

PERMIT # \_\_\_\_\_

DATE: \_\_\_\_\_

# BUILDING PERMIT COVER SHEET

for Construction Activity within the **Town of Fayetteville, West Virginia**

(304)574-0101, Fax: (304)574-3765

125 North  
Court St,  
Fayetteville,  
WV 25840

## Building Permit Cover Sheet

### To Obtain A Building Permit The Following Items Are Needed:

1. Application filled out completely.
2. Septic permit or letter of availability from appropriate public service district
3. If new home: 1 set of construction drawings (Blueprints)
4. If trusses will be used for construction; please submit truss details from the manufacturer.
5. Plan Review if deemed necessary by building inspector.
6. Must submit photocopy of WV Contractor's License, Town of Fayetteville Contractor License, Liability Certificate of Insurance and Compliance of Workers Compensation.
7. Additional forms regarding notification of asbestos renovation, demolition or abatement.
8. AEP work request number MUST accompany all request for electrical inspections.
9. All fees paid.

### Inspections That Are Required:

1. Footers / slabs before pour.
2. Foundation / Flooring
3. Electrical Service Inspection
4. Rough In / Electrical, Framing, Rough Plumbing and Mechanical (Before Insulation)
5. Insulation (Before Covering)
6. Final / Electrical
7. Final

\*\*\*Note- There is a Re- Inspection Fee on All Failed Inspections

### To Schedule An Inspection You Must Have The Following Information When You Call:

1. For inspection call (304)574-4320, (304) 254-4075 or Electrical inspection call (304)673-9797
2. Permit Number
3. Type of inspection required

\*\*\*Note- Inspections will be done within 24 hours, no appointments will be made. No inspections will be scheduled without the above information. All inspections must be called in before 2:00 pm for a next working day inspection.

*Before digging or otherwise disturbing the earth, Call: 1-800-245-4848. To notify many underground owners 2 days notice required. It's the law in West Virginia. Miss Utility of West Virginia, Inc.*

*Initial Inspection Request for construction under 3000 Square feet must be submitted to State Fire Marshall Before Permit can be issued Over 3000 Square Feet or Under 3000 square feet with Kitchen or cooking units must call State Fire Marshall (304)558-2191 Ext 6. For Information concerning grease traps, perk tests, etc, call the Fayette County Health Department (304)574-1617.*

**\*\*\*FINAL INSPECTIONS AND CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL SUB-CONTRACTOR LIST IS COMPLETED AND RETURNED TO TOWN OF FAYETTEVILLE BUILDING PERMITS & CODE ENFORCEMENT OFFICE. I HAVE READ AND UNDERSTAND THIS SHEET.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

<b>APPLICANT INFORMATION</b>	
Property Owner Name:	Phone No:
Property Mailing Address:	
City, State, Zip:	Cell Phone:
Contractor Name:	Phone No:
Contractor Address:	
City, State, Zip:	Cell Phone:
WV Contractor Lic No:	

**PROJECT INFORMATION**

Physical Location:	
Fayetteville Tax District, Tax Map and Parcel No. (from Tax Ticket):	Listed within Historic Fayetteville: <input type="checkbox"/>

<b>TYPE OF CONSTRUCTION (as defined by the WV State Code)</b>		<b>Check all that apply</b>
<input type="checkbox"/> Commercial Building	<input type="checkbox"/> Residential Building	
<input type="checkbox"/> Renovation	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> Excavation
		<input type="checkbox"/> Addition

<b>PROPOSED USE OF STRUCTURE</b>	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Residential One Family	<input type="checkbox"/> Residential two or more
# Off Street Parking Spaces _____	

<b>FRAME TYPE</b>	
<input type="checkbox"/> Masonry	<input type="checkbox"/> Wood
<input type="checkbox"/> Structural Steel	<input type="checkbox"/> Reinforced Concrete
Other: _____	

<b>SEWAGE TYPE</b>	
<input type="checkbox"/> Public	<input type="checkbox"/> Private
Must have Photocopy of health Department, if private or Copy of Approval from Public Service District if Public.	

