



# 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

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

1. Completed application.
2. **Two (2) sets of detailed construction drawings.**
3. Well and Septic permits or letters of availability from appropriate utility.
4. Completed Assessors statement and Planning Commission sign-off.
5. Manufacturers truss details, Lam Beam or I-Joists specifications and design.
6. **Sealed Engineered lumber specifications must be submitted before Rough-In Inspection.**
7. Steel beams require West Virginia Engineer seal.
8. Sizes and U values of windows and doors (Indicate Prescriptive Method or submit 2009 REScheck with inspector checklist).
9. R Values of insulation in ceilings, walls & floors, Manual J and Manual D.
10. Signed construction agreement and plot plan.
11. Signed and Notarized owner affidavit (If applicant is not the owner).
12. Additions, attached structures including decks, porches, garages and new homes require a site plan from a design professional.
13. 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 (If applicable)

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Footings pre pour</li> <li>2. Footings post pour (only for post holes for deck, porch, etc..)</li> <li>3. Underground plumbing on test (5' head of water)</li> <li>4. Reinforced vertical walls pre pour</li> <li>5. Radon/slab pre pour, plastic in place</li> <li>6. Foundation/drain tile/sill plate, bracing or first floor joists in place</li> <li>7. House wrap /windows set and taped</li> <li>8. Rough in (decks less than 36" above grade), plumbing on test, air seal, electrical sticker in place, duct blasting report.</li> <li>9. Insulation</li> <li>10. Final, final electric sticker in place and energy efficiency certificate in place.</li> <li>11. Final grade</li> <li>12. Special inspections may be required for alternative construction methods</li> </ol> | <p><u>CHIMNEY INSPECTION:</u></p> <ol style="list-style-type: none"> <li>1. Footers, before placement of concrete</li> <li>2. Fireplace throat (if applicable)</li> <li>3. Final</li> </ol> |
|---|---|

INTERNATIONAL RESIDENTIAL CODE 2015 OR 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.

SCHEDULING INSPECTIONS:

To schedule an inspection, please call: 304-264-1966. All inspection requests for next working day must be called in no later than 2:00 pm. Be prepared to provide the following information:

1. Permit # **Inspections will not be scheduled without Permit #**
2. Type of Inspection
3. Requested inspection date
4. Name of person requesting inspection

**NOTE: Inspection will be completed in a timely manner, although no appointments are possible. The earliest date available will be given when scheduled.**

APPROVED ELECTRICAL INSPECTORS: (third-party inspector, separate fee to be paid directly to electrical inspector)

- Middle Department Inspection Agency, Inc. -----Wes Clark, Inspector-----1-800-248-6342
- Shenandoah Valley Electrical Insp. -----John Elder, Inspector-----304-261-0243
- Megco Inspections, Inc. (RESIDENTIAL ONLY) -----Harry Blanco, Inspector-----304-790-1839
- Megco Inspections, Inc. -----Clifton Bennett, Inspector-----304-788-9101
- On Point Electrical Inspections LLC-----John Talbott, Inspector-----304-886-3229
- Megco Inspections, Inc. -----Jennings (Jay) Smith, Inspector--304-249-5172

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

**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.**

Berkeley County Engineering And  
Building Inspections

**BUILDING PERMIT APPLICATION CHECKLIST**

**PLEASE COMPLETE THIS CHECKLIST TO HELP ENSURE MINIMAL DELAYS IN PROCESSING YOUR APPLICATION. THIS COMPLETED CHECKLIST IS REQUIRED WITH ANY APPLICATIONS FOR NEW HOMES OR ADDITIONS.**

Basement or crawl \_\_\_\_\_ # of stories above grade  
If basement, then depth below grade each wall: Front\_\_\_\_ Left\_\_\_\_ Right\_\_\_\_ Back\_\_\_\_  
Ceiling height: Basement\_\_\_\_ First \_\_\_\_ Second\_\_\_\_ Third \_\_\_\_  
Is basement conditioned (heated/ cooled?) \_\_\_\_ Yes\_\_\_\_ No  
Brick or stone veneer \_\_\_\_ Yes\_\_\_\_ No  
Assumed Soil Bearing \_\_\_\_\_ psf  
Sewer & water check applicable  
Water tap \_\_\_\_ Well \_\_\_\_  
Sewer tap \_\_\_\_ Septic \_\_\_\_

