



CITY OF MARTINSBURG
WEST VIRGINIA

Commercial Building Permit/Cover Sheet

Current City Building Code: 2003 Edition International Residential Code as amended Including Appendix C, F and G, 2003 Edition International Building Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Property Maintenance Code, International Energy Conservation Code, International Existing Building Code, ICC/ANSI A 117.1, 2005 Edition National Electrical Code, 2003 Edition West Virginia State Fire Code, 2003 Edition NFPA 101 Life Safety Code, City of Martinsburg Rental Housing Code and City of Martinsburg Zoning Ordinance.

Penalty: (Article 1761 of the Codified Ordinance of the City of Martinsburg) A person who shall commence the erection, construction, alteration or repair of any structure or portions thereof requiring a building permit without first obtaining the required permit, shall **pay double** the **cost** of such **permit**, if obtained within forty-eight hours of notification of the violation by the building inspector. Failure to obtain permit within the forty-eight hour time period will result in **fee for permit** being **tripled**.

Minimum Submittal Requirements

(This is not necessarily a complete list of all required submittals. Additional information may be required after plan review.)

1. Application filled out completely, including each applicable section.
2. Copy of current City of Martinsburg Business License if contracting work. (Each Contractor)
Note: City and State licensing not required for work personally performed entirely by property owner.
3. Copy of current West Virginia State Contractors License if contracting work and the cost of the undertaking is \$2,500.00 or more. "Undertaking" means the entire construction project cost including labor and materials.
4. A minimum of three (3) sets of complete plans and details (Presumptive **soil bearing value of 1500 psf** unless otherwise specified by soil investigation) that could include, but is not limited to any of the following:
 1. APPROVED SITE PLAN
 2. SITE SURVEY
 3. SOIL REPORT
 4. EXT. ELEV. DRAWINGS
 5. FOUNDATION PLANS
 6. FLOOR PLANS
 7. FRAMING PLANS (FLOORS)
 8. ROOF FRAMING PLAN
 9. DETAIL SECTION DRAWINGS
 10. STRUCTURAL PLANS
 11. STRUCTURAL CALCULATIONS
 12. ELECTRICAL
 13. PLUMBING PLANS
 14. MECHANICAL PLAN
 15. FIRE SAFETY REQUIREMENTS
 16. STATE APPROVED FIRE ALARM PLAN
 17. STATE APPROVED SPRINKLER PLANS
 18. ENERGY CODE REQUIREMENTS
 19. COPY OF COMcheck/MANUAL N
 20. DRAINAGE PLAN
 21. DISABLED ACCESS

PLANS: Partially completed plans will not be accepted. Plans must be legible, blue-line or copies (no ink); fully dimensioned and drawn to scale (minimum 1/8" scale, 1/4" recommended) on suitable material preferably 18"x 24" and not larger than 24"x 36"; be of sufficient clarity to indicate location, nature and extent of the work proposed; and show in detail that it will conform to the provisions of the state building code as referenced above, all relevant federal or state laws and ordinances of the City of Martinsburg. General notes shall be included on the plans or on an additional form to address all mechanical, electrical, and plumbing requirements, and to identify equipment specifications. Void or delete all plans, details and notes that do not pertain to the project. The person responsible for their preparation must sign all plans submitted. When required, plans must be wet stamped and signed by a licensed architect or engineer registered in the state of West Virginia. The Code Official may waive this requirement if due to the scope and nature of the work that reviewing of construction documents would not be necessary to obtain compliance with the code.

5. An engineer stamped detail copy for any manufactured wood or steel products if used (roof trusses, laminated beams, I-joist, I-beams, etc.).
6. Window and door U Values including size, type, material and manufacturer. (Manufacturer brochure)
7. R Values for all foundations, slab on grade, floor, wall and ceiling insulation.

8. New construction will require a letter of availability from appropriate public utility for sewer and water service and payment of any capacity and/or utility improvement fees. Any capital improvement fees imposed by the City of Martinsburg will require a completed application form and become payable not later than at issuance of building permit. The City of Martinsburg tap fees must be paid before installation can be scheduled.

9. Letter of acceptance from 911 for address.

Note: Permit applications are reviewed in the order received. Dependant on the nature and scope of work, a completed application can take up to six (6) weeks to process. You will be notified when the permit is ready to be picked up.

