



# THE City OF Martinsburg

For Official Use Only	
Application #:	
Zoning:	
Code:	
Amount Due:	\$
Date Paid:	

Planning Department \* 232 N. Queen Street \* Martinsburg, WV 25401 \* 304.264.2131

## STORAGE BUILDING PERMIT APPLICATION

West Virginia state law requires all contractors operating in WV to be licensed, and to obtain all required permits before commencing any work. If a homeowner applies for the permit, then the homeowner assumes all responsibility for the work being in compliance with all codes.

Please legibly print or type the following application in its entirety.  
Incomplete applications will not be accepted.

### 1. SUBJECT PROPERTY

Street Address \_\_\_\_\_

Subdivision/Lot # \_\_\_\_\_ Tax Map / Parcel # \_\_\_\_\_

### 2. APPLICANT

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Daytime \_\_\_\_\_

### 3. CONTRACTOR

Name \_\_\_\_\_

WV License # \_\_\_\_\_ Martinsburg License # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Daytime \_\_\_\_\_

### 4. PROPERTY OWNER

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephones: Work \_\_\_\_\_ Daytime \_\_\_\_\_

### 5. PERMIT TYPE

Type of work:  New Building  Addition to Existing Building  Alteration or Repair

*continued on reverse side*

**6. WORK DESCRIPTION**


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**7. PROJECT DETAIL INFORMATION**Method →  Built on-site  Prefabricated (Supplier → \_\_\_\_\_ )Foundation →  Wood  Gravel  Slab  FooterFraming →  Wood  Metal  Masonry  OtherFloor →  Wood  Concrete  Gravel  OtherRoof →  Asphalt Shingle  Metal  OtherDemolition →  None  Yes (adding onto building)  Yes (removing old building)Utilities →  No  Yes (Explain → \_\_\_\_\_ )

Building Area (sq.ft.) \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

Project Estimated Value \_\_\_\_\_

**8. LOT COVERAGE CALCULATION****8.1** Property Area → \_\_\_\_\_ sq.ft.**8.2** Current Area of Existing Structures → \_\_\_\_\_ sq.ft.**8.3** Area of Proposed Storage Building → \_\_\_\_\_ sq.ft.**8.4** Total Building Area (Sum of values for 8.2 and 8.3) → \_\_\_\_\_ sq.ft.**8.5** Lot Coverage (Value for 8.4 divided by value for 8.1) → \_\_\_\_\_**9. SUBMISSION REQUIREMENTS**

- Fully completed application is required.
- For each contractor, provide copy of WV State Contractor's License and City of Martinsburg Business License.
- Two (2) sets of building construction plans and details that include, but are not limited to the following: foundation, framing assemblies, roof framing, materials, drainage