Required paperwork: check as completed

\_\_\_\_ Application  
\_\_\_\_ Directions to property from 400 W Stephen Street  
\_\_\_\_ Assessor and planning sign-off  
\_\_\_\_ Construction drawings (2 sets)  
\_\_\_\_ Completed construction agreement with plot plan (for new homes only)  
\_\_\_\_ Individual LVL and I joist specifications and layout for I joists  
\_\_\_\_ WV engineer seal for steel beams and suspended slabs  
\_\_\_\_ Truss specifications and layout

Energy compliance information (insert actual values)

\_\_\_\_ U values for windows \_\_\_\_ U values solid core doors \_\_\_\_ U value Skylights  
\_\_\_\_ U values patio doors \_\_\_\_ U values sliding glass doors  
R values  
\_\_\_\_ Ceiling \_\_\_\_ Walls \_\_\_\_ Floors \_\_\_\_ Perimeter slabs  
\_\_\_\_ Basement walls \_\_\_\_ Depth of insulation Insulate basement / garage wall \_\_\_\_Y\_\_\_\_ N

HVAC

\_\_\_\_ Heat pump hspf value (minimum 7.7)  
\_\_\_\_ Cooling (minimum 13 seer)  
\_\_\_\_ Furnace afue

Fuel Fired Appliances: Furnace \_\_\_\_\_ Water Heater \_\_\_\_\_ Wood Stove \_\_\_\_\_ Fireplace \_\_\_\_\_

Log homes

\_\_\_\_ Log size \_\_\_\_\_ Species

## CONSTRUCTION DOCUMENT CHECKLIST

1. Assumed soil bearing (less than 1500 psf or greater than 2000 psf will require an accompanying geotechnical report).
2. Concrete compressive strength for all poured concrete.
3. All foundations
  - A. Wall height.
  - B. Wall thickness.
  - C. Reinforcing information where required.
  - D. Plan layouts for precast wall systems from supplier.
  - E. Depth of unbalanced fill for each wall.
  - F. Drain tile and damp proofing information.
  - G. Perimeter footing size (width & thickness).
  - H. Pier sizes, locations and spacing.
  - I. Size and location for all thickened slabs.
  - J. WV engineer approval of suspended slabs.
  - K. Radon locations and electrical box for future fan.
  - L. R value of any perimeter slab insulation.
  - M. Column size, type and load capacity.
  - N. Column to beam connection method.
4. Full basements
  - A. Egress requirements.
  - B. R values for wall insulation, depth of insulation and identification of all walls to be insulated if basement is conditioned.
  - C. R values for pipe wrap and duct insulation for non conditioned basements.
  - D. Finished basement, room identification.
5. Crawl space
  - A. Post size for wood posts.
  - B. Block pier size and orientation if not square.
  - C. R values for pipe wrap and duct insulation for all under floor ducts and piping.
  - D. Crawl access location and size.
  - E. Crawl vent locations and any mechanical venting information.
  - F. Identify support of HVAC equipment (example-hvac suspended in crawl by double joist).
  - G. Note on plans crawl space light.
6. Typical wall section
  - A. Species and grade for lumber joists and beams.
  - B. Species and grade of lumber for studs.
  - C. Size of sill plate and method of attachment.
  - D. If mudsill straps are to be used with a spacing greater than 3' on center then provide ICC ES report stating spacing.
  - E. Any required header information.
  - F. Typical wall section required to match number of stories on building plans.
  - G. All pertinent information to include material sizes and dimensions from the bottom of the footing to the top of the roof.
7. General
  - A. Plans to be in the correct orientation (not reversed) and legible, I joists and truss layouts in same orientation.
  - B. Additions, attached decks, porches, garages and new homes require a site plan from a design professional.
  - C. All habitable rooms to be labeled (bonus room is not acceptable).
  - D. Actual window sizes to be used.
  - E. Identify all tempered windows.

- F. Identify the egress window in each sleeping room including clear opening size and height of sill above finished grade for grade floor windows using the 5.0 s f option.
- G. Identify on plans if windows are true double or triple windows or single windows with studs between.
- H. Exit door and size.
- I. House / garage door type and size with self closing device.
- J. All header sizes, include individual lvl specifications where used.
- K. U values for all windows and exterior doors.
- L. Manual J and Manual D through the wrightsoft program which is a diagram or layout of the house with duct work and cfms going into each room.
- M. Garage / house separation.
- N. Protection of supporting structure for rooms above garage.
- O. HVAC or water heater in garage, elevation of ignition source.
- P. Attic access.
- Q. Hall and stairwell widths.
- R. Smoke detector locations and interconnection/carbon monoxide if applicable.
- S. Truss specifications.
- T. Rafter, ceiling joist and ridge sizes, species and grade of lumber.
- U. I joist layouts and specifications for floor or roof application.
- V. Note on plans attic light.
- W. Note on plans catwalk with attic HVAC unit.
- X. WV engineer approval of non standard roof systems.
- Y. A flood elevation certificate is required for new construction if any part of the lot is in the flood plain.
- Z. Remove any non applicable pages from plans
- AA. Indicate Prescriptive Method of compliance with 2009 IECC or provide a completed 2009 REScheck done on a per house basis to be provided by the contractor for all new homes and additions that add living space. The REScheck program is available at [www.energycodes.gov](http://www.energycodes.gov)
- BB. Street address at the property or mailbox at final inspection.
- CC. Modular home plans require third party inspection agency stamp on both sets of plans.
- DD. Separate detail required to include garage wall height, height of garage door opening and method of braced wall panel. Include stem walls on detail if required for compliance.

## 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 \_\_\_\_\_



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**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 Certificate of Occupancy required for non habitable spaces such as  
decks, storage buildings, pools, etc.

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)

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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

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)



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

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## 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, WV25401  
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 <input type="checkbox"/> Residential (R) <input type="checkbox"/> Industrial (I) <input type="checkbox"/> Commercial (C) <input type="checkbox"/> Other (O)		*Flood Plain <input type="checkbox"/> Yes <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 Yes or NO	

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

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)
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### EXTERIOR WALLS (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)
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	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 (Excludes finished basement)
Right Setback		Garages	Basement Area <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished
Elevation		Windows	Garage Area <input type="checkbox"/> 1 story <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 \$ _____
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### ELECTRICAL PERMIT APPLICATION

Total Service _____ AMPS	Number of Circuits:    2 WIRE    3 WIRE    4 WIRE	Number of Service Outlets:    110V    220V
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**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 _____ IN.	Water Meter Size _____ I	Avg. Daily Water Use _____ GPD			
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____	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: Gas (1) <input type="checkbox"/> Oil (2) <input type="checkbox"/> Coal (3) <input type="checkbox"/> Wood (4) <input type="checkbox"/> Other (5) <input type="checkbox"/>					
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____	Est. Value \$ _____			

**OTHER PERMIT APPLICATION**

Permit Type:		
Description of Work:		
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____	Est. Value \$ _____

# CONSTRUCTION AGREEMENT

Berkeley County Grading Permit No. \_\_\_\_\_

Building Permit Number (if applicable): \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot Number: \_\_\_\_\_

In lieu of the submission of a Construction Sediment Control Plan for the construction of this single family dwelling, I agree to comply with any reasonable requirements determined necessary by WVDEP Division of Water and Waste Management and/ or the Berkeley County Engineering Department. Such requirements shall be based on the soil conservation standards contained in the West Virginia Erosion and Sediment Control Best Management Practice Manual or the WV Erosion and Sediment Control for Developing Areas Handbook, Maryland Standards and Specifications for Soil Erosion and Sediment Control (1994), shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

## MINIMUM REQUIREMENTS

1. As a minimum, all denuded areas on the lot shall be stabilized within 7 days of final grading with permanent vegetation or a temporary protective ground cover suitable for the time of year.
2. All upslope water will be diverted around the construction site. Diverting water onto an adjacent property will not be allowed without written permission from the owner.
3. All downslope areas will be protected with appropriate sediment control devices. This will include at a minimum, silt fence, properly installed. If site conditions permit, a sediment trap will be required in lieu or in addition to the silt fence.
4. All storm water drop inlets and other similar structures will be protected from siltation by the proper drop inlet protection measures.
5. A stabilized construction entrance shall be provided with appropriate size culvert under entrance as needed.
6. Other items as may be deemed necessary to accomplish the intent of the Berkeley County Storm Water Management Ordinance.
7. All grading of lots shall be in compliance with the grading approved for the lot on the Preliminary Plan. If a change is to be made to the approved grading, a new grading plan shall be submitted, reviewed and approved prior to grading the lot in a different manner.