PROPERTY/BUILDING USE

Select from the following use groups that have been taken from Chapter Three (3) of the 2003 International Building Code to complete Section I, both current and/or proposed use. Within each group/sub-group listed occupancy types are provided to give insight and are not all-inclusive.

- | | | | |
|---|--|--|--|
| <p>303 Assembly Group A
 303A-1 Theaters
 303A-2 Restaurants
 303A-3 Churches
 303A-4 Arenas
 303A-5 Stadiums</p> | <p>304 Business Group B
 Banks, Offices, Colleges,
 Prof. Services, Post Offices</p> <p>305 Educational Group E
 305E-1 (Grades 1-12)
 305E-2 (Day Care)</p> | <p>306 Factory Group F
 306F-1 (Mod. Hazard)
 Bakeries, Furniture, Printing
 306F-2 (Low Hazard)
 Brick/Masonry, Glass, Ice</p> | <p>307 High Hazard Structures
 307H-1 (Explosives)
 307H-2 (Deflagration)
 307H-3 (Physical)
 307H-4 (Health)
 307H-5 (Semiconductors)</p> |
| <p>308 Institutional Group I
 308I-1 Group Homes
 308I-2 Hospitals
 308I-3 Prisons
 308I-4 Day Care</p> | <p>309 Mercantile Group M
 Retail Stores
 Wholesale Stores
 Motor Vehicle Service
 Stations</p> | <p>310 Residential Group R
 310R-1 (Hotels)
 310R-2 (Apartments)
 310R-3 (1&2 Family)
 310R-4 (Assisted Living)</p> | <p>311 Storage Group S
 311S-1 (Moderate-Hazard)
 Lumber, Paper, Tires
 311S-2 (Low-Hazard)
 Gypsum board, metal</p> |

312 Utility & Misc. Group U Barns, Carports, Greenhouses, Private Garages, Retaining Walls, Sheds, Towers

LOCAL CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load	Wind Speed (mph)	Seismic Design Category	Subject To Damage From				Winter Design Temperature	Ice Shield Underlayment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp.
			Weathering	Frost Line Depth	Termite	Decay					
35	90	C	Severe	30 Inch	Moderate To Heavy	Slight Moderate	10	No	1/3/97	0-1000	50-55

OUTDOOR DESIGN CONDITIONS BASED ON INSIDE DESIGN TEMPERATURE OF 75 DEGREES

Location	Latitude Degrees	Winter		Summer				
		97 ½ % Design Dry Bulb	Heating D. D. Below 65 Degree F.	2 ½ % Design Dry Bulb	Coincident Design Wet Bulb	Grains Difference 55 % RH	Grains Difference 50 % RH	Daily Range
West Virginia Martinsburg Airport	39	10	5231	90	74	30	37	21 M



CITY OF MARTINSBURG

232 North Queen Street, P.O. Box 828
(304) 264-2131 Fax: (304) 264-2136
Martinsburg, West Virginia 25402

Date Received Stamp

Permit #
Associated Permit #

RESIDENTIAL/COMMERCIAL PERMIT APPLICATION

SECTION I. Property Location/Owner Information

(Complete Lines 1, 2 and 3)

1. Address Number	Street Name	Occupancy	Current	Proposed	Zoning District	Tax Map & Parcel
2. Subdivision (If Applicable)		Lot No.	Use Group Number		Owned	Owner Phone No.
			Type-Specify		yrs.	
3. Owners Last Name	First Name & Middle Initial	Address (If Different Than Above)			State	Zip Code

SECTION II. Principle Type Permit

(Check Only One)

4. <input type="checkbox"/> Building Including <input type="checkbox"/> Electrical <input type="checkbox"/> Mech. <input type="checkbox"/> Plumbing Complete Sections Applicable	<input type="checkbox"/> Electrical Complete Section VII	<input type="checkbox"/> Mechanical Complete Section VIII	<input type="checkbox"/> Plumbing Complete Section IX	<input type="checkbox"/> Sign Complete Section IV	<input type="checkbox"/> Demolition/Grading Complete Section X
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SECTION III. Structure Type (Check Blocks Applicable)

5. Type	<input type="checkbox"/> Accessory Structure Complete section IV, XIII & as applicable	<input type="checkbox"/> New Construction Complete section V, XIII, XIV & as applicable	<input type="checkbox"/> Renovation Complete section VI, & as applicable
6. Description	<input type="checkbox"/> Fence <input type="checkbox"/> Det. Garage <input type="checkbox"/> Parking <input type="checkbox"/> Pool <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Sign <input type="checkbox"/> Shed <input type="checkbox"/> Sidewalks <input type="checkbox"/> Other	<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Townhouse <input type="checkbox"/> Addition <input type="checkbox"/> Two Family <input type="checkbox"/> Deck	<input type="checkbox"/> Interior <input type="checkbox"/> Conversion <input type="checkbox"/> Exterior <input type="checkbox"/> Other <input type="checkbox"/> Int./Ext.

