

**SUBMIT COMPLETED FORM TO THE MARTINSBURG PLANNING DEPARTMENT OFFICE**

# WORK REGISTRATION FORM

*City of Martinsburg Ordinance 2004-21*

**\*\*\* POST THIS FORM SO IT IS VISIBLE FROM STREET \*\*\***

CITY OF MARTINSBURG • 232 N. QUEEN STREET • MARTINSBURG, WV 25401 • PHONE (304) 264-2131 • FAX (304) 264-2136

**NOTES:** HOMEOWNERS PERSONALLY PERFORMING WORK ON THEIR PRIMARY RESIDENCE ARE EXEMPTED. THIS REQUIREMENT IS INTENDED FOR BUSINESSES AND CONTRACTORS. WORK REGISTRATION MUST BE COMPLETED PRIOR TO ANY ACTIVITY, OR WITHIN 72 HOURS OF AN EMERGENCY REPAIR. ALL SECTIONS OF THIS FORM MUST BE COMPLETED IN ORDER TO BE ACCEPTED. PLEASE PRINT NEATLY TO ENSURE INFORMATION IS LEGIBLE. CONTRACTORS OR BUSINESSES FAILING TO REGISTER PRIOR TO WORK ACTIVITY OR PROVIDING WRONGFUL INFORMATION ARE SUBJECT TO PENALTIES AS PROVIDED BY LAW. THIS IS NOT A BUILDING PERMIT.

### 1.) LOCATION OF WORK ACTIVITY

**STREET ADDRESS :** \_\_\_\_\_

**CUSTOMER NAME :** \_\_\_\_\_

### 2.) CONTRACTOR INFORMATION

**NAME OF APPLICANT :** \_\_\_\_\_

**BUSINESS NAME :** \_\_\_\_\_

**BUSINESS ADDRESS :** \_\_\_\_\_

**BUSINESS PHONE # :** (      ) \_\_\_\_\_

**CITY BUSINESS LICENSE # :** \_\_\_\_\_ **WV CONTR LIC.#** \_\_\_\_\_

### 3.) WORK ACTIVITIES TO BE PERFORMED (SELECT ALL THAT APPLY)

- REPLACEMENT WINDOWS AND/OR GLASS**
- CARPETING**
- FLOORING**
- PAINTING**
- RE-SIDING** (Includes minor repairs, full/partial replacement)
- RE-ROOFING** (Includes minor repairs, full/partial replacement)
- RE-PAVING** (Includes minor repairs, full/partial replacement)

<b>COST OF CONSTRUCTION:</b>
\$ _____
ESTIMATED

<b>DETAILED WORK DESCRIPTION:</b> _____
_____

4.) **START DATE:** \_\_\_\_\_ **FINISH DATE :** \_\_\_\_\_

5.) **I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I AM AN AUTHORIZED AGENT FOR THE BUSINESS/CONTRACTOR SELECTED BY THE OWNER TO LAWFULLY PERFORM THE PROPOSED WORK.**

**SIGNATURE AND DATE** \_\_\_\_\_ **→ (REQUIRED)**