



CITY OF MARTINSBURG
WEST VIRGINIA

Residential Building Permit/Cover Sheet

(One- and Two-family Residences, Additions and Townhouses three stories or less in Height.)

Current City Building Code: 2015 Edition International Residential Code, 2015 Edition International Building Code, 2015 International Plumbing Code, 2015 International Mechanical Code, 2015 International Fuel Gas Code, 2015 International Property Maintenance Code, 2009 International Energy Conservation Code, 2015 International Existing Building Code, 2009 ICC/ANSI A 117.1, 2017 Edition National Electrical Code, 2018 Edition West Virginia State Fire Code, 2018 Edition NFPA 101 Life Safety Code, City of Martinsburg Rental Housing Code and City of Martinsburg Zoning Ordinance.

Penalty: (Article 1761 of the Codified Ordinance of the City of Martinsburg) 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 obtained within forty-eight (48) hours of notification of the violation by the building inspector. Failure to obtain permit within the forty-eight-hour time period will result in **fee for permit** being **tripled**.

Minimum Submittal Requirements

(This is not necessarily a complete list of all required submittals. Additional information may be required after plan review)

1. Application filled out **completely** and **legibly**, including current and/or proposed use category and each applicable section.
2. Copy of current City of Martinsburg Business License if contracting work. (Each Contractor) **Note: City and State licensing not required for work personally performed on primary residence or entirely by property owner.**
3. Copy of current West Virginia State Contractor's License if contracting work and the cost of the undertaking is \$2,500.00 or more. "Undertaking" means the entire construction project cost including labor and materials.
4. A minimum of two (2) sets of complete plans and details (Presumptive **soil bearing value of 1500 psf** unless otherwise specified by soil investigation) that could include, but is not limited to any of the following:

- | | | |
|-----------------------|-----------------------------|------------------------------|
| 1. SITE PLAN | 7. FRAMING PLANS (FLOORS) | 13. PLUMBING PLANS |
| 2. SITE SURVEY | 8. ROOF FRAMING PLAN | 14. MECHANICAL PLAN |
| 3. SOIL REPORT | 9. DETAIL SECTION DRAWINGS | 15. FIRE SAFETY REQUIREMENTS |
| 4. EXT. ELEV. DRAWING | 10. STRUCTURAL PLANS | 16. ENERGY CODE REQUIREMENTS |
| 5. FOUNDATION PLANS | 11. STRUCTURAL CALCULATIONS | 17. DRAINAGE PLANS |
| 6. FLOOR PLANS | 12. ELECTRICAL | 18. ZONING APPROVAL |

PLANS: 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 preferably 18"x 24" and not larger than 24"x 36"; 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 above, and 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 plumbing requirements, and to identify equipment specifications. Void or delete all plans, details and notes that do not pertain to the project. 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.

5. An engineer stamped detail copy for any manufactured wood or steel products if used (roof trusses, laminated beams, I-joist, I-beams, etc.).

6. Window and door U Values including size, type, material and manufacturer. (Manufacturer Brochure)
7. R Values for all foundations, slab on grade, floor, wall and ceiling insulation.
8. New construction will require a letter of availability from appropriate public utility for sewer and water service and payment of any capacity and/or utility improvement fees. Any Capital Improvement fees imposed by the City of Martinsburg will require a completed application form and become payable not later than at issuance of building permit. The City of Martinsburg tap fees must be paid before installation can be scheduled.
9. Letter of acceptance from 911 for address (New subdivisions).

Note: Permit applications are reviewed in the order received. Dependant on the nature and scope of work, a completed application can take up to six (6) weeks to process. You will be notified when the permit is ready to be picked up.

PROPERTY/BUILDING USE

Select from the following use groups/subgroups that have been taken from Chapter Three of the 2015 International Building Code to complete Section I, for both current and/or proposed use. List is not all inclusive.

310 Residential Group R

310R-3 (1 & 2 family)

Duplex, single-family, townhouse

312 Utility and Misc. Group U—Barns, carports, garages,

greenhouses, retaining walls, sheds, stables, towers

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	115	A	Severe	30 Inch	Moderate To Heavy	Slight Moderate	10	No	7/7/2009	0-1000	50-55

OUTDOOR DESIGN CONDITIONS BASED ON INSIDE DESIGN TEMPERATURE OF 75 DEGREES

Location	Latitude Degrees	Winter		Summer				
		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	38	11	5231	90	75	30	37	21 M

NOTICE

Be aware that when interior alterations, repairs, or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings.



