

CITY OF ELKINS
401 Davis Avenue
Elkins, WV 26241

PHONE: 304-636-1414
 FAX: 304-636-7866

BUILDING PERMIT REQUIREMENTS

<p>CITY REQUIREMENTS</p>	<p>The Elkins City Code requires anyone, either individual or business, to obtain a permit when the cost of the work being performed is in excess of \$800.00. The work includes any repairs, renovations, additions, and new construction including storage buildings. Items of work shall include but not necessarily limited to the following, carpentry, masonry and concrete, drywall, windows and doors, electrical, roofing, plumbing, and mechanical.</p> <p>All contractors must have a City of Elkins Business License and be current with payment of City Business & Occupation Taxes. The same applies to all sub-contractors.</p>
<p>STATE OF WV REQUIREMENTS</p>	<p>WV Division of Labor, Contractor Licensing Division requires work (labor and materials) in excess of \$2,500 be performed by a WV licensed contractor.</p> <p>Work less than \$2,500 can be performed by a "handyman" providing he has a WV business license.</p> <p>An individual may perform work on his <u>primary residence</u>. An individual also is permitted to build a new residence as long as it is declared to the his <u>primary residence</u> upon completion. All work must be applicable codes.</p> <p>All electrical work must be performed by a licensed electrician. Electricians must be licensed through the WV State Fire Marshal's Office.</p>
<p>BUILDING PERMIT REQUIREMENTS</p>	<p>When making application for a building permit for renovations, additions, and new construction, you <u>must</u> provide detailed construction plans. Please contact the Building Inspector to determine what construction plans and details are needed for review and approval of the building permit before work begins.</p> <p>When making application for Demolition Permit, a copy of the asbestos inspection report <u>must</u> be attached to the permit.</p>
<p>BUILDING INSPECTIONS</p>	<p>The Building Inspector is required to perform various inspections during the course of construction:</p> <ul style="list-style-type: none"> • Footer inspection <u>prior</u> to placement of concrete • Rough-in inspection of wiring, plumbing, etc <u>prior</u> to occupancy • Inspection upon completion, but <u>prior</u> to occupancy <p>Additional inspections may be made as needed by the Building Inspector.</p>
<p>BUILDING INSPECTOR</p>	<p>Ron Selders, the Elkins Building Inspector, works part-time and can be contacted by calling 304-637-1268 (day) or 304-636-1117 (evening).</p>

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APPLICATION DATE: _____

CITY OF ELKINS, WV

401 Davis Avenue
Elkins, WV 26241

PERMIT NUMBER

BUILDING PERMIT APPLICATION

PROPERTY OWNER INFORMATION
OWNER'S NAME
ADDRESS
PHONE NUMBER
NOTE: <i>Property owners may only do the work on their own residence. Any work done on other property must be done by a contractor.</i>

JOB SITE INFORMATION
ADDRESS
NEW DWELLING AREA SQUARE FEET
FINISHED ATTIC AREA SQUARE FEET
GARAGE AREA SQUARE FEET
BASEMENT AREA SQUARE FEET
ACCESSORY BUILDING SQUARE FEET
OTHER AREA SQUARE FEET

CONTRACTOR
NAME
ADDRESS
PHONE
WV LICENSE #
CITY LICENSE ?
NOTE: <i>Contractors are required by City Ordinance to be registered to work in the City and to file Business and Occupation Taxes on the work done.</i>

TYPE OF IMPROVEMENT
<input type="checkbox"/> NEW CONSTRUCTION
<input type="checkbox"/> REMODEL / RENOVATION
<input type="checkbox"/> ADDITION
<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> SIGN--MUST ATTACH SIGN APPLICATION
<input type="checkbox"/> OTHER: _____

PLUMBING CONTRACTOR
NAME
ADDRESS
PHONE
WV LICENSE #
CITY LICENSE?