<b>TYPE OF WATER</b>		<b>TYPE OF HEAT</b>		<b>TYPE OF MECHANICAL</b>	
<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Other	<input type="checkbox"/> central-electric
				<input type="checkbox"/> central-gas	
				<input type="checkbox"/> other	

<b>DIMENSIONS</b>	
# Of Stories: _____	Sq. Ft. House: _____
Sq. Ft. Basement: _____	Sq. Ft. Garage: _____
Sq. Ft. Commercial or Industrial: _____	

<b>RESIDENTIAL BUILDING</b>	
Number of Bedrooms: _____	Number of Full Baths: _____
Number of 1/2 baths: _____	Total Number of Rooms: _____

<b>DESCRIPTION OF WORK TO BE PERFORMED</b>	

Square Footage: _____	Will construction change present surface drainage: _____	Date for construction to begin: _____
Floodway/flood plain: <input type="checkbox"/> Yes (Submit Elevation Cert.) <input type="checkbox"/> No		FIRM Map: _____

Total Estimated Cost (All labor and materials) \$ _____	Permit Fee (1%) \$ _____
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|---|--|
| <b>ITEMS REQUIRED WITH APPLICATION</b>  |  |
| 1. Set of construction plans. 2. Site Plans showing location of proposed structure or excavation on lot distances from all lot lines, location of any existing structures on lot.<br>3. Fayetteville District, Tax Map, and Parcel Number. 4. Assessor and Zoning form to be completed, 5. Determination of Floodway/flood Designation, 6. List of all contractors and sub-contractors. |  |

<b>PROJECT SITE OWNER RESPONSIBILITY STATEMENT</b>	
<p>Applicant certifies by signature below that they have the authority to make this application and that all information is correct to the best of their knowledge. The owner of this building and the undersigned do hereby covenant and agree to comply with all the laws of the State of WV and the Codified Ordinances of the Town of Fayetteville 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 the West Virginia Legislative Rules, Division of Health, Title 64, Series 63, 1998, Article 10.1a., 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 actviates". I understand that work shall not begin until the permit is issued by this department, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection, approval and Certificate of Occupancy are required prior to occupying this building. Permit fees are non-refundable, except when the permit and construction are cancelled before work begins. This permit is only for the work described above. Applicant certifies that he/she is authorized to grant, and do in fact grant permission to the local zoning officer and the local building inspector and his agents, to enter on the property noted on this permit for the purpose of these inspections. Every permit issued shall become invalid if work does not start within 180 days of issuance, or if work authorized by said permit is suspended or abandoned for a period of 180 days after work commenced. I furthermore certify I have received copies of the State and Federal Asbestos regulations and I understand that I am full responsible for being in compliance with these regulations.</p>	

Signature: _____	Date: _____
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PERMIT # \_\_\_\_\_  
DATE: \_\_\_\_\_

# SUB-CONTRACTOR REGISTER

for Construction Activity within the Town of Fayetteville, West Virginia  
(304)574-0101, Fax: (304)574-3765

125 North  
Court St,  
Fayetteville,  
WV 25840

## APPLICANT INFORMATION

Property Owner Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Physical Location: \_\_\_\_\_  
General Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_

**\*\*\*FINAL INSPECTIONS AND CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THIS LIST IS COMPLETED AND RETURNED TO TOWN OF FAYETTEVILLE BUILDING PERMITS & CODE ENFORCEMENT OFFICE. Please fill out all blanks.**

Company Name	Contact Name	Address	Phone Number	Contract Amount	Type of Work
					Excavation
					Concrete
					Masonry
					Framing
					Insulation
					Plumbing
					Electrical
					Mechanical
					Drywall
					Painting
					Tile
					Roofing
					Flooring
					Cabinetry

\_\_\_\_\_ As owner of property, I will do all work not noted above by licensed contractor, sub-contractor.

\_\_\_\_\_ As General Contractor, I will do all work not noted above by licensed sub-contractor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT # \_\_\_\_\_  
DATE: \_\_\_\_\_

# ZONING AND SITE PLAN

for Construction Activity within the **Town of Fayetteville, West Virginia**  
(304)574-0101, Fax: (304)574-3765