CITY OF MARTINSBURG

232 North Queen Street, P.O. Box 828
(304) 264-2131 Fax: (304) 264-2136
Martinsburg, West Virginia 25402

Date Received Stamp

Permit #
Associated Permit #

RESIDENTIAL PERMIT APPLICATION

SECTION I. Property Location/Owner Information

(Complete Lines 1, 2 and 3)

1. Address Number	Street Name	Occupancy	Current	Proposed	Zoning District	Tax Map & Parcel
2. Subdivision (If Applicable)		Lot No.	Use Group Number		Owned	Owner Phone No.
			Type-Specify		yrs.	
3. Owners Last Name	First Name & Middle Initial	Address (If Different Than Above)			State	Zip Code

SECTION II. Principal Type Permit

(Check Only One)

4. <input type="checkbox"/> Building Including <input type="checkbox"/> Electrical <input type="checkbox"/> Mech. <input type="checkbox"/> Plumbing Complete Sections Applicable	<input type="checkbox"/> Electrical Complete Section VII	<input type="checkbox"/> Mechanical Complete Section VIII	<input type="checkbox"/> Plumbing Complete Section IX	<input type="checkbox"/> Sign Complete Section IV	<input type="checkbox"/> Demolition/Grading Complete Section X
--	--	---	---	---	--

SECTION III. Structure Type (Check Blocks Applicable)

5. Type	<input type="checkbox"/> Accessory Structure Complete section IV, XIII & as applicable	<input type="checkbox"/> New Construction Complete section V, XIII, XIV & as applicable	<input type="checkbox"/> Renovation Complete section VI, & as applicable
6. Description	<input type="checkbox"/> Det. Garage <input type="checkbox"/> Pool <input type="checkbox"/> Shed	<input type="checkbox"/> Parking <input type="checkbox"/> Sign <input type="checkbox"/> Other	<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Townhouse <input type="checkbox"/> Two Family
	<input type="checkbox"/> Retaining Wall <input type="checkbox"/> Sidewalks	<input type="checkbox"/> Addition <input type="checkbox"/> Deck	<input type="checkbox"/> Interior <input type="checkbox"/> Exterior <input type="checkbox"/> Int./Ext.
			<input type="checkbox"/> Conversion <input type="checkbox"/> Other

SECTION IV. Accessory Structure and/or sign Details

Estimated Start Date:

7. Description of Work: Include dimensions (Diameter, depth, length, width, height) and rough/finish type materials used as applicable.	
8.	
9. Specify Other	Total Value \$

SECTION V. New Construction Details

Estimated Start Date:

10. Description of Work: Include Dimensions (Diameter, depth, length, width, height) and type framing/finish material used as applicable.										
11.										
12.										
13. No. Stories	Basement Size	Crawl Space Size	Slab on Grade Size	1 st . Floor Size	2 nd . Floor Size	3 rd . Floor Size	Attached Garage Size	Carport Size	Breezeway Size	Front Porch Size
14. Rear Porch Size	Side Porch Size	Deck Size	No. Bedrooms	No. Full Baths	No. Part. Baths	Fin. Rec. Rm. Size	No. Fireplaces	No. Chimneys	Total Value \$	

SECTION VI. Renovation Details

Estimated Start Date:

15. Description of Work: Explain any alterations that change room use or size and include dimensions (Diameter, depth, length, width, height) type framing/finish material		
16.		
17.		
18. Specify Other	Explain Conversion	Total Value \$

SECTION VII. Electrical

Estimated Start Date:

19. Existing Service _____ Amps	Number of Circuits: _____ 2 Wire	Number of Service Outlets: _____ 110 Volts _____ 220 Volts			
New Service _____ Amps	_____ 3 Wire _____ 4 Wire	Number of Switches: _____			
Power Devices	No.	Power Devices	No.	Power Devices	No.
20. 1. Ranges		5. Water heaters		9. Lighting Fixtures	
2. Ovens		6. Dryers		10. Smoke Detectors	
3. Garbage Disposals		7. Central Heat/Air		11. GFCI Interrupters	
4. Dishwashers		8. Heating Units		12. Swimming Pool	
				13. Motors	
				14. Arc Fault	
				15. Temporary Service	
				16.	
21. Service Revisions:					
22.					
23.	Total Value \$				

