



CITY OF MARTINSBURG
WEST VIRGINIA

City of Martinsburg
232 N. Queen Street
Martinsburg, WV 25401
(304) 264-2131
(304) 264-2136 Fax

APPLICATION FOR
SIDEWALK PERMIT
Date received

ALL SIDEWALKS TO BE REPLACED AS PER CITY SPECIFICATIONS

PROPERTY ADDRESS _____

NAME OF PROPERTY OWNER _____

ADDRESS _____

TELEPHONE NUMBER _____

NAME OF APPLICANT _____

ADDRESS _____

TELEPHONE NUMBER _____

NAME OF CONTRACTOR _____

ADDRESS _____

CITY BUSINESS LICENSE _____ STATE CONTRACTOR LIC. WV _____

TELEPHONE NUMBER _____ COST \$ _____

SIDEWALK: _____ STREET _____ YARD _____ LENGTH _____ WIDTH _____

_____ CURB _____ RETAINING

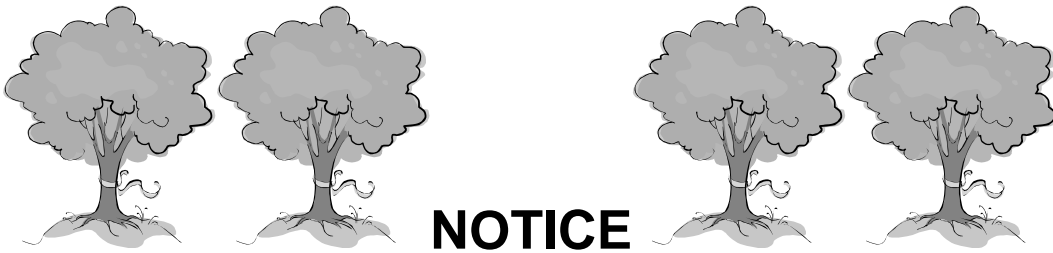
WALL

Applicant's Signature

Approved by: _____ Date _____ Fee
\$ _____

Article 1761 of the Codified Ordinance of the City of Martinsburg requires:

All persons shall obtain permit and pay fees before proceeding with any construction, subconstruction, enlargement, alteration, repair or removal of any building or any other structure in the city. A person who shall commence the erection, construction, alteration or repair of any structure or portions thereof requiring a building permit without first obtaining the required permit, shall pay double the cost of such permit, if permit is obtained within forty-eight hours of notification of violation by Building Inspector. **Failure to obtain permit within forty-eight-hour time period will result in fee for permit being tripled.**



Pursuant to Article 150 of the **Codified Ordinances of the City of Martinsburg**: No person, firm, or corporation shall remove, cut above the ground, or disturb any tree on any street, park, or other public place without first filing an application and procuring a permit from the Shade Tree Commission. Inquiries may be addressed to the Shade Tree Commission, City of Martinsburg, 232 N. Queen Street, Martinsburg, WV 25402.

Disclaimer

By signing on the line below, you are certifying that you understand what information you are to submit with your application. In addition, please be advised that this building permit does not exempt you from complying with all other statutory provisions, regulations, requirements, and directives of any other governmental entity, that being local, state or federal governmental entities. You are further advised that even through this building permit is being issued to you, you have a duty to investigate as to whether any other statutory provision, regulation, requirement or directive by any other governmental entity may apply to you, e.g. asbestos, lead paint.

Applicant's Name Date

Address

Signature

Please provide in space below a sketch of lot that includes location of present structures and where proposed work is to be done.

SECTION XIV. Contractor's Information

Property Lot #:

Street Address:

Contractor Classification	<small>List all contractors, Attach additional sheets if necessary</small> Name/Business	Contract Amount	City Bus. Account/ License No.	State Contr. License No.
Owner				
Architect/Engineer				N/A
General Contractor				
Excavation				
Concrete Footer/Found.				
Steel				
Concrete Slabs				
Carpentry Framing/Fin.				
Roofing				
Siding				
Electrical				
Alarm System				
Plumbing				
Sewer/Water				
Sprinkler System				
Mechanical				
Insulation				
Drywall Applicator				
Drywall Finishing				
Masonry				
Painting				
Cabinets				
Floor Cover				
Signs				
Glass/Glazing				
Landscaping				
Signs				
Cleaning				
PHONE NUMBER	CONTACT PERSON	DESCRIPTION OF WORK		

Do not write below this line

OFFICIAL USE ONLY

Do not write below this line

DATE/INSPECTOR	PERMIT NUMBER:	ISSUE DATE:		DATE/INSPECTOR
	INSPECTION REQUIRED	INSPECTION REMARKS		
	<input type="checkbox"/> Building Footer			<input type="checkbox"/> Deck Footer
	<input type="checkbox"/> Foundation			<input type="checkbox"/> Backfill/Drain tile
	<input type="checkbox"/> Slab Basement			<input type="checkbox"/> Slab Garage/Porch
	<input type="checkbox"/> Plumb. Ground/Works			<input type="checkbox"/> Plumbing Rough-in
	<input type="checkbox"/> Electrical Service			<input type="checkbox"/> Electrical Rough-in
	<input type="checkbox"/> Mechanical Rough-in			<input type="checkbox"/> Ceiling Grid
	<input type="checkbox"/> Framing			<input type="checkbox"/> Insulation
	<input type="checkbox"/> Wall Cover/Drywall			<input type="checkbox"/> Electrical Final
	<input type="checkbox"/> Zoning Only			<input type="checkbox"/> Walks Apron Slabs
	<input type="checkbox"/> Chimney			<input type="checkbox"/> Alarms/Sprinkler
	<input type="checkbox"/> Grading	<input type="checkbox"/> Final <input type="checkbox"/> U & O		

Fee Schedule

Certificate of Appropriateness—HPRC	\$25
Code Appeal	\$100
Use & Occupancy New Construction Change of Use	\$100 \$20
Signs	\$25 plus \$2 per square foot
Zoning Status Letter	\$50
Bond Reduction Request	\$100
Tape of Board or Commission Meeting	\$25
<u>BUILDING PERMIT FEES</u>	
New Construction, Building Additions Application Fee Building Permit Cost	\$10 \$9.00 per \$1,000
Remodel, repair, replace, demolition, accessory structures greater than 150 sq. ft., fences, retaining walls greater than 4 ft. Application fee work value greater than \$5,000 Building Permit cost	\$5.00 \$7.50 per \$1,000
Mechanical/plumbing systems—plan review Application fee	\$3.00 per 100 sq. ft.
Sidewalks Public Sidewalks Private	\$0 \$7.50 per \$1,000
Grading—more than 1,000 sq-ft.—plan review	\$5.00 per 1,000 sq. ft
Stop Work Order—removal fee	\$100
Reapplication	Original Application Fee
Reinspection Fees First reinspection Second reinspection Third and subsequent reinspection	\$50 \$100 \$200