



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

FENCE 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 _____
 Lot _____ Block _____ Subdivision _____

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 Fence
 - Addition to Existing Fence
 - Alteration or Repair

continued on reverse side

6. WORK DESCRIPTION

7. PROJECT DETAIL INFORMATION

Residential Property Commercial Property

Type of fence _____ Height _____ Length _____

Project Estimated Value _____

SUBMISSION REQUIREMENTS

1. Plat showing location of fence
2. Show locations of all utility, drainage, access easements

ADDITIONAL INFORMATION

- Fence must be placed within property lines with finished side facing outwards.
- Fence must not exceed maximum height above grade of four (4) feet within any front yard or seven (7) feet within any side or rear yard.
- Fence must not cross public utility, drainage, or improvement easements or create a hazard to vehicular or pedestrian traffic UNLESS a specific agreement is reached with the easement parties.
- Fence installation shall not impede flow of storm water running through your property.
- On a corner lot, nothing shall obstruct vision between a height of two and a half and ten feet above street centerline grades for a distance of fifty (50) feet from point of intersection.
- 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 fence permit.

I hereby certify that I have read and examined this application and that all statements are true and correct; furthermore, I certify that I am the Owner or Lessee of the property, or Agent of either, or the licensed Engineer or Architect employed in connection with the proposed work and that the proposed work is authorized by the Owner in fee and I am authorized to make such application. I understand that the contractor must sign this application if the work is being performed by a contractor.

Applicant's Name (please print) _____

Applicant's Signature _____

Daytime Telephone _____

SPECIAL CONDITIONS

SECTION XIV. Contractor's Information

Property Lot #:

Street Address:

Contractor Classification	List all contractors, Attach additional sheets if necessary Name/Business	Contract Amount	City Business 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	