**If 5,000 sq. ft. or more of impervious area is created, a storm water management plan shall be submitted and approved by the County Engineer before the permit can be issued.**

I further understand that failure to comply with such requirements within three working days following notice by a representative of the WVDEP or by the representative of The Berkeley County Engineering Department could result in citation for violation of the Berkeley County Storm Water Management Control Ordinance and the NPDES General Storm Water Permit.

Additional Measures (if required)

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Signature of Landowner or Developer: \_\_\_\_\_

Name: \_\_\_\_\_  
First Name Last Name

Address: \_\_\_\_\_  
Number Street Name  
\_\_\_\_\_  
City State Zip Code

Party Responsible for Erosion and Sediment Control (if different from landowner)

Name: \_\_\_\_\_  
First Name Last Name

Address: \_\_\_\_\_  
Number Street Name  
\_\_\_\_\_  
City State Zip Code

**REMINDER: A CONSTRUCTION SEDIMENT CONTROL PLAN AND THIS AGREEMENT MUST BE ON FILE AT THE APPROPRIATE OFFICE AND A COPY MUST BE HELD ON THE JOB SITE.**

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**Reviewed by Berkeley County Engineering Department and meets Technical Requirements.**

Application Reviewed & approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Final Grading Inspection: \_\_\_\_\_ Date: \_\_\_\_\_



Land-disturbing activities on individual lots of a residential development (subdivision) must have a Construction Sediment Control Plan or an agreement signed by the lot owner, or home builder, if different from the one building the subdivision.

Usually, Storm Water Pollution Control Plans for the NPDES/Storm Water Permit are developed in two phases. The first phase addresses the initial construction of the infrastructure for the development. This plan would include the construction of roads, storm sewers, utilities, and any grading activity that involves more than one lot. The plan would also include Storm water runoff considerations based on the expected final development. The developer of the subdivision applies for the NPDES Permit for this construction.

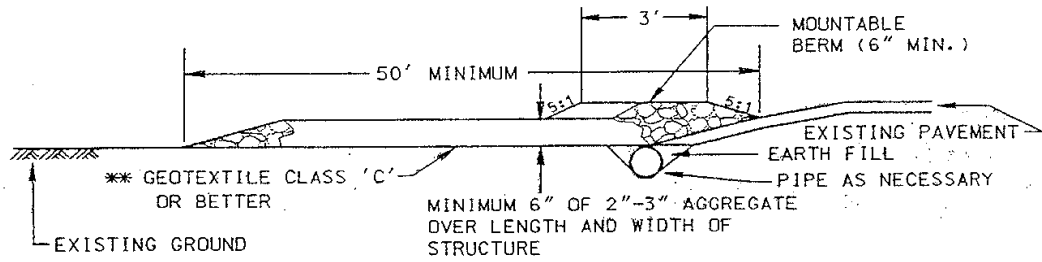
The second phase of construction begins with the construction of houses or buildings on individual lots. Individual Sediment Control Plans are required for land-disturbing activities on individual lots; however, many times a “Subdivision House Construction Agreement” may be acceptable. This agreement reduces the burden on the homeowner of having to prepare an individual plan. The agreement states the conditions to be maintained during construction, such as keeping public streets clean, maintaining perimeter controls, installing sediment control and establishing permanent stabilization.

This requirement applies to all land-disturbing activities of less than 3 acres when the activity occurs in a residential development. The intent is to regulate activities which would be considered a part of the development process such as construction of individual houses, outbuildings, garages, driveways, etc.

