



## **BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS**

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838  
Telephone: 304-264-1966, Fax: 304-262-3128  
Web Page: [www.berkeleywv.org](http://www.berkeleywv.org)

### TO OBTAIN A COMMERCIAL BUILDING PERMIT, THE FOLLOWING ITEMS ARE NEEDED:

1. Completed application. Planned use must be identified on application.
2. If site plan is required, final plat must be approved prior to submission of building permit.
3. **Two (2) sets of detailed construction documents, Stamped & Sealed by Design Professional.**
4. Well and Septic permits or letters of availability from appropriate utility.
5. Completed Assessors statement and Planning Commission sign-off.
6. Manufacturers truss details, Lam Beam or I-Joists specifications and design.
7. **Sealed Engineered lumber specifications must be submitted before Rough-in Inspection.**
8. Steel beams require West Virginia Engineer seal.
9. Sizes and U values of windows and doors  
(2009 COMM check ASHRAE 90.1 with inspector checklist is to be submitted)
10. R Values of insulation in ceilings, walls & floors
11. Plumbing, Mechanical & Electrical Layouts
12. Copy of State Fire Marshall plan review letter
13. Copy of Health Department Approval for Food Service.
14. Signed and Notarized owner affidavit (If applicant is not the owner)
15. Electrical Plan
16. All fees paid. (See fee schedule)

**NOTE: After the above submitted information has been reviewed and approved, your permit will be mailed to you.**

**\* NOTE: If deck is larger than 20 square feet an electrical receptacle is needed.**

**\*\*NOTE: NO WORK SHALL COMMENCE INCLUDING BUT NOT LIMITED TO  
EXCAVATION/DIGGING/CONSTRUCTION WITHOUT A BUILDING PERMIT BEING ISSUED.**

### REQUIRED INSPECTIONS:

1. Footings pre pour
2. Footings post pour (where applicable)
3. Underground plumbing, u/g electric sticker in place
4. Reinforced vertical walls pre pour
5. Slab at grade, above grade slabs to be inspected pre pour also
6. Rough plumbing, on test (5' head minimum on waste line)
7. Sprinkler riser pre pour of kickers
8. Sprinkler flush
9. Rough mechanical
10. House wrap /windows set and taped
11. Rough in, air seal and rough wire sticker in place
12. Sprinkler hydro
13. Firestopping/draftstopping
14. Insulation
15. Drywall
16. Above ceiling, cover sticker in place
17. Final plumbing
18. Final mechanical
19. Final, final electric sticker in place, Ansul system, sprinkler system and fire alarm system to be tested. Fire Marshal present when applicable.

INTERNATIONAL BUILDING CODE 2015 APPLIES.

NOTE: Inspectors may make unscheduled visits at any time during normal working hours.

NOTE: A Use and Occupancy Permit will be mailed after all three final inspections have been successfully completed and documented.



**BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS PERMIT FEES**

**RESIDENTIAL**

|  |                               |
|--|-------------------------------|
| Single Family Residential, Manufactured Housing, Additions, Town homes, Finished basements   | \$59.00 plus .24 sq. ft.      |
| Duplex   | \$89.00 plus .24 sq. ft.      |
| Interior Renovations/Remodeling  | \$59.00 plus .14 sq. ft.      |
| Storage Buildings(Over 200 sq. ft. or in Floodplain), Garages, Porches, Decks, Barns   | \$41.00 plus .14 sq. ft.      |
| Unfinished Basement (At time of New Construction)  | .14 sq. ft.                   |
| Storage Building 200 sq. ft. or less (Cannot Be Connected to Any Utilities or be in Floodplain)  | \$12.00                       |
| Finished Basement (Not Associated with New Homes)*Finished Bsmt. Are required to pay Mechanical/Plumbing Review Fees.                    | .30 sq. ft.                   |
| Fences over 7 ft. in Height-Must Provide Plans and Specs   | \$47.00                       |
| Retaining Walls over 4 ft. in Height   | \$47.00                       |
| Rebuilding Roof with New Framing Only  | \$41.00                       |
| Installing a Door or Window (Per Door or Window). If changing a window in a sleeping room, the new window must meet egress requirements. | \$12.00 Per Window or Door    |
| Chimney ( If Added After New Home Construction)  | \$47.00                       |
| Gas Fireplace Direct Vent/Vent less  | \$47.00                       |
| Plan Change  | \$30.00                       |
| Grading  | \$59.00                       |
| HVAC Review  | \$47.00                       |
| Gas Piping/LP Tank/Oil Tank Review   | \$47.00                       |
| Hot Water Heater Review  | \$41.00                       |
| Above Ground Pool Review   | \$41.00 Base plus .14 sq. ft. |
| In-Ground Pool Review  | \$41.00 Base plus .14 sq. ft. |
| Demolition (Structure to be demolished due to damage caused by acts of God or fire shall be exempt from the fee).                        | \$59.00                       |
| <b>MASTER PLAN APPROVAL</b>  | <b>\$295.00</b>               |

**COMMERCIAL**

|   |   |
|---|---|
| Multi-Family (Apartment)  | \$295.00 plus .26 sq. ft.   |
| Commercial/Industrial (Including Office Trailers, Churches, etc).   | \$295.00 plus .32 sq. ft.   |
| Mechanical Review   | \$24.00 application fee plus \$18.00 for 1 <sup>st</sup> \$1,000.00 plus \$12.00 per each additional \$1,000.00 |
| Plumbing Review   | \$24.00 application fee plus \$18.00 for 1 <sup>st</sup> \$1,000.00 plus \$12.00 per each additional \$1,000.00 |
| Signs ( On the Building)  | \$89.00 plus .12 sq. ft.  |
| Signs ( Freestanding)   | \$177.00 plus .12 sq. ft.   |
| Signs ( Portable)   | \$59.00   |
| Billboard Signs   | \$590.00  |
| Retaining Walls over 4 ft. in Height  | \$295.00  |
| Fences over 7 ft. in Height-Must Provide Plans and Specs  | \$295.00  |
| Demolition (Structure to be demolished due to damage caused by acts of God or fire shall be exempt from the fee). | \$59.00   |
| Plan Change   | \$177.00  |
| Grading   | \$590.00  |
| Change of Use (Will Require Mechanical and Plumbing   | \$295.00  |

|                         |          |
|-------------------------|----------|
| Review).                |          |
| Tents with Sidewalls    | \$100.00 |
| Tents without Sidewalls | \$41.00  |

**AGRICULTURAL AS APPROVED BY ASSESSOR'S OFFICE-N/C  
INSPECTION FEES**

|  |          |
|--|----------|
| Extra Trip Fees Will Be Assess For Premature Inspection Requests, Incomplete Work, and Work Areas Not Accessible. 1 <sup>st</sup> Trip-\$50.00, 2 <sup>nd</sup> Extra Trip-\$75.00, 3 <sup>rd</sup> Extra Trip- \$100.00 |          |
| Investigation Fee ( <b>Work Started Without a Permit</b> ).  | \$236.00 |
| Permit Extension   | \$30.00  |
| Expedited Certificate of Occupancy   | \$89.00  |
| Faxing Certificate of Occupancy  | \$30.00  |
| Replacement Placard  | \$30.00  |

**Floodplain**

**Any construction needs to be reviewed and approved by The County Floodplain Administrator prior to start of construction. Contact Berkeley County Planning Department at (304)263-1963.**

**Any change to the application or building plans before plan review will be subject to a \$25.00 administrative fee. If the application or building plans have been reviewed, an additional fee of \$50.00 will be added to the administrative fee.**

## Requirements for obtaining a permit

Any minor changes to the plans will require an approved plan change. This includes change of contractor. Major changes (adding extra space and reversing plans) will require the permit to be voided and a new permit obtained. Repair specifications for damaged trusses or I joists are to be provided in the office at or prior to the rough in inspection. Changed truss specifications, due to different manufacturer must be submitted as a plan change prior to rough in inspection. Failure to do so will result in a \$50.00 reinspection fee. This applies to either floor or roof trusses. The applicant must sign all plans at the time of submission. The permit and approved set of plans must be available on the job site for any inspection. If the job site is not visible from the road then place a sign that is visible at the driveway entrance. In subdivisions, lot numbers are to be posted. Failure to comply with these requirements will result in a not approved inspection and \$50.00 reinspection fee. The inspectors cannot inspect what they cannot find.

