City of Pennsboro

Date Received by City: _____

MUST BE ***COMPLETED IN FULL OR PERMIT WILL BE DENIED***

City Building Permit Application

City Permit Number: _____

Type of Permit

- ◯ Residential
- ◯ Commercial
- ◯ Industrial
- ◯ New Mobile Home or Manufactured Housing
- ◯ Grading Only
- ◯ Used Mobile Home - **photos required with application**
- ◯ Storage Bldg
- ◯ Demolition or Building Razing (PERMIT EXPIRES 3 MONTHS FROM APPROVAL)

Resident/Site Information

Site Owner: _____

Site Address: _____

Phone: _____ Email: _____

General Contractor: Must have a current WV Contractor's license on file in City Office

Company Name: _____

Address: _____

Phone: _____ Email: _____

Description of Work & Materials to be used

- ◯ Electric
- ◯ Plumbing
- ◯ HVAC
- ◯ Roofing
- ◯ Windows
- ◯ Deck or Patio
- ◯ Siding
- ◯ Gutters
- ◯ Fencing
- ◯ Steps/Ramp
- ◯ Doors
- ◯ Other/Explain

Approximate Date/Time-line for expected completion:

_____

Total Cost of Project-Labor & Materials:

_____

I acknowledge that the above information is true and correct to the best of my knowledge, and I agree to comply with all state, county and city codes and ordinances.

Signature_____ Date: _____

(Building Permit will be delivered after approval by Mayor/Council.)

For City Use Only

Application Fee: $ _____ Permit Fee: $_____ Paid: $_____

(circle) Cash / MO /Check_____

Site Checked by CEO: _____Date:_____

Date Approved by CC/MAYOR: _____

Flood Plain Manager:_____Date:_____

City of Pennsboro

Date Received by City: _____

RESIDENT COMPLETE AND SIGN:

*****DETAILED PLAN*** OF ACTION: (Missing information will delay permit approval)**

CONSTRUCTION PLAN: PLEASE INITIAL YOU HAVE READ & UNDERSTAND ALL REQUIREMENTS

ATTACH COPY OF CONTRACTORS PLAN/AGREEMENT or YOUR PLANS

DETAILS OF MATERIALS TO BE USED FOR PROJECT

ADD MAP DIAGRAM IF NEEDED

ALL BUILDINGS/PROJECTS MUST BE A MINIMUM OF 15 FT FROM ALL RIGHT-OF-WAYS/EASEMENTS DUE TO WATER/SEWER LINES, STREET ACCESSES, PROPERTY LINES & OTHER UTILITY LINES

YOU MUST CALL MISS UTILITY BEFORE ANY DIGGING...IT'S THE LAW...DIAL 811

BUILDING PERMITS EXPIRE SIX MONTHS AFTER APPROVAL DATE

DEMOLITION/RAZING PERMITS EXPIRE THREE MONTHS AFTER APPROVAL DATE

(IF DEMO IS COMPLETED WITHIN 90 DAYS WITH PROOF 1/2 OF PERMIT FEE IS REFUNDED)

PERMIT MUST BE APPROVED BEFORE WORK BEGINS

PRE-BUILT BUILDINGS REQUIRE A PERMIT BEFORE INSTALLATION (NOT OBTAINING A PERMIT COULD RESULT IN FINES UP TO $500 PLUS PERMIT COSTS)

PURCHASE OF USED BUILDINGS MUST HAVE PICTURES ATTACHED

******** **If your property is in a flood zone you will be contacted by the Ritchie County Flood Plain Manager for more information and any fees due the County.**

RESIDENT ADDITIONAL INFORMATION: **DETAILS PLEASE:**

Flood Plain Manager: _____ Date: _____

City of Pennsboro

Date Received by City: _____

FLOOD ZONE: **(CIRCLE)** **IN** **OUT** **Map Printed:** _____

RITCHIE COUNTY FLOOD ZONE PERMIT / FLOODPLAIN MANAGEMENT PROGRAM

DATE OF APPLICATION: _____ PERMIT NUMBER: _____

Applicant Information:

Name: _____ Phone Number: _____

Property Address: _____

Mailing Address if different: _____

Contractor Information: WV Contractor License Number: _____

Name: _____

Address: _____

Phone: _____

Cost of Improvement: $_____ **Provide Documentation / Plans**

Type of Structure: (Check all that apply)