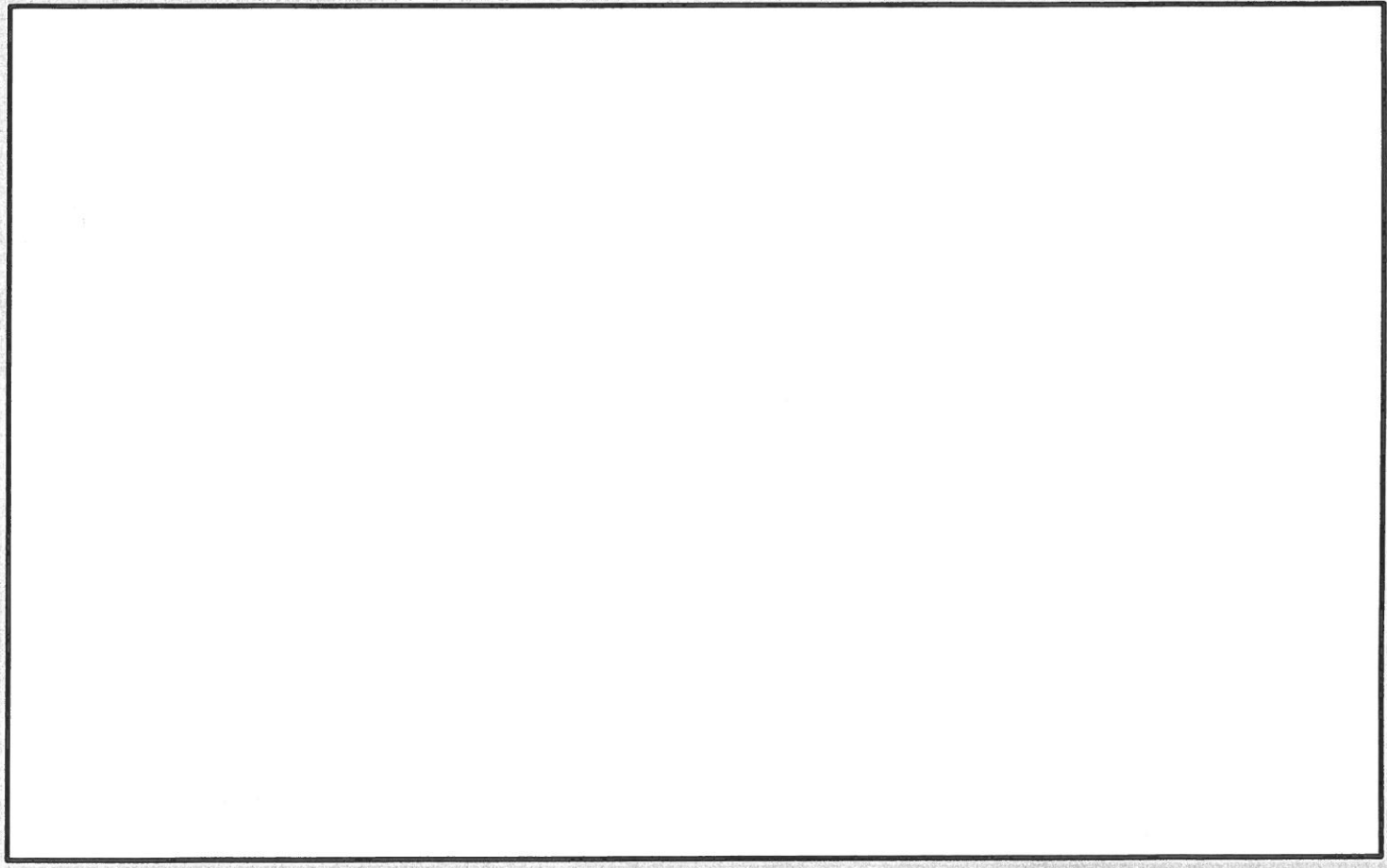
125 North Court St,  
P.O. Box 298,  
Fayetteville, WV  
25840

## APPLICANT INFORMATION

Property Owner Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Physical Location: \_\_\_\_\_  
Fayetteville Tax District, Tax Map and Parcel No. (from Tax Ticket): \_\_\_\_\_

## Site or Plot Plan

(attach drawing or draw the shape of your property, show all roads, and give dimensions of your project along with setbacks from property lines)



Setbacks	**Same Setback	Zoning / Historic
Front Yard: _____ Back Yard: _____ Left Side Yard: _____ Right Side Yard: _____	_____	_____/_____

## DIRECTIONS TO JOB SITE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<b>Permit Name</b>	<b>Permit</b>	<b>COST DETAIL AND ASBESTOS MEMORANDUM</b>	Town of Fayetteville 125 North Court Street Fayetteville, WV 25840 (304)574-0101
	2019-000		
<b>address:</b>			City Contractor's License \$75
<b>Minimum Permit cost \$50 -RES, \$100-others</b>			<b>2% B&amp;O Tax on cost estimate</b>
<b>Service Upgrade--\$85</b>			\$ -
<b>There is a charge for re-inspections.</b>			

