

Plan Change Fee: \$30.00
Please make checks payable to:
Berkeley County Council



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 PLAN CHANGE REVIEW

Applicant Name: _____ Permit Number: _____

Description of plan change

Building Information:

Physical Address: _____
(Street # and Street Name)

Lot # _____ Subdivision Name : _____ (If Applicable)

Type of Structure: _____ # of Stories: _____, Dimensions: _____ x _____ = _____
(Width) (Length) (Sq. Ft.)

Check one box:

When plan review is completed, fax to: _____
Fax number

When plan review is completed, mail to: _____
Name

Address

City/State/Zip Code

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

Applicant Signature

Date

Rev: 6/1/17

Office Use Only

Plan Reviewer Signature

Date

Approved Not Approved

Comments:

