



**CITY OF MARTINSBURG**  
WEST VIRGINIA

City of Martinsburg  
232 N. Queen Street  
Martinsburg, WV 25401  
(304) 264-2131  
(304) 264-2136 Fax

**PRE-PURCHASE OR CHANGE OF USE AND OCCUPANCY INSPECTIONS**

Whenever an inspection request is submitted to the Martinsburg Planning and Building Department and/or the Martinsburg Fire Department before the purchase of a property or when there is to be a change in use of an existing property, these criteria apply. An inspection by either or both departments is to determine compliance with the Martinsburg Zoning Ordinance, the West Virginia State Building Code and/or the West Virginia State Fire Code. This type of inspection is to determine major issues of zoning and life safety. These inspections will not get involved with the minutia of property maintenance attempting to identify every possible code violation that may exist in any given property. For example a rental housing inspection which is separate from a zoning/life safety inspection would identify all possible code violations.

By signing below, you are indicating that you understand the extent of a requested inspection. If you are not the owner of the property to be inspected, notarized permission from the owner is required prior to scheduling any inspections.

Person requesting inspection

Owner

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Cc: File