



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

APPLICATION FOR: DECK, GARAGE, STORAGE BLDG., ETC...

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

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

1. Footings pre pour
2. Footings post pour (only for post holes for deck, porch, etc...)
3. Underground plumbing on test (5' head of water)
4. Reinforced vertical walls pre pour
5. Radon/slab pre pour, plastic in place
6. Foundation/drain tile/sill plate, bracing or first floor joists in place
7. House wrap /windows set and taped
8. Rough in (decks less than 36" above grade), plumbing on test, air seal, electrical sticker in place, duct blasting report.
9. Insulation
10. Final, final electric sticker in place and energy efficiency certificate in place.
11. Final grade
12. Special inspections may be required for alternative construction methods

CHIMNEY INSPECTION:

1. Footers, before placement of concrete
2. Fireplace throat (if applicable)
3. Final

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:

(Name)

(Date)

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
MASTER PLAN APPROVAL	\$295.00

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 st \$1,000.00 plus \$12.00 per each additional \$1,000.00
Plumbing Review	\$24.00 application fee plus \$18.00 for 1 st \$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 st Trip-\$50.00, 2 nd Extra Trip-\$75.00, 3 rd Extra Trip- \$100.00	
Investigation Fee (Work Started Without a Permit).	\$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 ___Yes___ No

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
- 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 ApplicationLose Base Fee + grading fee
+ plan review if already been reviewed.

Voided PermitLose 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

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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

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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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:

APPLICATION FOR BUILDING PERMIT
(DECK, GARAGE, STORAGE BUILDING, ETC...)

Applicant Information:

Is Owner Applicant? _____

NOTE: If applicant is not the property owner, the property owner must complete attached affidavit.

First Name: _____ Last Name: _____

Mailing Address: _____
(Street # and Name or Box #)

(City) (State) (Zip Code) E-mail: _____

Phone Number: _____ Fax: _____

Property Owner Information: (If different from applicant and affidavit is attached)

First Name: _____ Last Name: _____

Mailing Address: _____
(Street # and Name or Box #)

(City) (State) (Zip Code) E-mail: _____

Phone Number: _____ Fax: _____

Building Information:

Physical Address: _____
(Street # and Street Name)

Lot # _____ Subdivision Name: _____ (If Applicable)

Type of Structure: _____ If attached to structure-what type: _____

of Stories: _____, Dimensions: _____ X _____ = _____
(Width) (Length) (Sq. Ft.)

Estimated Value: \$ _____

Electrical Inspector: _____

Contractors Name: _____ WV Contr. License # : _____

(If Applicable-If more than one contractor, please continue list on back)

* NOTE: The application applies to property located in Berkeley County, WV. (Not for property located within incorporated areas such as City of Martinsburg or City of Hedgesville).

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE

DATE



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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.