

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

Manufactured (Mobile) Homes

To Obtain A Building Permit The Following Items Are Needed:

A. In A Mobile Home Park:

1. Application filled out completely.
2. Affidavit from mobile home owner
3. Installation Manual

B. On A Private Parcel Of Land: (Note – Only one mobile home per parcel)

1. Applications filled out completely.
2. Affidavit from property owner if other than applicant
3. Attached statement needs completed by Assessor's Office and Zoning Office
4. Septic permit of letter of availability from appropriate public service utilities
5. Must submit photocopy of WV Contractor's License, Liability Certificate of Insurance and Compliance of Workers Compensation
6. Additional forms regarding notification of asbestos renovation, demolition, or abatement.
7. AEP work request number **Must** accompany all request for electrical inspections
8. All fees paid (see attached fee schedule)

Inspections That Are Required:

1. Footers/slab before pour
2. Set-up / tie downs and blocking,
3. Water and Sewer connections
4. Decks that are part of new dwelling construction which is greater than 144 sq. ft. or greater than 6 ft. in height from ground level.
5. Final Electrical (see attached list of approved electrical inspectors)
6. Final (after skirting and landings are complete)

Note- The inspector may stop at any time during normal working hours.

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

1. For inspections 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 done without the above information. All inspections must be called in before 2:00 pm for a next day inspection.

I Have Read and Understand This Instruction Sheet

Name: _____ **Date:** _____

Application for Manufactured (Mobile) Homes
Private Lot

Are there any other mobile homes on parcel? _____ Yes _____ No

Is property in the floodplain? ___ Yes ___ No (If yes community panel number & effect date & designated zone must be submitted)

Public water? _____ Yes _____ No Public Sewer? _____ Yes _____ No
Note- Need septic permit or letter of availability from appropriate public service utilities

Mobile home owner information:

First Name: _____ Last Name: _____

Phone Number: _____

Current Mailing Address: _____

Property owner information: (if different from mobile home owner)

First Name: _____ Last Name: _____

Phone Number: _____

Current Mailing Address: _____

Mobile Home Information:

Size of Mobile Home: _____ x _____ Year of Mobile Home: _____

Make of Mobile Home: _____ Serial Number of Mobile Home: _____

Estimated Value: \$ _____ Deck Size (if larger than 4'X4') _____

Installer's Name: _____ A/C Unit: _____

West Virginia Mobile Home Installation License Number: _____

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

APPLICANT: _____

Application for Manufactured (Mobile) Homes
Mobile Home Park

Name of approved mobile home park: _____

Lot Number: _____

Mobile Home Owner Information:

First Name: _____ Last Name: _____

Phone Number: _____

Current Mailing Address: _____

Mobile Home Information:

Size of mobile home: _____ x _____ Year of mobile home: _____

Make of mobile home: _____ Serial number of mobile home: _____

Estimated value: \$ _____ Deck size (if larger than 4' X 4'): _____

Installer's name: _____

West Virginia Mobile Home Installation License No: _____

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

APPLICANT: _____

AFFIDAVIT

I _____ hereby authorize _____ to act as my

Agent in regard to my property known as _____ in Fayette County,

West Virginia in obtaining of necessary permits required to place a mobile home on said
property.

Owners Signature: _____

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

Name:
Prop Sub:
Lot No.

I am applying for a building permit and need the following information before the

Building permit application will be taken in by the Building Permit Department:

District: _____ Tax Map: _____ Parcel Number: _____

Signature- Assessor's Representative (Note- if property is located in mobile home park or subdivision assessor's Form not need completed)

All residential dwellings, mobile homes and commercial structures will need Zoning approval to ensure compliance with the Fayette County Unified Development Code, (Prior to making application for a building permit.)

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 (Draw the shape of your property, show all roads, and give the dimensions of your property)

Front Yard Setback: _____
Right Yard Setback: _____

Left Side Yard Setback: _____
Rear Yard Setback: _____

Fayette County Building Permits and Code Enforcement

Sub-Contractor Register

Permit Number: _____

Company Name

Contact Person

Phone Number

WV Contractor's License Number

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

FINAL INSPECTION AND CERTIFICATE OF OCCUPANY WILL NOT BE COMPLETED UNTIL THIS FORM IS RETURNED TO THE FAYETTE COUNTY BUILDING PERMITS AND CODE ENFORCEMENT OFFICE

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

Compliance Verification

To provide compliance with West Virginia Code 21-11-15 and 28-2-5, satisfactory proof must be furnished that the State Privilege License Fee has been paid and Worker's Compensation Insurance is in effect. Please mark the appropriate statements below.

_____ As a licensed General Contractor of the State of West Virginia, I hereby certify that I have obtained Worker's Compensation as required by West Virginia Code 23-2-5, and I will maintain the required Worker's Compensation Insurance for the entire duration of any construction for which permits have been issued.

_____ As a licensed General Contractor of the State of West Virginia, I hereby certify that I am exempt from the requirements of West Virginia Code 23-2-5, requiring Worker's Compensation Insurance for Contractors and their employees.

And

_____ I hereby certify that I have paid the West Virginia License Application renewal fee required for all contractors in pursuant of the West Virginia Code 21-11-15 and 28-2-5.

Print Name of License Holder: _____

Signature of License Holder: _____

Contractor's License Number: _____

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public

My commission expires _____

Memorandum

Construction, Demolition, Remodeling & Renovation Activities

To: The Owner of the Facility

Owner Information

Name: _____

Mailing Address: _____

Telephone No.: _____ Fax No.: _____

Project's Physical Address: _____

Contractor Information

Name: _____

Mailing Address: _____

Telephone No.: _____ Fax No.: _____

WV Department of Labor License No.: _____

From: Randy C. Curtis, P.E., Director
WV DHHR – BPH
Radiation, Toxics & Indoor Air Division

Stephanie R. Timmermeyer, Director
WV DEP
Division of Air Quality

Subject: WV Regulations Regarding Construction, Demolition, Remodeling & Renovation Activities
of Regulated Facilities

Date: _____

Copy To: Chief – Asbestos Compliance Program
WV DHHR – Bureau for Public Health – Radiation, Toxics & Indoor Air Division

Asbestos Program Manager
WV Department of Environmental Protection – Division of Air Quality

Please be advised that the activity authorized under the approved Fayette County Building and Zoning Division's Demolition Permit. The permit you just received may be subject to certain specific WV regulatory requirements administered by the Bureau for Public Health under 64CSR63, and /or by the Division of Air Quality under 45CSR15. These regulatory requirements address the potential disturbance of asbestos – containing materials that may be encountered during Construction, Demolition, Remodeling, and Renovation operations; and Construction, Demolition, Remodeling and Renovation operations; when no asbestos containing materials are present within or on the facility. Construction, Demolition, Remodeling and Renovation operations are collectively and /or individually referred to as ACTIVITY.

The purpose of this memorandum is to inform you of the basic requirements of two WV Legislative Rules, i.e. 45CSR15 and 64CSR63, and the applicable parts of which you must comply with prior to commencing the ACTIVITY. Compliance with these regulatory requirements is necessary in order to protect the health and safety of the citizens of WV and it's visitors from the potential adverse health effects associated with the inappropriate handling of ASBESTOS CONTAINING MATERIAL that may be associated with the ACTIVITY. Asbestos is a known carcinogen. Demolition, even when asbestos-containing materials are absent, may be regulated by the Division of Air Quality under 45CSR15.

Issues you are legally obligated to address before beginning the ACTIVITY authorized in the PERMIT are:

1. **Prior to the commencement** of the ACTIVITY must be inspected for the presence of asbestos-containing materials. This constitutes the very first step with respect to compliance with the requirements of the Bureau of Public Health and the Division of Air Quality.
2. **The facility owner is responsible** for having this asbestos inspection conducted by an individual licensed by the WV Bureau for Public Health. The physical inspection of that portion of the facility to be impacted by the ACTIVITY must be conducted in accordance with the requirements of Section 7 of the WV Legislative Rule 64CSR63-Asbestos Abatement Licensing Rule. A written report, prepared in accordance with the rule is also required.
3. **New construction**, which does not tie into an existing facility or otherwise disturb any part of an existing facility, does not require an asbestos inspection to be conducted.
4. Since the Bureau for Public Health and the Division of Air Quality manage two separate programs, exemption from the requirements of the Bureau for Public Health's program does not mean that your ACTIVITY will be exempt from the regulatory requirements of the Division of Air Quality's programs. Therefore, each agency must be contacted. Failure to do so may delay the commencement and /or completion of the ACTIVITY authorized under your permit.
5. The Bureau for Public Health will require and the Division of Air Quality may require the preparation and submittal of a Notification of Abatement, Demolition or Renovation ("Notification") 10 working days prior to the commencement of the ACTIVITY. A working day is defined as any weekday, Monday through Friday, including any nationally and/or state observed holidays that may fall on any one of these five days: Saturday and/or Sunday are not defined as a working day.
6. The Division of Air Quality, under 45CSR15, may require the preparation of a Notification of Abatement, Demolition or Renovation for the ACTIVITY addressed by your permit, even when asbestos is not present in or on the facility.
7. Compliance with the applicable requirements of WV Legislative Rule 45CSR15 and 64CSR63 is mandatory. Failure to comply with the applicable requirements may result in the assessment of a substantial monetary penalty against the facility owner as well as the contractor.

Our respective offices are more than willing to assist you with the resolution of any questions that you may have regarding compliance.

Chief- Asbestos Compliance Program
Bureau for Public Health
Radiation, Toxics & Indoor Air Division
815 Quarrier Street, Suite 418
Charleston, WV 25301
Telephone No.: (304) 558-6718
Fax No.: (304) 558-1289

Asbestos Program Manager
WV Dept. of Environmental Protection
Division of Air Quality
7012 MacCorkle Avenue, S.E.
Charleston, WV 25304
Telephone No.: (304) 926-3647
Fax No.: (304) 926-3739