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.berkeleycountycomm.org

COMMERCIAL 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: