 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.

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 SIGNATURE: _____
(original signature/no copies)

PRINT NAME: _____ DATE: _____

JEFFERSON COUNTY
ENGINEERING OFFICE
116 EAST WASHINGTON STREET, Suite 100
P.O. Box 716
CHARLES TOWN, WV 25414 (304)
725-2998
permits@jeffersoncountywv.org

Permit Fee: \$ _____
Please make checks payable to: JEFFERSON COUNTY COMMISSION
Date: _____ / _____ / _____ Rec'd
By: _____ Permit
No. _____

**MANUFACTURED (MOBILE) HOME or
Temporary Office / Construction Trailer
Application for Building Permit/ILP**

1. TYPE OF PERMIT:

Single-Wide Double-Wide Storage Trailer Temporary Construction/Office Trailer

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: _____ Street/Mailing
Address: _____ Apt/Ste.#: _____ City/Town:
State: _____ Zip: _____
Phone Number: _____ Cell Phone No.: _____ Email:

3. MANUFACTURED/MOBILE HOME OWNER INFORMATION:

First Name: _____ MI: _____ Last Name: _____ First
Name: _____ MI: _____ Last Name: _____ Current
Mailing Address: _____ Apt/Ste.#: _____ City/Town:
State: _____ Zip: _____
Phone Number: _____ Cell Phone No.: _____

4. PROPERTY INFORMATION:

Name of Mobile Home Park or Subdivision: _____ Section
No.: _____ Lot No.: _____
Street Address: _____
Tax District: _____ Tax Map No.: _____ Parcel No.: _____
Deed Book No.: _____ Page No.: _____ Parcel/Lot Size (Acres): _____

Are there any other dwellings on this parcel? _____ Yes _____ No

Is this replacing an existing Manufactured or Mobile home? _____ Yes _____ No

Is Heating, Ventilation, and Air Conditioning (HVAC) being installed? _____ Yes _____ No

Number of Bedrooms (please check one): _____ 1 _____ 2 _____ 3 _____ 4 _____ 5

List all existing structures and land uses on property: _____

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: _____

5. MOBILE HOME INFORMATION:

Size of Mobile Home: _____ Year of Mobile Home: _____ Make

of Mobile Home: _____ Serial Number of Mobile Home: _____ Deck/Porch

Size (if larger than 4' X 4'): _____

Selling price or fair market value price of Mobile Home, including decks (if applicable): \$ _____

6. 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 Issued to: _____ Email:

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 Renovation's and Addition; 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/Applicant's Signature: _____ Date: _____

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. 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: _____ Mobile Home Owner: _____
(Original Signature Required) (Original Signature Required)

Print Name: _____ Print Name: _____

Date: _____ Date: _____