PROPOSED USE
<input type="checkbox"/> FAMILY DWELLING
<input type="checkbox"/> COMMERCIAL / INDUSTRIAL
<input type="checkbox"/> ACCESSORY BUILDING
<input type="checkbox"/> MULTI-FAMILY
<input type="checkbox"/> OTHER: _____

ELECTRICAL CONTRACTOR
NAME
ADDRESS
PHONE
WV LICENSE #
CITY LICENSE?
ELECTRICAL LICENSE #

NEW CONSTRUCTION
<input type="checkbox"/> # STORIES HIGH
<input type="checkbox"/> THICKNESS OF EXTERNAL WALL
<input type="checkbox"/> SEWER TAP FEE PAID TO CITY
<input type="checkbox"/> WATER TAP FEE PAID TO CITY
<input type="checkbox"/> SEWER AUTHORIZATION AS REQUESTED
<input type="checkbox"/> FROM STREET IN FRONT, AND
<input type="checkbox"/> FLUE OR CHIMNEY-- MUST START AT GROUND WITH CONCRETE FOOTER OR GROUTED FOUNDATION OF BRICK OR BLOCK WITH LINER AND EXTEND 3 FEET ABOVE HIGHEST POINT OF ROOF.
<input type="checkbox"/> COMMERCIAL BUILDING OR NEW CONSTRUCTION PLANS SUBMITTED (2 COPIES)
<input type="checkbox"/> PROPERTY IS IN FLOOD PLAIN--MUST ATTACH PAGES 2 AND 3

CONCRETE CONTRACTOR
NAME
ADDRESS
PHONE
WV LICENSE #
CITY LICENSE?

ASBESTOS ABATEMENT
STATE CERTIFIED ASBESTOS INSPECTOR'S NAME
ASBESTOS INSPECTION RESULTS
<input type="checkbox"/> ASBESTOS FOUND <input type="checkbox"/> ASBESTOS FREE
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MATERIALS TO BE USED
ROOFING MATERIAL:
OTHER CONSTRUCTION MATERIALS:

DESCRIPTION OF WORK

COST OF WORK (MATERIALS AND LABOR)

- OWNER IS ULTIMATELY RESPONSIBLE FOR CONFORMANCE TO THE LATEST EDITION OF THE INTERNATIONAL BUILDING CODE, THE NATIONAL ELECTRICAL CODE, AND THE NATIONAL FIRE PROTECTION CODE.
- THE APPROVED BUILDING PERMIT MUST BE POSTED ON THE CONSTRUCTION SITE **BEFORE** ANY WORK IS BEGUN AND UNTIL COMPLETION OF WORK COVERED BY SAID PERMIT. THE PERMIT EXPIRES SIX MONTHS AFTER THE DATE OF ISSUE.
- OWNER AND/OR CONTRACTOR HEREBY AGREE TO INDEMNIFY AND HOLD THE CITY OF ELKINS AND ITS OFFICIALS AND REPRESENTATIVES HARMLESS AGAINST ALL CLAIMS, WARRANTS, DEMANDS, CAUSE OF ACTION OR SUITS FROM OR OCCASIONED BY THE WORK WHICH SHALL BE SUBJECT TO THIS PERMIT.
- AT LEAST 48 HOURS BEFORE DIGGING, WEST VIRGINIA LAW REQUIRES CONTACTING MISS UTILITY OF WEST VIRGINIA, INC. AT 1-800-245-4848 (TOLL FREE).

I UNDERSTAND AND WILL ADHERE TO FOREGOING REQUIREMENTS.
SIGNATURE OF OWNER
SIGNATURE OF APPLICANT

DO NOT BEGIN UNTIL

PERMIT IS APPROVED

APPROVED BY BUILDING INSPECTOR:
DATE
SIGNATURE OF BUILDING INSPECTOR
APPROVED BY BUILDING COMMITTEE:
SIGNATURE OF CHAIRMAN OF BUILDING COMMITTEE

APPROVED BY UTILITY DEPARTMENTS
SIGNATURE FOR SEWER DEPARTMENT
SIGNATURE FOR WATER DEPARTMENT
APPROVED BY FIRE CHIEF
SIGNATURE OF FIRE CHIEF

THE ABOVE APPLICATION TO BUILD, ALTER, REPAIR, OR HANG A SIGN HAS BEEN APPROVED BY THE BUILDING COMMITTEE AND GRANTED BY THE CITY COUNCIL. YOU ARE HEREBY AUTHORIZED TO PROCEED ACCORDING TO THE SPECIFICATIONS AS SET FORTH IN YOUR APPLICATION.

PERMIT GRANTED BY CITY COUNCIL
DATE
SIGNATURE OF ELKINS CITY CLERK

PERMIT FEE (PROJECTS UNDER \$800 ARE EXEMPT)
\$800 TO \$3,000 = \$10.00
ABOVE \$3,000 = .333% OF TOTAL
AMOUNT PAID
RECEIPT #