SECTION VIII. Mechanical

Estimated Start Date:

Enter Number and Size of New or Replacement Units							
24. Forced Air Furnace		Solid Fuel Appliance		Split System A/C		Humidifiers	
25. Unit Heaters		Incinerators		A/C Compressors		Dehumidifiers	
26. Gas/Oil Conversions		Boilers		Air Handling Units		Kitchen Exhaust	
27. Space Heaters		Coil Units		Heat Pumps		Hazardous Exhaust	
28. Gravity Furnaces		Window A/C Unit		Air Cleaners		Other	
29. Type of Heating Fuel: <input type="checkbox"/> Gas (1) <input type="checkbox"/> Oil (2) <input type="checkbox"/> Electric (3) <input type="checkbox"/> Coal (4) <input type="checkbox"/> Wood (5) <input type="checkbox"/> Other (6) Specify-							
30. Chimney Type: <input type="checkbox"/> Masonry <input type="checkbox"/> Factory-Built <input type="checkbox"/> Metal-Specify _____ <input type="checkbox"/> Other-Specify _____							
31. Combustion Air Source: <input type="checkbox"/> All Indoors <input type="checkbox"/> All Outdoors <input type="checkbox"/> Combination							
32. Utility Service Revisions:							
33.							
34.							
35.							
							Total Value \$

SECTION IX. Plumbing

Estimated Start Date:

Enter Number of Fixtures Being Installed or Replaced							
36. Tub/Showers		Washers		Grease Traps		Gas Dryer	
37. Shower Stalls		Dishwashers		Bidets		Gas Range	
38. Whirlpools		Garbage Disposals		Back Flow Preventers		Gas Log	
39. Lavatories		Drinking Fountains		Water Pumps			
40. Toilets		Floor Drains		Roof Openings		Total Fixtures	
41. Urinals		Water Heaters		Parking Lot Drains			
42. Sinks		Sewage Ejectors		Inside Downspouts		Lawn Sprinkler <input type="checkbox"/> Yes <input type="checkbox"/> No	
43. Laundry		Sump Pumps		Swimming Pools		Fire Sprinklers <input type="checkbox"/> Yes <input type="checkbox"/> No	
44. Water Service Size _____ In.		Water Meter Size _____ In.		Sewer Service Size _____ In.		Building Drain Size _____ In.	
45. Water Service <input type="checkbox"/> Public Utility <input type="checkbox"/> County <input type="checkbox"/> Private (Well)				Sewage Disposal <input type="checkbox"/> Public Utility <input type="checkbox"/> County <input type="checkbox"/> Private (Septic)			
Description of Work:							
47.							
48.							
							Total Value \$

SECTION X. Demolition

Estimated Start Date:

49. Description of Work: Indicate type of structure or part thereof, number of stories, its dimensions and type construction.	
50.	
51.	
Total Value \$	

SECTION XI. VALIDATION

52. Section IV. Accessory Structure Total Value \$	Section VIII. Mechanical Total Value \$
53. Section V. New Construction Total Value \$	Section IX. Plumbing Total Value \$
54. Section VI. Renovation Total Value \$	Section X. Demolition Total Value \$
55. Section VII. Electrical Total Value \$	Section XI. Other Total Value \$
56. SUB-TOTAL \$	SUB-TOTAL \$
Total Value \$	

SECTION XII. Application Certification— I hereby certify that I am the owner of record of the named property, or authorized by the owner of record to act in their behalf as the owner’s agent to make this application. I hereby covenant and agree to comply with all Federal, State and Local laws in particular the state of West Virginia and the ordinances of the City of Martinsburg and in addition; to install, erect, repair, remodel or construct the proposed project in accordance with the plans and specifications submitted herewith, and in accordance with the building codes, and certify that the information and statements given on this application, drawings and specifications are to the best of my knowledge true and correct. In signing I acknowledge having read and fully understanding this four page document and also receipt of the information handout advising me of other duties, policies and responsibilities that may be required. If signed by anyone other than the owner, a Notarized Affidavit may also be required.