Failure to contact this office for any inspections within six (6) months of permit issuance or prior inspection will result in the permit being voided and an unsafe structure sign being placed on work already completed. This sign will not be removed until a new permit has been issued. Persons using or occupying structures without a Use and Occupancy permit will be given notice to vacate until such permit is obtained. An unsafe structure sign will be placed on the structure until the Occupancy permit is obtained. Such unsafe structure signs are not to be removed by anyone other than Berkeley County Engineering staff.

Federal EPA requirements effective April 22, 2010 state that any structure built before 1978 SHALL be tested for Lead Paint by a certified renovator.

Stated Federal Guidelines require existing structures to be tested for Asbestos containing materials prior to remodeling or demolition.

I have read and agree to the above conditions.

Applicant \_\_\_\_\_ Date \_\_\_\_\_



**BERKELEY COUNTY ENGINEERING AND  
BUILDING INSPECTIONS**

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838

Telephone: 304-264-1966, Fax: 304-262-3128

Web Page: [www.berkeleywv.org](http://www.berkeleywv.org)

**Certificate of Occupancy**

\_\_\_\_\_ Fax Certificate of Occupancy \$30.00

Fax Number \_\_\_\_\_

**Will be issued once all paper work is completed including final electric.**

\_\_\_\_\_ Expedited Certificate of Occupancy \$89.00

Phone Number \_\_\_\_\_

**Will be issued once all paper work is completed including final electric.**

**All other Certificate of Occupancies will be mailed.**

**No change in options after Permit is issued.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DIRECTIONS**

**(TO BE FILLED IN COMPLETELY BEFORE PERMIT WILL BE ISSUED)**

**LAST NAME OF OWNER:** \_\_\_\_\_

**LOCATION OF PROJECT:**            **SUBDIVISION NAME:** \_\_\_\_\_

**LOT NUMBER:** \_\_\_\_\_

**DIRECTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Please note - Inspectors cannot inspect what they cannot find, please make directions clear)**

**Refund Policy**

Voided Application .....Lose Base Fee + grading fee + plan review if already been reviewed.

Voided Permit .....Lose Base Fee + grading fee + % lost will depend on inspections already completed + .06/sq ft for plan review  
.09/sq ft for commercial plan review

Application or Permit will be voided if no activity for 180 days no refund will be made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Berkeley County Engineering And  
Building Inspections  
400 W. Stephen St., Suite 202  
Martinsburg, WV 25401  
304-264-1966**

ASSESSORS STATEMENT

I, \_\_\_\_\_, am applying for a building permit and need the following information to accommodate the application being submitted to Berkeley

County Engineering:

Property Owner as of \_\_\_\_\_ TY: \_\_\_\_\_

District: \_\_\_\_\_, Tax Map: \_\_\_\_\_, Parcel Number: \_\_\_\_\_

Property Use: Residential          Commercial          Agriculture

Lot #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Assessors Office Representative)

---

PLANNING COMMISSION STATEMENT

***\*\*The Berkeley County Planning Commission must approve all structures PRIOR to submitting an application for a building permit to ensure compliance with the Berkeley County Subdivision Regulations.***

\_\_\_\_\_ Structure complies with Berkeley County Subdivision Regulations

\_\_\_\_\_ Structure to be regulated by height/noise ordinance    Yes    or    No  
Circle One

\_\_\_\_\_ Is Structure in floodplain?    Yes    or    No  
Circle One

\_\_\_\_\_ Final Plat approval?    Yes    or    No  
Circle One

The Berkeley County Planning Commission has reviewed and approved the above listed property and has no objections to the issuance of a building permit for said property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Planning Commission Representative)





# BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838  
Telephone: 304-264-1966, Fax: 304-262-3128  
Web Page: www.berkeleywv.org

## OWNER AFFIDAVIT

I, \_\_\_\_\_ understanding the importance and solemnity of the oath, do hereby swear and affirm that I am the current legal title owner of the property for which this permit is requested or that I am legally appointed agent or power of attorney for such owner.

Accordingly, I give my permission for \_\_\_\_\_ to obtain the needed permit(s).

