

Jefferson County, West Virginia
Engineering Department
 &
Office of Building Permits & Inspections
 116 East Washington Street
 Charles Town, WV 25414
 304-725-2998

Schedule of Commercial/Industrial Building Permit Fees (IBC)
 Effective July 1, 2024

Commercial Permit Type	Fee Amount	
	Base Fee	plus Fee per Sq.-Ft. of Finished & Unfinished Area
Commercial/Industrial/Multi-Family Buildings & Interior Renovations (Less than 2,000 sq.-ft. floor area; finished or unfinished)	\$450.00	\$0.25
Commercial/Industrial/Multi-Family Buildings & Interior Renovations (Greater than or equal to 2,000 sq.-ft. floor area; finished or unfinished)	\$850.00	\$0.25
Church Building (New Construction)	\$850.00	\$0.25
Church Addition, Pavillions & Ancillary Structures (Less than 1,000 sq.-ft. floor area/foot print)	\$450.00	\$0.25
Church Addition, Pavillions & Ancillary Structures (Greater than or equal to 1,000 sq.-ft. floor area/foot print)	\$850	\$0.25
Institutional (hospital, school, fire hall, etc.)	\$850	\$0.25
Commercial/Institutional Swimming Pool	\$450 per pool + \$0.25/sq-ft of pool & patio	
Commercial/Institutional Whirlpool, Hot Tub or Spa	\$450 per Whirlpool/Hot Tub/Spa	
Demolition Permit	\$275.00	
Existing Cell Tower or Electric Substation & Equipment	\$450.00	
New Cell Tower or New Electric Substation & Equipment	\$1,800.00	
Temporary Construction/Office Trailers	\$125.00	
Sign Permit: Value < or = to \$2,500	\$100.00	
Sign Permit: Value > \$2,500	\$450.00	
Replacement Windows	\$200.00	
Retaining Wall (4' or more from footer to top wall)	\$100 plus \$0.10/lineal foot of wall	
Fence (6' or more in height above ground surface)	\$100 plus \$0.10/lineal foot of fence	
Electrial Wiring Only (New electric panel & electric panel upgrades, new outlets, new lights, HVAC, backup generators, hot tub electrical, etc.)	\$190.00	
Roof Top & Ground Mounted Solar Panels - Commercial Building	\$500 + \$0.10/sq-ft of panels	
Solar Farm/Facilities (Utility Level)	\$13,500 (5 MW or less) +\$1,500 per additional MW	
	Appurtenant Structures \$450/EA +0.25/sq-ft of floor area / foot print	
Site Plan with no Structures (parking lot, walkway, etc.)	\$400.00	plus \$1.50 for every \$1,000 value > \$50,000
Re-inspection Fee	\$75/each re-inspection (shall be paid prior to re-inspection)	
Plan change after permit application reviewed	\$75 plus \$75 for each additional inspection due to plan change.	
Permit Application Denied & Resubmitted within 90 days for review; \$125 re-application fee.		
Beginning Construction Without a Permit	(1st time = \$125, 2nd time \$200, 3rd time \$350) + permit fee	

All fees are due upon submission of permit applications, plan changes, reinspections requests, etc; and are payable to: Jefferson County Commission