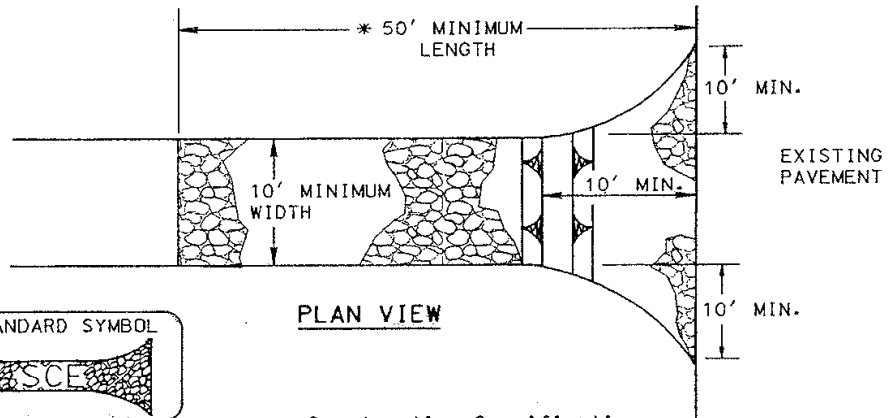
The following two points apply to all subdivisions in the State of West Virginia unless more stringent requirements are called for by a local jurisdiction where those standards will apply.

- A. A Storm Water Pollution Prevention Plan shall be filed for a residential development and the buildings constructed within, regardless of the phasing and time frame of construction if the total disturbed area for the entire subdivision will be 3.0 acres or more.
- B. If individual lots or sections in a residential development are being developed by different property owners, all land-disturbing activities related to the building construction shall be covered by a Construction Sediment Control Plan or an “Individual House Construction Agreement” signed by the property owner who is building the house or their authorized agent.

## DETAIL 2 - STABILIZED CONSTRUCTION ENTRANCE



PROFILE



PLAN VIEW

Construction Specification

1. Length - minimum of 50' (\*30' for single residence lot).
2. Width - 10' minimum, should be flared at the existing road to provide a turning radius.
3. Geotextile fabric (filter cloth) shall be placed over the existing ground prior to placing stone. \*\*The plan approval authority may not require single family residences to use geotextile.
4. Stone - crushed aggregate (2" to 3") or reclaimed or recycled concrete equivalent shall be placed at least 6" deep over the length and width of the entrance.
5. Surface Water - all surface water flowing to or diverted toward construction entrances shall be piped through the entrance, maintaining positive drainage. Pipe installed through the stabilized construction entrance shall be protected with a mountable berm with 5:1 slopes and a minimum of 6" of stone over the pipe. Pipe has to be sized according to the drainage. When the SCE is located at a high spot and has no drainage to convey a pipe will not be necessary. Pipe should be sized according to the amount of runoff to be conveyed. A 6" minimum will be required.
6. Location - A stabilized construction entrance shall be located at every point where construction traffic enters or leaves a construction site. Vehicles leaving the site must travel over the entire length of the stabilized construction entrance.