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

## MUST BE NOTARIZED

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before the subscribed, a Notary Public of the State of \_\_\_\_\_, and for the County of \_\_\_\_\_, \_\_\_\_\_ for the owners (Name)

did acknowledge the foregoing instrument to be his/her Act.

In testimony whereof,  
I have affixed my official seal.

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC

SEAL:

**Berkeley County Engineering And  
Building Inspections  
400 W. Stephen St., Suite 202  
Martinsburg, WV 25401  
304-264-1966**

**APPLICATION FOR PLAN EXAMINATION  
AND BUILDING PERMIT**

-Note- Applies only to property located in Berkeley County (Not in incorporated areas such as City of Martinsburg or Town of Hedgesville)

**PROPERTY INFORMATION**

|             |             |   |  |   |
|-------------|-------------|---|--|---|
| Number      | Street Name |   |  |   |
| Subdivision | Lot Number  | Parcel Type<br><input type="checkbox"/> Residential (R) <input type="checkbox"/> Industrial (I)<br><input type="checkbox"/> Commercial (C) <input type="checkbox"/> Other (O) |  | *Flood Plain<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |

**OWNER INFORMATION**

|            |             |                            |  |      |                                 |     |
|------------|-------------|----------------------------|--|------|---------------------------------|-----|
| First Name |             | Last Name or Business Name |  |      | Phone                           |     |
| Number     | Street Name |                            |  | City | State                           | Zip |
| Fax:       |             | Email:                     |  |      | Is Owner Applicant<br>( Y / N ) |     |

**CONTRACTORS LICENSING INFORMATION**

|                       | NAME OF CONTRACTOR | ST. ADDRESS | CITY, ST. | LICENSE NO. |
|-----------------------|--------------------|-------------|-----------|-------------|
| Applicant (not owner) |                    |             |           | N/A         |
| Architect             |                    |             |           | N/A         |
| General Contractor    |                    |             |           |             |
| Excavation            |                    |             |           |             |
| Concrete              |                    |             |           |             |
| Carpentry             |                    |             |           |             |
| Electrical            |                    |             |           |             |
| Plumbing              |                    |             |           |             |
| Sewer                 |                    |             |           |             |
| Mechanical            |                    |             |           |             |
| Roofing               |                    |             |           |             |
| Masonry               |                    |             |           |             |
| Drywall or Lathing    |                    |             |           |             |
| Sprinkler             |                    |             |           |             |
| Electrical Inspector  |                    |             |           |             |
| Fire Alarm            |                    |             |           |             |

## BUILDING PERMIT APPLICATION

|  |   |  |  |
|--|---|--|--|
| <b>IMPROVEMENT TYPE:</b><br><input type="checkbox"/> NEW CONSTRUCTION (1)<br><input type="checkbox"/> ADDITION (2)<br><input type="checkbox"/> ALTERATION (3)<br><input type="checkbox"/> REPAIR REPLACEMENT (4)<br><input type="checkbox"/> DEMOLITION (5)<br><input type="checkbox"/> RELOCATION (6)<br><input type="checkbox"/> FOUNDATION ONLY (7) | <b>PROPOSED USE:</b><br><br><b>ASSEMBLY</b><br><input type="checkbox"/> THEATRE (1)<br><input type="checkbox"/> NIGHT CLUB (2)<br><input type="checkbox"/> RESTAURANT (3)<br>OTHER ASSEMBLY<br><input type="checkbox"/> CHURCH (4)<br><input type="checkbox"/> BUSINESS (5)<br><input type="checkbox"/> EDUCATIONAL (GRADES 1-12) (6)<br><input type="checkbox"/> DAY CARE FACILITY (7)<br><input type="checkbox"/> POST HIGH SCHOOL (8)<br><br><b>FACTORY</b><br><input type="checkbox"/> MODERATE HAZARD (9)<br><input type="checkbox"/> LOW HAZARD (10)<br><input type="checkbox"/> HIGH HAZARD (11) | <b>INSTITUTIONAL</b><br><input type="checkbox"/> GROUP HOME (12)<br><input type="checkbox"/> HOSPITAL (13)<br><input type="checkbox"/> JAIL (14)<br><input type="checkbox"/> MERCANTILE (15)<br><br><b>RESIDENTIAL</b><br><input type="checkbox"/> HOTEL, MOTEL (16)<br><input type="checkbox"/> MULTI-FAMILY (17)<br><input type="checkbox"/> IRC TWO FAMILY (18)<br><input type="checkbox"/> IRC SINGLE FAMILY (19)<br><br><b>STORAGE</b><br><input type="checkbox"/> MODERATE HAZARD (20)<br><input type="checkbox"/> LOW HAZARD (21) | <input type="checkbox"/> OTHER (24)<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
|--|---|--|--|

