CITY OF MARTINSBURG
WEST VIRGINIA

This check sheet must accompany the incomplete application that is resubmitted.
Date: Validation Seal:

Permit/Plans Submittal Requirements Checklist
LOCAL CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load	Wind Speed (mph)	Seismic Design Category	Subject To Damage From				Winter Design Temperature	Ice Shield Underlayment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp.
			Weathering	Frost Line Depth	Termite	Decay					
35	90	C	Severe	30 Inch	Moderate To Heavy	Slight Moderate	10	No	1/3/97	0-1000	50-55

OUTDOOR DESIGN CONDITIONS BASED ON INSIDE DESIGN TEMPERATURE OF 75 DEGREES

		Winter		Summer				
Location	Latitude Degrees	97 ½ % Design Dry Bulb	Heating D. D. Below 65 Degree F.	2 ½ % Design Dry Bulb	Coincident Design Wet Bulb	Grains Difference 55 % RH	Grains Difference 50 % RH	Daily Range
West Virginia Martinsburg Airport	39	10	5231	90	74	30	37	21 M

❑ APPLICATION—All sections that are applicable must be completed to process permit.
Comments_____

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❑ LICENSING—Must supply current copy of West Virginia State Contractors license, City of Martinsburg business license, and any other licenses (Masters or journeyman's electrical, asbestos, etc.) as applicable for each contractor contracting work.
Comments_____

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❑ PLANS—A minimum of two (2) complete sets of plans shall be submitted; **partially completed plans will not be accepted**. Plans **MUST BE LEGIBLE**, blueline or copies (no ink), fully dimensioned and drawn to scale (minimum 1/8" scale, 1/4" recommended) on suitable material at least 11"x17" and not larger than 24"x36", be of sufficient clarity to indicate location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the State Building Code as referenced on the permit cover sheet, all relevant federal or state laws, and Ordinances of the City of Martinsburg. General notes shall be included on the plans or on an additional form to address all mechanical, electrical, and/or plumbing requirements, and to identify equipment specifications. The person responsible for their preparation must sign all plans submitted. When required, plans must be wet stamped and signed by a licensed architect or engineer registered in the state of West Virginia. The Code Official may waive this requirement if due to the scope and nature of the work that reviewing of construction documents would not be necessary to obtain compliance with the code. Multipage plans to be put in order, beginning with site, elevation, floor, foundation, section, framing, electric, plumbing and mechanical.
Comments_____

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❑ 1. Zoning/Site Plan
❑ 2. Site Survey
❑ 3. Soil Report
❑ 4. Ext. Elevation Drawings
❑ 5. Foundation Plans
❑ 6. Floor Plans
❑ 7. Utilities
❑ 8. Framing Plans (Floors)
❑ 9. Roof Framing Plans
❑ 10. Sectional Drawings
❑ 11. Structural Plans
❑ 12. Structural Calculations
❑ 13. Electrical
❑ 14. Specific Details
❑ 15. Plumbing Plans
❑ 16. Mechanical Systems
❑ 17. Fire Safety Requirements
❑ 18. Energy Code Requirements
❑ 19. Drainage Plans
❑ 20. Accessibility
❑ 21. Health Department Approval

❑ ZONING/SITE PLAN—A scaled plat that shows lot dimensions, location of all existing buildings and any proposed new structures including their dimensions, distances apart and to property lines, all streets, easements and setbacks. Show water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show required parking, drainage and grading information. Indicate drainage inflow and outflow locations and specific areas required to be maintained for drainage purposes. Show north arrow.
Comments_____

❑ FOUNDATION PLAN/CRAWL SPACE—Maximum soil bearing value 1,500 psf (unless geotechnical soil investigation). Show all exterior/interior foundation walls, piers and footings. Show all embedded anchoring such as anchor bolts, hold-downs, post bases, columns, etc., and girders. Indicate size, locations, thicknesses, materials and strengths and reinforcing. Show waterproofing, drainage, radon control, ventilation and means of accessory specifications.
Comments_____

❑ FLOOR PLAN—Show all floors, including basements and including concrete slab details. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows, header sizes and exterior wall stud size and spacing. Provide door and window schedules that would indicate size and type. All fire assemblies; area and occupancy separations and draft stops shall be shown.
Comments_____

❑ DEMOLITION DETAILS—An asbestos inspection report must be filed with the City of Martinsburg Planning Department fifteen (15) days before the anticipated date of demolition and as required with the Department of Environmental Protection. Approval must also be obtained from the City of Martinsburg Historic Preservation Review Commission if located within the Historic District. An additional handout is available outlining all the requirements for a demolition permit.
Comments_____

❑ FRAMING PLANS AND ROOF FRAMING PLANS—Show all structural members, their size, spacing, methods of attachment, location and materials for floors and roofs. Include roof slope and direction they will run. Show joist and roof plan. Engineered wood products will require a stamped copy of the registered design professional product details and specifications (trusses, LVLs, etc.).
Comments_____

❑ EXTERIOR ELEVATIONS—Show all views of building, including attached decks and /or raised landings (front, rear, left and right side) heights above finish grade. Show all vertical dimensions and heights. Show all openings and identify materials and show lateral bracing system, where applicable.
Comments_____

❑ BUILDING SECTIONS AND WALL SECTIONS—Show materials of construction, non-rated and fire-rated assemblies
Comments_____

❑ MECHANICAL SYSTEMS—Show the entire mechanical system. Include all units, fuel type, their sizes, access, clearances, protection from impact, electrical requirements, mounting details and locations, all ductwork, including material and sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations per state of West Virginia. Provide a copy of Manual J worksheet or acceptable equivalent for sizing of system using correct heating and/or cooling design conditions for this geographic area. Show how and where fuel-burning equipment obtains combustion air. Also show type, size and material used for combustion air supply and exhaust venting for fuel fired equipment and ventilation system, including where vents exit the building.
Comments_____

❑ PLUMBING SYSTEMS—Show water and sewer service size and point of connection. Indicate size and material used for the cold and hot water distribution system, including branch and fixture supply size. Show all fixtures and appliances, their locations, including but not limited to water closets, lavatories, bathtubs, whirlpool tubs, showers, sinks, laundry tubs, washer stand pipes, dishwasher, disposal, etc. Indicate location, size and type of backflow preventers and air-admittance valves. Show location of sumps and subsoil drainage pits including their piping and venting. Also show location of hot water heater, its size, and fuel type, exhaust type and size. Provide a riser/schematic diagram of drainage system of all fixtures, appliances, drain pans, etc., including all pipe sizes, slopes and material, including location where vents exit building. Show point of connections to utilities, septic tanks, pretreatment sewer systems and water wells.
Comments_____

❑ ELECTRICAL SYSTEM—Show all electrical fixtures (interior, exterior and site) schedule of wiring sizes and circuiting, grounding, single line diagrams, load calculations and fixture schedules. Show size and locations of main panel and/or subpanel, point of connection to utility.
Comments_____

❑ STRUCTURAL CALCULATIONS—Where required, provide structural calculations for the entire structural system of the project.
Comments_____