



SIGN PERMIT COVERSHEET

125 N. Court Street Fayetteville, WV 25840

(304) 574-0101 / Fax (304) 574-3765

www.fayettevillewv.gov

Permit # _____

To Obtain A Building Permit the Following Items Are Needed:

1. Application filled out completely, **submitted 7 business days before starting project.**
2. A copy of signed contract between property owner and contractor is required when contract amount is over \$10,000, and may need to submit a set of blueprints.
3. An itemized listing of materials with cost if owner is doing the job.
4. Must submit photocopy of WV Contractor's License, Liability Certificate of Insurance and Compliance of Workers Compensation.
5. **AEP work request number **MUST** accompany all requests for electrical inspections.
6. All fees paid.

Inspections That Are Required:

1. Footers / slabs before pour.
2. Foundation / Flooring / Roofing
3. Rough In / Electrical, Framing, Rough Plumbing and Mechanical (**Before Insulation**)
4. Final / Electrical

****Note - There is an \$85.00 Re- Inspection Fee on All Failed Electrical Service Inspections.**

To Schedule an Inspection, You Must Have the Following Information When You Call:

1. For inspection call (304) 574-4320
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.**

I Have Read and Understand This Sheet

Signature: _____

Date: _____

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

****Town Codes and Ordinances Website****

www.fayettevillewv.gov

COMMERCIAL/RESIDENTIAL SIGN PERMIT

DATE _____ for Construction Activity within Town of Fayetteville, West Virginia Permit #: _____
(304)574-0101 – (304)574-3765 fax

REQUEST FOR A PERMIT CONSTRUCT, BUILD, OR CONNECT A SIGN

APPLICANT INFORMATION

Property Owner Name: _____ Phone #: _____

Property Mailing Address: _____ Cell #: _____

City, State, Zip: _____

Contractor Name: _____ Phone #: _____ Fax #: _____ Cell#: _____

Contractor Address: _____ WV Contractor License #: _____

City, State, Zip: _____ E-Mail Address: _____

PROJECT INFORMATION

Physical Location: _____

Fayette County District, Tax Map and Parcel No. (From Tax Ticket): _____ Listed with Historic Fayetteville

SIGN LOCATION

Side Front Back Hanging Freestanding Other: _____

SIGN TYPE

Masonry Wood Structural Steel Reinforced Concrete Other: _____

DIMENSIONS

_____ Height Sq. Feet _____ Width Sq. Feet _____ Total Sq. Feet

PROPOSED USE OF STRUCTURE

Commercial Residential (R1) Residential (R2)

DESCRIPTION OF WORK TO BE PERFORMED

Total Estimated Cost (All labor and materials) \$ _____ (1%) Permit Fee \$ _____

ITEMS REQUIRED WITH APPLICATIONS:

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. 3. Fayette County District, Tax Map, and Parcel Number, 4. Assessor and Zoning form to be completed, 5. Determination of Floodway/Flood Plain Designation, 6. List of all contractors and sub-contractors.

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 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 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". 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 application is only for the work described above. 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 fully responsible for being in compliance with these regulations.

Signature: _____ Date: _____

SIGN LOCATION PLAN

DATE _____ for Construction Activity within Town of Fayetteville, West Virginia **Permit #:** _____
(304)574-0101 – (304)574-3765 fax
www.fayettevillewv.gov

APPLICANT INFORMATION

Property Owner Name: _____ Phone: _____

Physical Location: _____

Fayetteville Tax District, Tax Map and Parcel # (from tax ticket): _____

SIGN LOCATION PLAN

(Draw the shape of your property, show all roads, give the dimensions of your property, draw all existing buildings and sketch in new construction. Show the distance of your property lines from new structure).

SETBACKS

ZONING/HISTORIC

Front Yard: _____ Left Side Yard: _____
Rear Yard: _____ Right Side Yard: _____

Zoning: _____
Historic: _____

PLEASE GIVE DIRECTIONS TO THE PROPERTY

Signature: _____ **Date:** _____

**GENERAL CONTRACTOR
COMPLIANCE VERIFICATON**

DATE _____ for Construction Activity within Town of Fayetteville, West Virginia **Permit #:** _____

To provide compliance with West Virginia Code 21-11-15 and 28-2-5, satisfactory proof must be furnished that the State Privilege License Fee has been paid and Worker's Compensation Insurance is in effect. Please mark the appropriate statements below.

_____ As a licensed General Contractor of the State of West Virginia, I hereby certify that I have obtained Worker's Compensation as required by West Virginia Code 23-2-5. and I will maintain the required Worker's Compensation Insurance for the entire duration of any construction for which permits have been issued.

_____ As a licensed General Contractor of the State of West Virginia, I hereby certify that I am exempt from the requirements of West Virginia Code 23-2-5, requiring Worker's Compensation Insurance for Contractors and their employees.

And

_____ I hereby certify that I have paid the West Virginia License Application renewal fee required for all contractors in pursuant of the West Virginia Code 21-11-15 and 28-2-5.

_____ I hereby certify that I have paid the Town of Fayetteville License Application renewal fee or obtained a new license required for all contractors who work in the town limits in pursuant of the Fayetteville Ordinances Article 673 Business and Occupation Taxes www.fayettevillewv.gov.

763.07 BUSINESS OF CONTRACTING.

(a) Upon every person engaging or continuing within the Town in the business of contracting, the tax shall be equal to two percent (2%) of the gross income of the business.

(b) Every person engaging in or continuing within the Town in the business of contracting shall furnish to the Recorder, or any other person so designated by Council, the following information: a statement, accompanying each building permit issued pursuant to the Town Code (Codified Ordinances), listing:

(1) The contractor's name and address, and the gross income to derived by the contractor from the project for which the building permit is issued; and

(2) Each subcontractor's name and address and the gross income to be derived by each subcontractor from the project for which the building permit is issued.

(c) In addition to the requirements of subsections (a) and (b) hereof every person engaging or continuing within the Town in the business of contracting shall furnish to the Recorder a cash bond as a condition precedent to the issuance of a building permit as elsewhere provided in the Municipal Code in an amount equal to the gross income to be derived by the contractor from the project for which the building permit is issued multiplied by one and five-tenths percent (1.5%), such bond being conditioned upon compliance with the provisions of Section [763.13](#).

(Ord. 2011-2. Passed 1-27-11.)

Print Name of Contracting Company: _____

Print Name of License Holder: _____

License Number: _____

Signature of License Holder: _____