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: (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.  ------------------------------------Clifton Bennett, Inspector---304-788-9101
On Point Electrical Inspections LLC ------------------------John Talbott, Inspector-------304-886-3229
Megco Inspections, Inc.  -------------------------------Benjamin Houdersheldt, Inspector-----304-303-0405

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:
__________________________________________   ____________________
(Name)                                                                                (Date)

Rev: 12/15/15, 7/29/16, 8/4/16, 9/15/16, 6/1/17, 10/30/17, 12/7/17, 3/19/18, 9/10/18, 4/12/19
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
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

_____Is Structure in floodplain? Yes or No

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)
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:

Rev:
APPLICATION FOR BUILDING PERMIT
(RESCIDENTIAL 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 # )   E-mail:______________________________________________

_________________________________________________________                     (City )         (State)                                           (Zip Code)

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 # )   E-mail:______________________________________________

_________________________________________________________                     (City )         (State)                                           (Zip Code)

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

IT Rev: 6/4/15, 12/15/15, 7/29/16, 9/19/16, 5/26/17, 10/30/17, 12/7/17, 3/19/18, 9/10/18, 4/12/19