BUILDING 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. **HISTORIC DISTRICT RESIDENTS AND BUISNESSES MUST GO THROUGH THE HISTORICAL COMMITTEE FOR APPROVAL BEFORE BEGINNING WORK.**
2. Application filled out completely, **submitted 7 business days before starting project**.
3. Septic permit or letter of availability from appropriate public service district
4. If new home: 1 set of construction drawings (Blueprints)
5. If trusses will be used for construction; please submit truss details from the manufacturer.
6. A copy of signed contract between property owner and contractor is required, and may need to submit a set of blueprints.
7. An itemized listing of materials with cost if owner is doing the job.
8. Must submit photocopy of WV Contractor's License, Liability Certificate of Insurance and Compliance of Workers Compensation.
9. Additional forms regarding notification of asbestos renovation, demolition or abatement.
10. **AEP work request number **MUST** accompany all requests for electrical inspections.
11. All fees paid.

Inspections That Are Required:

1. Footers / slabs before pour.
2. Water and Sewer connections
3. Decks which are greater than 144 sq. feet or greater, 3 ft. in height from ground level
4. Foundation / Flooring / Roofing
5. Rough In / Electrical, Framing, Rough Plumbing and Mechanical (**Before Insulation**)
6. Insulation **(Before Covering)**
7. Final / Electrical
8. Final on mobile homes only after landings are complete

****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:_____ **AEP Reconnect #:**_____

Date:_____ **Miss Utility Ticket # :**_____

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

RESIDENTIAL AND COMMERCIAL BUILDING PERMIT

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

(304)574-0101 – (304)574-3765 fax

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

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** □

TYPE OF CONSTRUCTION (as defined by the WV State Code)

□ Residential □ Commercial □ Renovation □ New Construction □ Demolition □ Excavation

□ Interior □ Exterior □ Addition □ Carport □ Storage Building

PROPOSED USE OF STRUCTURE

□ Commercial □ Residential (R1) □ Residential (R2) # Off Street Parking Spaces_____

FRAME TYPE

□ Masonry □ Wood □ Structural Steel □ Reinforced Concrete Other:_____

SEWAGE TYPE

□ Public □ Private Must have Photocopy of Health Department, if private or Copy of Approval from Public Service District if public.

TYPE OF WATER **TYPE OF HEAT** **TYPE OF MECHANICAL**

□ Public □ Private □ Gas □ Electric □ Other □ Central Electric □ Central Gas □ Other

DIMENSIONS

#Of Stories_____ Sq. Ft. House:_____ Sq. Ft. Basement:_____ Sq. Ft. Garage:_____ Sq. Ft. Commercial :_____

RESIDENTIAL BUILDING

Number of Bedrooms:_____ Number of Full Baths:_____ Number of ½ Baths:_____ Total Number of Rooms:_____

DESCRIPTION OF WORK TO BE PERFORMED

Square Footage:_____ Will construction change present surface drainage?_____ Date for Construction to Begin_____

Floodway/Flood Plain: □ Yes (Submit Elevation Cert.) □ No FIRM Map _____

Total Estimated Cost (All labor and materials) $_____ **(1%/min $50) 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 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". 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.

1.12.23

Signature:_____ **Date:_____**

ZONING AND SITE 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):_____

SITE OR PLOT 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

Front Yard:_____ Left Side Yard:_____

Rear Yard:_____ Right Side Yard:_____

ZONING/HISTORIC

Zoning:_____

Historic:_____

PLEASE GIVE DIRECTIONS TO THE PROPERTY

_____

_____

_____

_____

_____

Signature: _____ **Date:** _____

1.12.23

GENERAL CONTRACTOR
COMPLIANCE VERIFICATON

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

(304)574-0101 – (304)574-3765 fax

www.fayettevillewv.gov

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: _____

SUB-CONTRACTOR REGISTER

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:_____

GENERAL CONTRACTOR:_____ Phone:_____

Please list the company's name, contract person, address, phone number, contract amount and type of work.

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

If more space is needed please list on the back of this form.

____*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.*

****FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY WILL IS ISSUED BY COUNTY, AND WILL NOT BE COMPLETED UNTIL THIS FORM IS RETURNED TO THE TOWN OF FAYETTEVILLE BUILDING PERMITS AND CODE ENFORCEMENT OFFICE.**

Signature:_____ **Date:**_____