

**Fayette County Building Permits and Code Enforcement**  
**100 Court Street, P O Box 307, Fayetteville, WV 25840**  
**(304) 574-4320**

**Building Permit Cover Sheet**

**To Obtain A Building Permit The Following Items Are Needed:**

1. Application filled out completely.
2. Attached statement needs completed by Assessor's office and Zoning Office
3. Septic permit or letter of availability from appropriate public service district
4. If new home: 1 set of construction drawings (Blueprints)
5. If trusses will be used for construction; please submit truss details from the manufacturer.
6. Must submit photocopy of WV Contractor's License, Liability Certificate of Insurance and Compliance of Workers Compensation.
7. Additional forms regarding notification of asbestos renovation, demolition or abatement.
8. AEP work request number **Must** accompany all request for electrical inspections.
9. All fees paid.

**Inspections That Are Required:**

1. Footers / slabs before pour.
2. Foundation / Flooring
3. Rough In / Electrical, Framing, Rough Plumbing and Mechanical (**Before Insulation**)
4. Insulation (**Before Covering**)
5. Final / Electrical
6. Final

**Note- There is an \$85.00 Re- Inspection Fee on All Failed Electrical Service Inspections.**

**To Schedule An Inspection You Must Have The Following Information When You Call:**

1. For inspection call (304) 574-4320
2. Permit Number
3. Type of inspection required

**Note- Inspections will be done within 24 hours, no appointments will be made. No inspections will be scheduled without the above information. All inspections must be called in before 2:00 pm for a next working day inspection.**

**I Have Read and Understand This Sheet**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Before digging or otherwise disturbing the earth, Call: 1-800-245-4848. To notify many underground owners 2 days notice required. It's the law in West Virginia. Miss Utility of West Virginia, Inc.**

Fayette County Building Permits and Code Enforcement 100 Court Street, PO Box 307 Fayetteville, WV 25840 (304) 574-4320	Office Use Only			
	Date:		Time:	
	Permit No.			

## Application for Building Permit Fayette County Building Code & Zoning Division

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**A. Identification:** Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor's License No: \_\_\_\_\_

**B. Building Location:** Street: \_\_\_\_\_ City: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_

<b>C. Type of Improvement:</b>	<b>D. Proposed Use of Structure:</b>	<b>E. No. of Off Street Parking Spaces</b>
New Building: <input type="checkbox"/>	Residential: <input type="checkbox"/> Non-residential: <input type="checkbox"/>	Enclosed: _____
Addition: <input type="checkbox"/>	One Family: <input type="checkbox"/> Commercial: <input type="checkbox"/>	Outdoor: _____
Remodeling: <input type="checkbox"/>	Two or more: <input type="checkbox"/> Industrial: <input type="checkbox"/>	

Description of Work: \_\_\_\_\_

**F. Frame Type:** Masonry:  Wood:  Structural Steel:  Reinforced Concrete:  Other: \_\_\_\_\_

**G. Sewage Type:** Public:  Private:  **Must Have Photocopy of Health Dept Permit, if Private or Copy of Approval from Public Service District, if Public.**

**H. Type of Water:** Public:  Private:  **I. Type of Heat:** Gas:  Electric:  Other: \_\_\_\_\_

**J. Type of Mechanical:** Central-electric:  Central-gas:  Other: \_\_\_\_\_

**K. Dimensions:** No. of Stories: \_\_\_\_\_ Sq. Ft. House: \_\_\_\_\_ Sq. Ft. Basement: \_\_\_\_\_ Sq. Ft. Garage: \_\_\_\_\_ Sq. Ft. Commercial or Industrial: \_\_\_\_\_

**L. Residential Building** No. of Bedrooms: \_\_\_\_\_ No. of Full Baths: \_\_\_\_\_ No. of Partial Baths: \_\_\_\_\_ Total No. of Rooms: \_\_\_\_\_

**M. Costs:** Estimated Costs: \$ \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_ **This Permit Not Valid Unless Properly Received By Cashier**

**AMOUNT PAID:** \$ \_\_\_\_\_

Applicant certifies by signature that he / she / agent has the authority to make this application and that all information is correct to the best of his / her / agent knowledge. I understand that all work must comply with the WV State Building Code and all other applicable State and Local laws, ordinances and regulations. I certify that I am authorized to grant, and do in fact grant permission to the local zoning officer and the local building inspector and his agents, to enter on the property noted on this permit for the purpose of these inspections.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

I furthermore certify I have received copies of the State and Federal Asbestos regulations and I understand that I am fully responsible for being in compliance with these regulations.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Fayette County Building Permits and Code Enforcement  
100 Court Street, P O Box 307  
Fayetteville, WV 25840  
(304) 574-4320

Office Use Only

Date:

Time

### Decks, Garage, Storage Building, Sign, etc

Is property in the floodplain? Yes  No

( If yes community panel number & effect date & designated zone must be a submitted)

Is owner applicant? Yes  No

#### Applicant Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Property Owner Information: (If different from Applicant)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Building Information:

Type of Structure: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Dimensions: Width:  ft. X Length:  ft. = \_\_\_\_\_ Square Feet

Estimated Value: \$ \_\_\_\_\_

Contractor's Name: (If Applicable) \_\_\_\_\_

West Virginia Contractor's License Number: \_\_\_\_\_

(If more than one contractor – list them on separate sheet and attach to form)

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

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Fayette County Building & Zoning Division  
100 Court St. PO Box 307  
Fayetteville, WV 25840  
(304) 574-4320 or (304) 574-4273

Office Use Only  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Assessor and Zoning Form

All residential dwellings, mobile homes and commercial structures require Zoning approval to ensure compliance with the Fayette County Unified Development Code, Prior to any building permit application.

(Note- If property is located in mobile home park or subdivision this form is not required)

Name: \_\_\_\_\_  
Prop Sub: \_\_\_\_\_  
Lot No. \_\_\_\_\_

I am applying for a building permit and need the following required information to properly complete the application form:

District: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Signature- Assessor's Representative \_\_\_\_\_

Fayette County Zoning Office has reviewed and approved the above listed property and has no objections to building permit issuance of such property.

Signature- Zoning Office Representative and Flood Plain Manager \_\_\_\_\_

#### Site or plot plan

(Attach drawing or draw the shape of your property, show all roads, and give the dimensions of your property)

Front Yard Setback: \_\_\_\_\_ Left Side Yard Setback: \_\_\_\_\_  
Rear Yard Setback: \_\_\_\_\_ Right Side Yard Setback: \_\_\_\_\_

Fayette County Building Permits and Code Enforcement  
100 Court Street, P O Box 307  
Fayetteville, WV 25840  
(304) 574-4320 or (304) 574-4273

Office use Only  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Directions to Job Site**

**Name of Applicant:** \_\_\_\_\_

**Directions to Project:** Directions Must Be Submitted Before Permit Will Be Issued  
Please provide clear and specific directions to the site, below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fayette County Building & Zoning Division  
 100 Court St. PO Box 307  
 Fayetteville, WV 25840  
 (304) 574-4320 or (304) 574-4273

Office Use Only	
Date: _____	Time: _____
Permit No. _____	

**Sub-Contractor Register**

- Please provide the following information for each sub-contractor hired to complete work on this job.

	<b>Company Name</b>	<b>Contact</b>	<b>Phone</b> Area Code First	<b>WV Contractors' License</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Final inspection and certificate of occupancy will not be completed until this form is returned to the Fayette County Building Permits and Code Enforcement Office