



# RESIDENTIAL BUILDING PERMIT

for Construction Activity within the City of Charleston, West Virginia  
(304) 348-6833 – (304)348-6836 fax

## REQUEST FOR A PERMIT TO DO REPAIRS, REMODELING, NEW CONSTRUCTION, OR DEMOLITION

### APPLICANT INFORMATION

Property Owner Name:		Phone No:
Property Owner Address:		
City, State, ZIP:	Cell Phone No:	E-Mail Address:
Contractor or Representative Name:	Phone No:	WV Contractor's License No.
Contractor Address:		Charleston Registration No.
City, State, ZIP:	Cell Phone No:	E-Mail Address:

### PROJECT INFORMATION

Project Location:	Estimated Starting Date:
Kanawha County Tax Map and Parcel No. (From Tax Ticket):	

### TYPE OF CONSTRUCTION ( as defined by the WV State Code (IRC 2009. 1 & 2 Family Dwellings)

<input type="checkbox"/> Residential							
<input type="checkbox"/> Single Family				<input type="checkbox"/> Multi-Family			
<input type="checkbox"/> Renovation	<input type="checkbox"/> New const.	<input type="checkbox"/> Demolition	<input type="checkbox"/> Excavation	<input type="checkbox"/> Renovation	<input type="checkbox"/> New const.	<input type="checkbox"/> Demolition	<input type="checkbox"/> Excavation
<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> Addition		<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> Addition	

Description of work to be performed: \_\_\_\_\_

Square footage: \_\_\_\_\_

Floodway/Flood Plain:  Yes (Submit Elevation Certificate)  No

Total Estimated Cost (all labor & materials) \$ _____ <small>(Attach copy of contract between Owner and Contractor for all Projects valued at \$10,000.00 or more)</small>	Permit Fee \$ _____
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### ITEMS REQUIRED WITH APPLICATIONS:

**1.** (2) Sets of construction plans, **2.** (2) Site Plans showing location of proposed structure or excavation on lot, distances from all lot lines, location of any existing structures on lot, proposed parking locations, location on purposed sanitary sewer tap, plan for storm water discharge (see storm water permit), **3.** Kanawha County Tax Map and Parcel Number, **4.** Zoning permit form the Municipal Planning Commission, **5.** Determination of Floodway/Flood Plain Designation, **6.** List of all contractors and sub-contractors.

Signature:	Date:
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### 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 and 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 and correct.*