Applicant’s Name (Please Print)

(Complete if Other Than Owner) Address (Please Print)

Phone No.

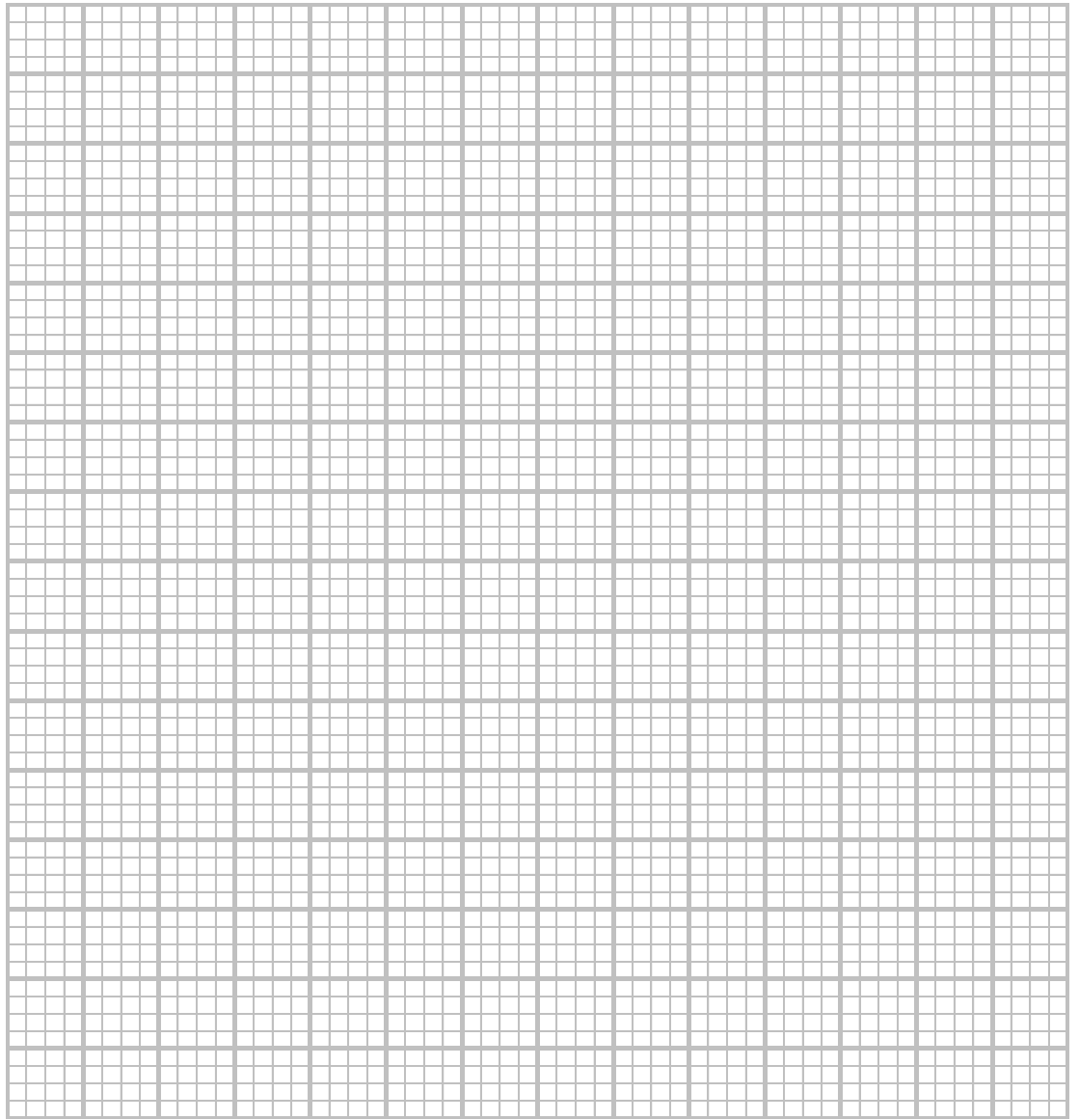
(check one)
 Contractor Owner Occupant Owner’s Agent Engineer/Architect

 Applicant’s Signature

 Date

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.