SECTION IV. Accessory Structure and/or sign Details

Estimated Start Date:

7. Description of Work: Include dimensions (Diameter, depth, length, width, height) and rough/finish type materials used as applicable.	
8.	
9. Specify Other	Total Value \$

SECTION V. New Construction Details

Estimated Start Date:

10. Description of Work: Include Dimensions (Diameter, depth, length, width, height) and type framing/finish material used as applicable.										
11.										
12.										
13. No. Stories	Basement Size	Crawl Space Size	Slab on Grade Size	1 st . Floor Size	2 nd . Floor Size	3 rd . Floor Size	Attached Garage Size	Carport Size	Breezeway Size	Front Porch Size
14. Rear Porch Size	Side Porch Size	Deck Size	No. Bedrooms	No. Full Baths	No. Part. Baths	Fin. Rec. Rm. Size	No. Fireplaces	No. Chimneys	Total Value \$	

SECTION VI. Renovation Details

Estimated Start Date:

15. Description of Work: Explain any alterations that change room use or size and include dimensions (Diameter, depth, length, width, height) type framing/finish material		
16.		
17.		
18. Specify Other	Explain Conversion	Total Value \$

SECTION VII. Electrical

Estimated Start Date:

19. Existing Service _____ Amps	Number of Circuits: _____ 2 Wire	Number of Service Outlets: _____ 110 Volts _____ 220 Volts					
New Service _____ Amps	3 Wire _____ 4 Wire	Number of Switches: _____					
Power Devices	No.	Power Devices	No.	Power Devices	No.	Power Devices	No.
20. 1. Ranges		5. Water heaters		9. Lighting Fixtures		13. Motors	
2. Ovens		6. Dryers		10. Smoke Detectors		14. Arc Fault	
3. Garbage Disposals		7. Central Heat/Air		11. GFCI Interrupters		15. Temporary Service	
4. Dishwashers		8. Heating Units		12. Swimming Pool		16.	
21. Service Revisions:							
22.							
23.	Total Value \$						

