



COMMERCIAL BUILDING PERMIT (CBP-1)

Application for Review of Commercial Construction Plans
within the City of Charleston, West Virginia
(304)348-6833 – (304)348-6836 fax



PROJECT INFORMATION

Project Location (address):		Kanawha County Tax Map and Parcel No.
Date Submitted:	Estimated Starting Date:	Anticipated Completion:

Provide (3) sets of stamped plans including civil drawings and stormwater design with calculations for new construction. Include interior and exterior renovations, site work, clearing, grading, and excavations.

Check Types(s) of Drawings Submitted:	<input type="checkbox"/> Site	<input type="checkbox"/> Civil	<input type="checkbox"/> Architectural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical	<input type="checkbox"/> Sprinkler	<input type="checkbox"/> Fire Alarm	
	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Special Agent Extinguishing Systems	<input type="checkbox"/> Hood and Duct Exhaust System						

APPLICANT INFORMATION

Property Owner Name:		Phone:
Property Owner Address:	City:	State: ZIP:
Cell Phone:	Fax:	E-Mail Address:
Lessee Name:		Phone:
Lessee Address:	City:	State: ZIP:
Cell Phone:	Fax:	E-Mail Address:

Attach permission from Property Owner for work done under lease (or provide copy of signed lease).

Contractor or Representative Name:		WV Contractor License No.
Contractor Address:	City State ZIP:	City of Charleston License No.
Phone:	Fax:	Cell Phone No: E-Mail Address:

Attach a list of all sub-contractors working on project.

Architect/Engineer:		WV State License No.
Address:	City State ZIP:	City of Charleston Business No.
Phone:	Fax:	Cell Phone: E-Mail Address:

(Plans must be stamped by a WV registered Architect or Engineer for Commercial Work costing \$50,000.00 or more)

TYPE OF CONSTRUCTION (as Defined by the WV State Code (IBC 2012))

<input type="checkbox"/> New Construction	<input type="checkbox"/> Renovation	<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Excavation
Occupational Type as Defined by NFPA 101, Life Safety Code:		Total Square Footage:	Is the structure currently sprinkled? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Description of Project: _____

Construction Cost (all labor & materials): \$ _____ Total Contract Cost of Labor and Materials (including all sub-contractors). Attach copy of contract between owner and contractor for all projects costing \$10,000.00 or more)



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LAND DISTURBANCE ACTIVITY INFORMATION

Estimated Project Duration:		Tentative Start Date:	
Estimated Area to be Disturbed (sq. ft.):	Estimated Additional Impervious Area to be added (sq. ft.):	Estimated distance to and name of nearest water body or watershed (ft):	
Is disturbance within 100 year Flood Plain? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, Submit Elevation Certificate)	Disturb Riparian Area (vegetative area 25 feet from stream, creek, or river): Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, submit plan for approval)		
Did the property to be disturbed receive site plan approval from the planning department? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If so, when: (date of approval) _____			
Is Erosion and Sediment Control Plan attached? Yes <input type="checkbox"/> No <input type="checkbox"/>			

STORMWATER DIVERSION (If applicable)

Location of Diversion (street address):	
Provide detailed information on type of diversion _____	
Will the Diversion be: <input type="checkbox"/> temporary <input type="checkbox"/> permanent	Water Diverted by: <input type="checkbox"/> open ditch/ channel <input type="checkbox"/> installation of pipe

I have reviewed and am familiar with the City of Charleston's Stormwater Management Program. I agree to allow appropriate officials from the City of Charleston on the property referenced in this permit to review and monitor compliance.

Signature:	Printed Name:	Date:
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REQUIRED WITH APPLICATIONS:

1. (3) Sets of construction plans. 2. (3) Site Plans showing location of proposed structure or excavation on lot, distances from all plot lines, location of any existing structures on lot, proposed parking locations, location on purposed sanitary sewer tap, plan for stormwater discharges, and/or diverting water by installing underground pipe, constructing ditches or swells to channel water to a new location,. 3. Kanawha County Tax Map and Parcel Number. 4. Zoning permit from the Municipal Planning Commission. 5. Determination of Floodway/Flood Plain Designation. 6. List of all contractors and sub-contractors.

ITEMS PROJECT SITE OWNER RESPONSIBILITY STATEMENT

The owner of this building and the undersigned, do hereby covenant & agree to comply with all the laws of the State of West Virginia and the ordinances of the City of Charleston pertaining to the building, and to construct the proposed renovation, repair, or remodeling in accordance with the plans and specifications submitted herewith, and in accordance with the building codes, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge true an correct. According to West Virginia Legislative Rules, Division of Health, Title 64, Series 63, 1998, Article 10.1.a. it is the responsibility of the Owner to ensure that "Each building or other man-made structure he or she owns is inspected for the presences of asbestos by a licensed asbestos inspector prior to any renovation or demolition activates". The owner of this building and undersigned, do Hereby covenant and agree to comply with all the laws of the State of West Virginia and the ordinances of the City of Charleston pertaining to the building, and to construct proposed renovations, repairs or remodeling in accordance with the plans and specifications submitted herewith, and in accordance with building codes, and certify that the information and statements given on the applications, drawings and specifications are to the best of their knowledge true an correct.

APPLICABILITY: Pursuant to Division II of Article VIII, Chapter 102 of the City of Charleston City Code no person shall alter land or engage in any activity which causes or contributes to stormwater runoff discharge, without first having obtained a Building Permit with Land Disturbance Activity Approval for proposed activities, or which will be affected by such activity. The owner will be required to obtain such permit prior to undertaking any action. This requirement shall apply to any activity that will disturb or impact a land area greater than 5,000 cumulative square feet or increases impervious area by 1,000 square feet or greater, unless specifically exempted by the ordinance.