



COMMERCIAL BUILDING PERMIT

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 Site Civil Architectural Mechanical Plumbing Electrical Sprinkler Fire Alarm
 Drawings Submitted: Storm Water Special Agent Extinguishing Systems 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 2009))

New Construction Renovation Addition / Alteration Demolition 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"/>
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Description of Project: _____

Construction Cost (all labor & materials): \$	Floodway/Flood Plain: Yes <input type="checkbox"/> (Submit Elevation Certificate) No <input type="checkbox"/>
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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)

Signature of Authorized Representative:	Date:
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