



**CITY OF MARTINSBURG**  
WEST VIRGINIA

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

**APPLICATION FOR  
SIGN PERMIT**

Date received \_\_\_\_\_

**Historic District?** \_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

ADDRESS AND LOCATION OF SIGN \_\_\_\_\_  
\_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

NAME OF CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY BUSINESS LICENSE \_\_\_\_\_ STATE CONTRACTOR LIC. WV \_\_\_\_\_

NAME OF ELECTRICAL CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY BUSINESS LICENSE \_\_\_\_\_ STATE CONTRACTOR LIC. WV \_\_\_\_\_

**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.***

**A SKETCH OF PROPOSED SIGN(S) MUST BE ATTACHED TO THIS APPLICATION**

SIGN INFORMATION

NUMBER OF SIGNS \_\_\_\_\_ LIGHTED SIGN: \_\_\_\_\_ YES \_\_\_\_\_ NO

FREESTANDING SIGN \_\_\_\_\_ YES \_\_\_\_\_ NO DESIGN WIND LOADS \_\_\_\_\_

DIMENSIONS \_\_\_\_\_ HIGH \_\_\_\_\_ WIDE \_\_\_\_\_ DEEP

LENGTH OF BUILDING FRONT \_\_\_\_\_

METHOD OF ATTACHMENT TO BUILDING \_\_\_\_\_

MATERIALS USED \_\_\_\_\_

COST OF SIGN \$ \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

**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

**DO NOT WRITE BELOW THIS LINE**

\_\_\_\_\_  
SQ. FT. ALLOWED SQ.FT.PROPOSED

INSPECTIONS REQUIRED \_\_\_\_\_ FOOTER \_\_\_\_\_ ELECTRICAL \_\_\_\_\_ FINAL \_\_\_\_\_ IBC

CITY PLANNER \_\_\_\_\_

BUILDING INSPECTOR \_\_\_\_\_

BOARD APPROVAL \_\_\_\_\_ PERMIT FEES\$ \_\_\_\_\_

**SECTION XIV. Contractor's Information**

**Property Lot #:**

**Street Address:**

Contractor Classification	List all contractors, Attach additional sheets if necessary 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		INSPECTION REQUIRED	
	<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

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