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SOIL CONSERVATION SERVICE

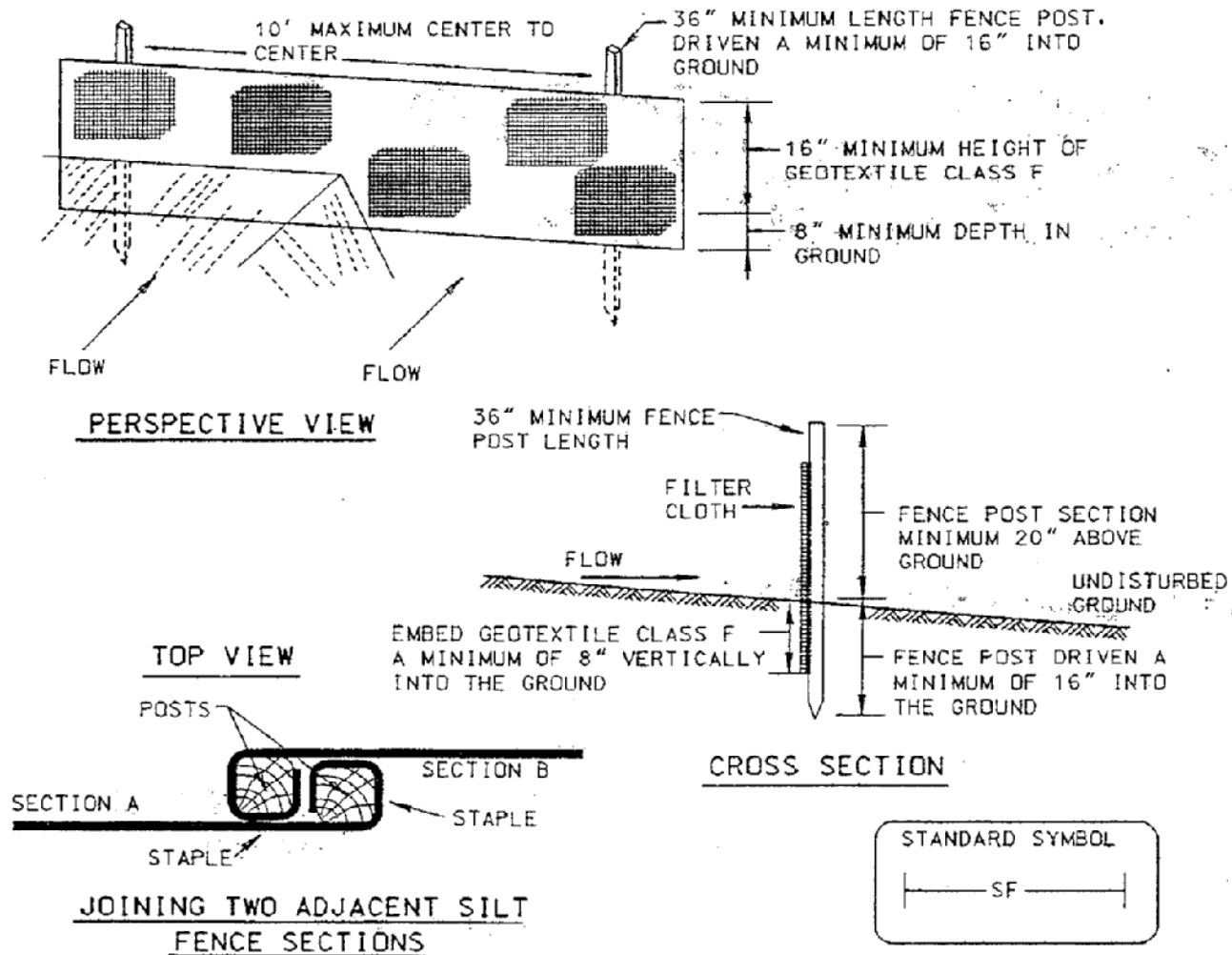
# SILT FENCE

## Silt Fence Design Criteria

<u>Slope Steepness</u>	<u>(Maximum) Slope Length</u>	<u>(Maximum) Silt Fence Length</u>
Flatter than 50:1	110 feet	unlimited
50:1 to 10:1	110 feet	1,000 feet
10:1 to 5:1	100 feet	750 feet
5:1 to 3:1	60 feet	500 feet
3:1 to 2:1	40 feet	250 feet
2:1 and steeper	20 feet	125 feet

Note: In areas of less than 2% slope and sandy soils (USDA general classification system, soil Class A) maximum slope length and silt fence length will be unlimited. In these areas a silt fence may be the only perimeter control required.

# SILT FENCE



## Construction Specifications

- Fence posts shall be a minimum of 36" long driven 16" minimum into the ground. Wood posts shall be 1 1/2" x 1 1/2" square (minimum) cut, or 1 3/4" diameter (minimum) round and shall be of sound quality hardwood. Steel posts will be standard T or U section weighting not less than 1.00 pound per linear foot.
- Geotextile shall be fastened securely to each fence post with wire ties or staples at top and mid-section and shall meet the following requirements for Geotextile Class F:

Tensile Strength	50 lbs/in (min.)	Test: MSMT 509
Tensile Modulus	20 lbs/in (min.)	Test: MSMT 509
Flow Rate	0.3 gal ft <sup>2</sup> / minute (max.)	Test: MSMT 322
Filtering Efficiency	75% (min.)	Test: MSMT 322
- Where ends of geotextile fabric come together, they shall be overlapped, folded and stapled to prevent sediment bypass.
- Silt Fence shall be inspected after each rainfall event and maintained when bulges occur or when sediment accumulation reached 50% of the fabric height.

U.S. DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE



## **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: \_\_\_\_\_