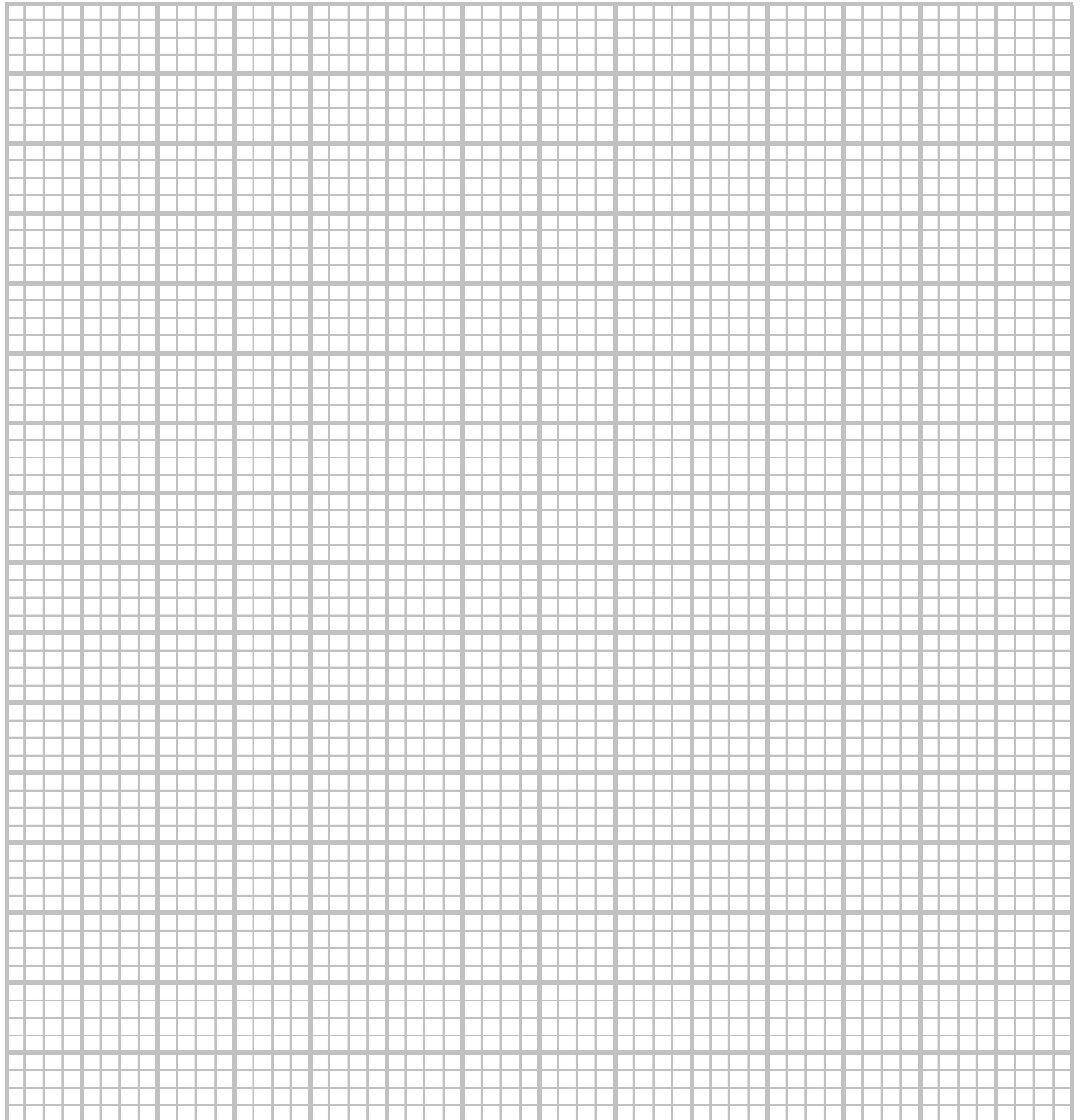
**10. ADDITIONAL INFORMATION**

- Any person starting work without a permit shall pay **DOUBLE** the permit cost within forty-eight (48) hours of notification by the building inspector. Failure to obtain permit within this time period shall cause the permit fee to be **TRIPLED**.
- Any building used to store motorized vehicles must have a non-combustible flooring system.
- WV State law requires testing and abatement of asbestos prior to any demolition activity.
- In most residential areas, lot coverage cannot exceed 30%. Ask if this applies to you.
- Accessory structures (storage buildings) shall be at least five (5) feet away from lot lines and other buildings, and may be located in the rear yard or side yard as long as it is set farther back than the front corners of the primary building envelope (does not apply to front porches).
- Building must not cross public utility, drainage, or improvement easements **UNLESS** a specific agreement is reached with the easement parties.
- Building installation shall not impede flow of storm water running through your property.
- If property is in the Historic Preservation district, owner must obtain a Certificate of Appropriateness from the Historic Preservation Review Commission prior to obtaining a permit.

**11. LOCATION PLAN (Select one method)**

- METHOD #1** - Provide a plat of survey showing owner's property, all structures, utilities and easements (utility, drainage, access, etc). Mark up the plat to show:
  - Exact location of storage building
  - Storage building dimensions and footprint area
  - Actual distance from property lines and other buildings
  
- METHOD #2** – Provide a drawing of the property below, drawn to scale. Drawing must show all the information described in method #1 above.

( REAR LOT LINE )



( FRONT LOT LINE )

NAME OF STREET: \_\_\_\_\_

**Directions:**  
 Using outside dimensions show all existing structures and their distance from property lines. Then show the location of proposed addition or detached building (including its dimensions) and distance from lot lines and other buildings on the lot. Indicate the footprint area for each structure.

**Lot Dimensions**  
 Front \_\_\_\_\_ ft.  
 Rear \_\_\_\_\_ ft.  
 L/Side \_\_\_\_\_ Feet  
 R/Side \_\_\_\_\_ Feet  
**Lot area \_\_\_\_\_ sq. ft.**

**Lot Coverage**  
 Existing Structures  
 Area \_\_\_\_\_ sq. ft.  
 Proposed Structure  
 Area \_\_\_\_\_ sq. ft.  
**Total Area \_\_\_\_\_ sq. ft.**  
**Lot Coverage \_\_\_\_\_ %**  
 \_\_\_\_\_ L/Ft.  
**Street Frontage**  
 Tax Record \_\_\_\_\_ sq. ft.

