



Jefferson County, West Virginia
Department of Engineering, Planning & Zoning
Office of Permits & Inspections
116 E Washington St, Ste 100
Charles Town, WV 25414
Ph# 304-725-2998



Email: permits@jeffersoncountywv.org

Application for Plan Change Review

Applicant Name _____ Permit # _____

Plan Change Description

I hereby certify that the above information is correct to the best of my knowledge.

Applicant Signature Date

Please indicate your preferred method of notification upon completion of plan review.

Mail _____ E-Mail _____

Name

Address

City, State, Zip Code

Office Use Only

Plan Reviewer Signature

Date

Approved

Denied

\$65.00 Fee

Comments: _____