(Front Lot Line)

Street Front _____

Legend:

Solid line ____ = Existing Dotted Line----- = Proposed

Side Street Name

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.

Do not write below this line

OFFICIAL USE ONLY

Do not write below this line

Information Handout Furnished:

* Available

- Plans Submittal Details*
 Building Plan
 Fence Restriction Detail*
 Historic District
 Deck Plan
 Sign Submittal Details
 Demolition*
 Energy Compliance
 Pools
 Shed Plan

Date Received _____ By _____

Historic District Yes No Board of zoning appeals Approval Required Yes No Planning Commission Approval Required Yes No

Complete If In Flood Plain				Lot Coverage Applied _____ %	
Map Number: _____	Date: _____	Zone: _____	Base Flood Level: _____	Lowest Floor Level: _____	Existing _____ sq. ft. Total _____ sq. ft.

CODE APPLIED 2015 IRC IBC IPC IMC IECC IFGC IPMC IEBC 2017 NEC SFC CITYSPEC'S

USE GROUP _____ FIRE GRADING _____ LIVE LOAD _____ OCCUPANT LOAD _____

- Application Fee** \$ _____
Basic Permit \$ _____
Plan review \$ _____
Grading \$ _____
U & O \$ _____
PERMIT COST \$ _____

- Capital Improvement Fee Applicable**
 Sewer \$ _____
 Water \$ _____
 Other \$ _____
TOTAL \$ _____
- Certificate of Occupancy Required** Yes No
- TOTAL \$** _____

Permit Number _____

Approved By _____

Building Inspector

Date

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		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	



CITY OF MARTINSBURG
WEST VIRGINIA

BUILDING PERMIT INSPECTION POLICY

All inspections must be scheduled at the front desk of the permit office. All required **grading and sediment control** devices **must be inspected and approved prior to footing inspection**. All **inspection requests called in before 3:00 pm** will be scheduled for the next **working day**. **Requests received after 3:00 pm** will be **scheduled for the second working day**. **No inspections will be scheduled prior to completion of work**; if an **inspection is cancelled** due to **work not being complete** (excluding due to weather factors) a **re-inspection fee** will be **assessed**. Applicant or **authorized representative** is to be **present at time of inspection**. All **work to be done as plans indicate** unless a modification has been documented and approved. Should any **inspection fail**, the required **work must be done prior to scheduling the re-inspection**. **Failure of any re-inspection** cannot be scheduled sooner than forty-eight (48) hours and **may require a meeting** with the **owner, supervisor and/or other responsible parties** with this office. **Applicant** will be held **responsible** for calling in and arranging **all required inspections** as indicated on the back of building permit that is to be posted at job site. To avoid additional permit fees and/or penalties, **all work requiring inspection up to and including final** must have been **completed prior to permit expiration**. Any and/or all **geotechnical tests and reports** must be complete **before footings are poured**. Under **no** circumstances shall additional **work proceed until** this office has such **written reports** in hand.

To Schedule Inspections: Have the following information available:

1. Applicant name
2. Property address/location
3. Permit number
4. Type of inspection

Building Inspections: Office Hours are 8 am to 5 pm
Call (304) 264-2131 City Hall,
Ask for the Planning and Building Dept.

Local Fire Marshal
Martinsburg Fire Department:
Call (304) 264-2111 or (304) 676-2110

State Fire Marshal:
Call: (304) 558-2191

Local Health Department:
Call (304) 267-7130

Sewer and Water service inspections: Call (304) 264-2116; Office hours are 7 am to 4 pm

Electrical inspections: Call any **Approved Electrical Inspector**

Fee Schedule

Certificate of Appropriateness—HPRC	\$25
Code Appeal	\$100
Use & Occupancy New Construction	\$100
Change of Use	\$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	\$10
Building Permit Cost	\$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	\$5.00
Building Permit cost	\$7.50 per \$1,000
Mechanical/plumbing systems—plan review Application fee	\$3.00 per 100 sq. ft.
Sidewalks Public Sidewalks	\$0
Private	\$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	\$50
Second reinspection	\$100
Third and subsequent reinspection	\$200