_____ Demolition _____Residential _____Commercial _____Industrial

_____Excavation _____Fill Activity _____Garage / Detached Structure

_____Other (Explain)_____

DESCRIPTION OF WORK TO BE COMPLETED:

_____

_____

_____

_____

FOR USE BY FLOOD PLAIN MANAGER********

SPECIAL INSTRUCTIONS WRITTEN ON BACK OR ATTACHED

Is property in flood zone (circle which applies) A AE in Floodway X

Is additiona information required (FIRMette attached) Y N

Are other Federal/State/Local Permits required Y N

Are other City regulations applicable Y N

Is this a substantial improvement Y N

Is there a non-conversion agreement Y N

Is there proper flood venting in the foundation Y N

Site plans attached Y N

Elevation certificate required / attached Y N

Freeboard required Y N

How much 1ft 2ft

Estimated cost of development/improvement $_____

Exemption Certificate issued: Y N Permit: (circle) Approved Rejected

Permit fees due to "Assessor of Ritchie County" (if any): Residential $25.00 / Commercial $125.00

Flood Plain Manager: _____ Date: _____

CHAPTER 5
HOUSING AND BUILDING STANDARDS

ARTICLE 1: BUILDING CODE AND PERMITS.

5-101: Permit Required.

(A) It shall be unlawful for any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or cause any such work to be done, to do so without first obtaining a Building Permit from the Pennsboro City Council.

(B) Each owner or agent shall not;

(1) Construct, alter, or add to any building or any appurtenant structure or feature within the city.

(2) Destroy, raze or demolish any edifice, structure or building within the city.

(3) Construct, install, repair, extend, alter, remove or dismantle any plumbing system or device or any part thereof.

(4) Construct, install, erect, repair, extend or alter, remove or dismantle any electrical wiring apparatus, fixture, or device or any part thereof. No person shall connect with a supply or current wires or wiring or equipment within any building or other structure within the city, unless and until such wiring or equipment to be so connected shall have been approved in writing by a Electrical Inspector.

(C) Each person desiring to perform any work which requires a building or demolition permit must submit an application to the City Recorder accompanied by the plans, specifications, cost and location of the proposed work for review by the City. Although the Recorder may at the option of council, be permitted to issue a provisional permit, such provisional permit does not become effective until ratified by City Council at a regular or special meeting called for such purpose. Any work performed under the provisional permit issued by the recorder prior to approval thereof by the City Council shall be at the risk of the permit holder. City Council may condition its approval of any building permit upon such reasonable terms and conditions as it deems appropriate to protect the health, safety, and welfare of the citizens of the City.

(D) All permits issued hereunder shall expire six (6) calendar months from the date of approval thereof by the City Council and will not be renewed without express approval of City Council. Upon showing of diligent prosecution during the initial six (6) month period of the work for which the permit was originally issued, City Council may, for an additional fee of one hundred (100.00) dollars , in its discretion, renew the permit for an additional period of six (6) months. Any permit issued after a period of eighteen (18) months must reapply as if this was a first permit.

5-102: Building Permit Fees.

Fees charged for building permits shall be:

(A) There is a Twenty Dollars ($20.00) application fee on all building permits.

(B) A base fee of Twenty Dollars ($20.00) for improvements, remodeling and repairs of a value more than Five Hundred Dollars ($500) and less than One Thousand Dollars ($1000.00).

(C) A base fee of Thirty Five Dollars ($35.00) shall be charged for construction over One Thousand Dollars ($1000.00) plus Two Dollars ($2.00) for each One Thousand Dollars ($1000.00) or any part thereof, With a maximum fee of Seven Hundred and Fifty Dollars ($750.00)

(D) A base fee of Fifty Dollars ($50.00) and Two Dollars and 50 cents ($2.50) for each One Thousand ($1000.00), or any part thereof, for commercial and Industry, with a maximum fee of Seventy Five Hundred Dollars ($7500.00).

(E) Mobile Home and Manufactured Housing Two Hundred and Fifty Dollars $250.00.

(F) All Demolition permits and building razing permits are $150.00.

(G) Grading only. $5.00 per $1000.00.

(H) Renewal Fee $100.00

(I) If any fines and/or court costs are levied, this shall not excuse or be taken in place of building permit fees.