<b>Estimated cost of Project</b>	
\$	-

<b>1 % PERMIT FEE</b>	
\$	-

**Call: (304) 574-4320 for Inspections**      **Alan Ballard, Building Inspector (304)254-4075**  
**Fax: (304) 574-4307**

**WV Regulations Regarding Construction, Demolition, Remodeling & Renovation Activities of Regulated Facilities**

Chief — Asbestos Compliance Program      Asbestos Program Manager  
WV DHHR — Bureau for Public Health      WV Department of Environmental Protection  
Radiation, Toxics & Indoor Air Division      Division of Air Quality

Please be advised that the activity authorized under the approved Town of Fayetteville Building and Zoning Division's Demolition Permit. The permit you just received may be subject to certain specific WV regulatory requirements administered by the Bureau for Public Health under 64CSR63, and /or by the Division of Air Quality under 45CSR15. These regulatory requirements address the potential disturbance of asbestos — containing materials that may be encountered during Construction, Demolition, Remodeling, and Renovation operations; and Construction, Demolition, Remodeling and Renovation operations; when no asbestos containing materials are present within or on the facility. Construction, Demolition, Remodeling and Renovation operations are collectively and/or individually referred to as ACTIVITY.

The purpose of this memorandum is to inform you of the basic requirements of two WV Legislative Rules, i.e 45CSR15 and 64CSR63, and the applicable parts of which you must comply with prior to commencing the ACTIVITY. Compliance with these regulatory requirements is necessary in order to protect the health and safety of the citizens of WV and it's visitors from the potential adverse health effects associated with the inappropriate handling of ASBESTOS CONTAINING MATERIAL that may be associated with the ACTIVITY. Asbestos is a known carcinogen. Demolition, even when asbestos-containing materials are absent, may be regulated by the Division of Air Quality under 45CSR15. Issues you are legally obligated to address before beginning the ACTIVITY authorized in the PERMIT are:

1. Prior to the commencement of the ACTIVITY must be inspected for the presence of asbestos-containing materials. This constitutes the very first step with respect to compliance with the requirements of the Bureau of Public Health and the Division of Air Quality.
2. The facility owner is responsible for having this asbestos inspection conducted by an individual licensed by the WV Bureau for Public Health. The physical inspection of that portion of the facility to be impacted by the ACTIVITY must be conducted in accordance with the requirements of Section 7 of the WV Legislative Rule 64CSR63-Asbestos Abatement Licensing Rule. A written report, prepared in accordance with the rule is also required.
3. New construction, which does not tie into an existing facility or otherwise disturb any part of an existing facility, does not require an asbestos inspection to be conducted.
4. Since the Bureau for Public Health and the Division of Air Quality manage two separate programs, exemption from the requirements of the Bureau for Public Health's program does not mean that your ACTIVITY will be exempt from the regulatory requirements of the Division of Air Quality's programs. Therefore, each agency must be contacted. Failure to do so may delay the commencement and for completion of the ACTIVITY authorized under your permit.
5. The Bureau for Public Health will require and the Division of Air Quality may require the preparation and submittal of a Notification of Abatement, Demolition or Renovation ("Notification") 10 working days prior to the commencement of the ACTIVITY. A working day is defined as any weekday, Monday through Friday, including any nationally and/or state observed holidays that may fall on any one of these five days. Saturday and/or Sunday are not defined as a working day.
6. The Division of Air Quality, under 45CSR15, may require the preparation of a Notification of Abatement, Demolition or Renovation for the ACTIVITY addressed by your permit, even when asbestos is not present in or on the facility.
7. Compliance with the applicable requirements of WV Legislative Rule 45CSR15 and 64CSR63 is mandatory. Failure to comply with the applicable requirements may result in the assessment of a substantial monetary penalty against the facility owner as well as the contractor.  
Our respective offices are more than willing to assist you with the resolution of any questions you may have regarding compliance.  
Chief- Asbestos Compliance Program      Asbestos Program Manager  
Bureau for Public Health      WV Dept. of Environmental Protection  
Radiation, Toxics & Indoor Air Division      Division of Air Quality  
815 Quarrier Street, Suite 418      7012 MacCorkle Avenue, S.E.  
Charleston, WV 25301      Charleston, WV 25304  
Telephone No.: (304) 558-6718      Telephone No.: (304) 926-3647