



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 RESIDENTIAL WATER HEATER BUILDING PERMIT, THE FOLLOWING ITEMS ARE NEEDED:

1. Completed application.
2. Completed Assessors statement and Planning Commission sign-off
3. Manufacturer's details (make, model & serial number)
4. Signed and Notarized owner affidavit (If applicant is not the owner)
5. All fees paid. (\$41.00)

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

REQUIRED INSPECTIONS: (If applicable)

1. Final

***NOTE-If same size unit replacement NO Electrical Inspections required*
INTERNATIONAL RESIDENTIAL CODE 2015 APPLIES.**

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

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.

Any minor changes to the plans will require an approved plan change. This includes change of contractor. The permit 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.

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.

APPROVED ELECTRICAL INSPECTORS:

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
 Baker Electrical Inspection -----Christopher Baker, Inspector---304-671-4622
 Megco Inspections, Inc. -----Jennings (Jay) Smith, Inspector---304-249-5172

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

(Name)
(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

**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

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
(RESIDENTIAL WATER HEATER)

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)

Make: _____

Model: _____

Serial Number: _____

Estimated Value: \$ _____

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