



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](http://www.berkeleywv.org)

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

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

1. Completed application.
2. **One set of detailed construction drawings.**
3. Manufacturers truss details, Lam Beam or I-Joists specifications and design.
4. **Sealed Engineered lumber specifications must be submitted before permit can be issued.**
5. Sizes and U values of windows and doors (If applicable)  
(Indicate Prescriptive Method or Performance Alternative).
6. R Values of insulation in ceilings, walls & floors, Manual J, D and S. (If applicable)
7. Signed and Notarized owner affidavit (If applicant is not the owner)
8. Additions, attached structures including decks, porches and garages require a site plan
9. All fees paid. (See fee schedule)

**NOTE: After the above submitted information has been reviewed and approved, your permit will be emailed 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 emailed 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  
 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  
 S W George Electrical Inspections -----Samuel W George, Inspector---304-671-0443

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

\_\_\_\_\_  
 (Name) (Date)  
 Rev: 7/13/15, 12/15/15, 7/29/16, 8/4/16, 9/15/16, 3/23/17, 5/18/17, 10/30/17, 12/7/17, 3/19/18, 9/10/18,4/12/19 ,4/1/21, 10/20/21, 3/4/22, 8/10/22, 9/13/22

## **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
<b>MASTER PLAN APPROVAL</b>	<b>\$295.00</b>

### **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 <sup>st</sup> \$1,000.00 plus \$12.00 per each additional \$1,000.00
Plumbing Review	\$24.00 application fee plus \$18.00 for 1 <sup>st</sup> \$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 <sup>st</sup> Trip-\$50.00, 2 <sup>nd</sup> Extra Trip-\$75.00, 3 <sup>rd</sup> Extra Trip- \$100.00	
Investigation Fee ( <b>Work Started Without a Permit</b> ).	\$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  
\_\_\_ Construction drawings  
\_\_\_ 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 or Performance Alternative.
- BB. Street address at the property or mailbox at final inspection.
- CC. Modular home plans require third party inspection agency stamp on set 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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**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.