### FRAME TYPE (CHECK ONE ONLY)

|           |             |              |          |           |
|-----------|-------------|--------------|----------|-----------|
| Steel (1) | Masonry (2) | Concrete (3) | Wood (4) | Other (5) |
|-----------|-------------|--------------|----------|-----------|

### EXTERIOR WALLS (CHECK ONE ONLY)

|           |             |              |          |           |
|-----------|-------------|--------------|----------|-----------|
| Steel (1) | Masonry (2) | Concrete (3) | Wood (4) | Other (5) |
|-----------|-------------|--------------|----------|-----------|

|                             | NO. FEET | NO. OF           | SQ. FT. OF  |
|-----------------------------|----------|------------------|---|
| Frontage                    |          | Stories          | Lot Area  |
| Front Setback               |          | Bedrooms         | Building Area   |
| Rear Setback                |          | Full Baths       |   |
| Left Setback                |          | Partial Baths    | Living Area<br>(Excludes finished basement)   |
| Right Setback               |          | Garages          | Basement Area<br><input type="checkbox"/> Finished<br><input type="checkbox"/> Unfinished |
| Elevation                   |          | Windows          | Garage Area<br><input type="checkbox"/> 1 story<br><input type="checkbox"/> 2 story       |
|                             |          | Fire Places      | Office/Sales  |
|                             |          | Enclosed Parking | Deck  |
| NUMBER OF RESIDENTIAL UNITS |          | Outside Parking  | Porch   |

|                                  |                                   |                     |
|----------------------------------|-----------------------------------|---------------------|
| Est. Start _____ / _____ / _____ | Est. Finish _____ / _____ / _____ | Est. Value \$ _____ |
|----------------------------------|-----------------------------------|---------------------|

### ELECTRICAL PERMIT APPLICATION

|                          |   |  |
|--------------------------|---|--|
| Total Service _____ AMPS | Number of Circuits:    2 WIRE    3 WIRE    4 WIRE | Number of Service Outlets:    110V    220V |
|--------------------------|---|--|

**Only commercial applications need to complete electrical information below (if applicable).**

|   | POWER DEVICES | OUTPUT/LOAD |                        | POWER DEVICES | OUTPUT/LOAD |
|---|---------------|-------------|------------------------|---------------|-------------|
| 1 |               |             | 7                      |               |             |
| 2 |               |             | 8                      |               |             |
| 3 |               |             | 9                      |               |             |
| 4 |               |             | 10                     |               |             |
| 5 |               |             |                        |               |             |
| 6 |               |             | Total Number of Motors |               |             |

**PLUMBING PERMIT APPLICATION**  
**Enter the Number of Fixtures Being Installed or Replaced**

|  |   |                    |   |                       |  |
|--|---|--------------------|---|-----------------------|--|
| Tubs/Showers                                 |   | Drinking Fountains |   | Back Flow Preventers  |  |
| Shower Stalls                                |   | Floor Drains       |   | Water Pumps           |  |
| Lavatories                                   |   | Water Heaters      |   | Roof Openings         |  |
| Toilets                                      |   | Water Softeners    |   | Parking Lot Drains    |  |
| Urinals                                      |   | Sewage Ejectors    |   | Inside Downspouts     |  |
| Sinks  |   | Sump Pumps         |   | Swimming Pools        |  |
| Laundry Tubs                                 |   | Grease Traps       |   | Other                 |  |
| Dishwashers                                  |   | Bidets             |   | Fire Sprinklers (Y/N) |  |
| Garbage Disposals                            |   |                    |   | Lawn Sprinklers (Y/N) |  |
| Total Fixtures                               |   |                    |   |                       |  |
| Public Water <u>  </u> Yes <u>  </u> No      |   |                    | Public Sewer <u>  </u> Yes <u>  </u> No |                       |  |
| Water Service Size <u>      </u> IN.         | Water Meter Size <u>      </u>                |                    | Avg. Daily Water Use <u>      </u> GPD  |                       |  |
| Est. Start <u>  </u> / <u>  </u> / <u>  </u> | Est. Finish <u>  </u> / <u>  </u> / <u>  </u> |                    | Est. Value \$                           |                       |  |

**MECHANICAL PERMIT APPLICATION**  
**Enter Number of New or Replacement Units**

|  |   |                  |               |                    |  |
|--|---|------------------|---------------|--------------------|--|
| Forced Air Furnaces  |   | Incinerators     |               | Air Handling Units |  |
| Unit Heaters   |   | Boilers          |               | Heat Pumps         |  |
| Gas/Oil Conversions  |   | Coil Units       |               | Air Cleaners       |  |
| Space Heaters  |   | Window A/C Units |               | Humidifiers        |  |
| Gravity Furnaces   |   | Split System A/C |               | Dehumidifiers      |  |
| Coal Stokers   |   | A/C Compressors  |               | Other              |  |
| Service Revisions:   |   |                  |               |                    |  |
| Type of Heating Fuel: (Check One) <input type="checkbox"/> Gas (1) <input type="checkbox"/> Oil (2) <input type="checkbox"/> Coal (3) <input type="checkbox"/> Wood (4) <input type="checkbox"/> Other (5) |   |                  |               |                    |  |
| Est. Start <u>  </u> / <u>  </u> / <u>  </u>   | Est. Finish <u>  </u> / <u>  </u> / <u>  </u> |                  | Est. Value \$ |                    |  |

**OTHER PERMIT APPLICATION**

|  |   |               |
|--|---|---------------|
| Permit Type:                                 |   |               |
| Description of Work:                         |   |               |
|  |   |               |
|  |   |               |
|  |   |               |
|  |   |               |
|  |   |               |
| Est. Start <u>  </u> / <u>  </u> / <u>  </u> | Est. Finish <u>  </u> / <u>  </u> / <u>  </u> | Est. Value \$ |



## **BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS**

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838  
Telephone: 304-264-1966, Fax: 304-262-3128  
Web Page: [www.berkeleywv.org](http://www.berkeleywv.org)

### **NOTE TO OWNERS OF PROPERTY WITH RESTRICTIVE COVENANTS:**

Your property may be subject to certain restrictive or private covenants especially if you reside in a subdivision. If so, be advised that the offices of Berkeley County do not have jurisdiction over the provisions of those covenants. They are enforced only by the Homeowners' Association. The county enforces only its own rules and regulations.

**REQUEST FOR ADDRESS ASSIGNMENT**

PROCEDURES:

- Obtain building permit from Engineering Department
- Stake location of the driveway accessing the structure to be addressed prior to the footer inspection by the Engineering Department
- Upon completion of an approved footer inspection, immediately mail or fax the form below to Berkeley County Central Dispatch.
- Receive information of the new address from Central Dispatch.

These steps must be followed to ensure you receive your new address in a timely manner.

\*\* When checking the status of an address assignment or other related questions, contact 304-263-5271. Always refer to the building permit for all inquiries.

BUILDING PERMIT NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ LOT: \_\_\_\_\_

ROAD THAT DRIVEWAY ACCESSES: \_\_\_\_\_

ROAD THAT STRUCTURE FACES: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**MAIL OR FAX COMPLETED FORM TO:**  
**BERKELEY COUNTY CENTRAL DISPATCH**  
**802 EMMET ROUSCH DRIVE, SUITE A**  
**MARTINSBURG, WV 25401**  
**PHONE: 304-263-5271**  
**FAX: 304-264-4468**

- **Receive notification of new address from Central Dispatch (normally about two weeks after your request is submitted).**

*Note: When checking the status of an address assignment, or other related questions, please refer to your building permit.*

MAP: \_\_\_\_\_ / PAGE: \_\_\_\_\_