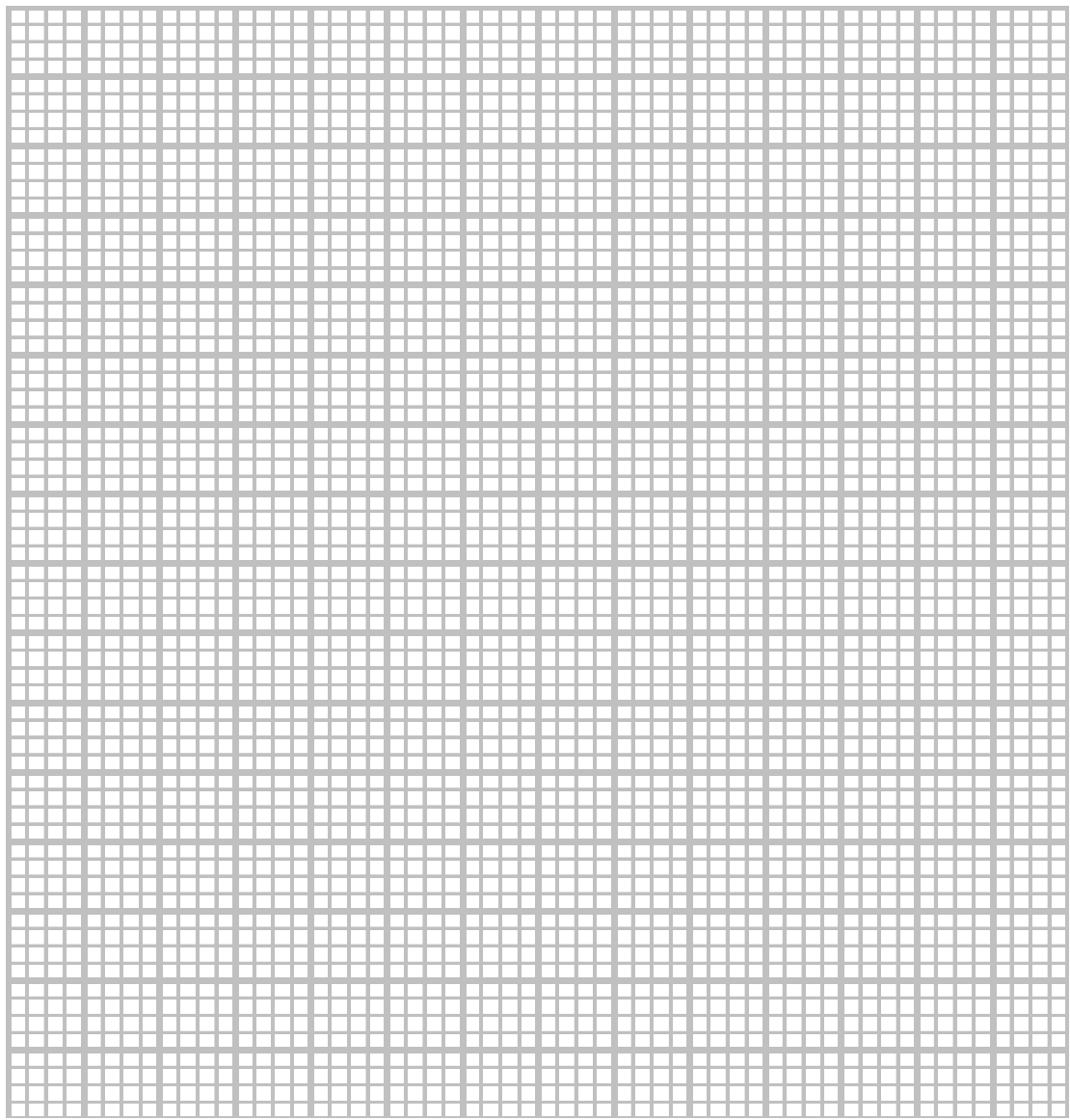
SECTION VIII. Mechanical

Estimated Start Date:

Lot Dimensions
Side Street Name
 Rear _____ ft
 L/Side _____ Feet
 R/Side _____ Feet
Lot area _____ sq. ft.
Lot Coverage
 Existing Structures
 Area _____ sq. ft.
 Proposed Structure
 Area _____ sq. ft.
Total Area _____ sq. ft.
Lot Coverage _____ %
 _____ L/Ft.
Street Frontage
 Tax Record _____ sq. ft.

Foot

Rear



Legend:

Street Front

Directions:
 Using outside dimensions, show all existing structures and their distance from property lines. Then show the location of proposed addition or detached building (including its dimensions) and distance from lot lines and other buildings on the lot. Indicate the footprint area for each structure.

Solid line _____ = Existing Dotted Line-----= Proposed

Do not write below this line

OFFICIAL USE ONLY

Do not write below this line

Historic District Yes No Board of zoning appeals Approval Required Yes No Planning Commission Approval Required Yes No

Complete If In Flood Plain
 Map Number: _____ Date: _____ Zone: _____ Base Flood Level: _____ Lowest Floor Level: _____
Information Handout Furnished: * Available
 Plans Submittal Details* Building Plan Fence Restriction Detail* Historic District Deck Plan
 Sign Submittal Details Demolition* Energy Compliance Pools Shed Plan
 Lot Coverage Applied _____ %
 Existing _____ sq. ft. Total _____ sq. ft.
 Date Received _____ By _____

CODE APPLIED 2003 IRC IBC IPC IMC IECC IFGC IPMC IEBC 2005 NEC SFC CITYSPEC'S

USE GROUP _____ FIRE GRADING _____ LIVE LOAD _____ OCCUPANT LOAD _____
 Application Fee \$ _____ Certificate of Occupancy Required Yes No
 Basic Permit \$ _____ Capital Improvement Fee Applicable
 Plan review \$ _____ Sewer \$ _____
 Grading \$ _____ Water \$ _____
 U & O \$ _____ Other \$ _____
 PERMIT COST \$ _____ TOTAL \$ _____ TOTAL \$ _____
 Permit Number _____ Approved By _____ Building Inspector _____ Date _____

SECTION XIV. Contractor's Information

Property Lot #:

Street Address:

Contractor Classification	List all contractors, Attach additional sheets if necessary Name/Business	Contract Amount	City Business Account/License No	State Contr. License No.
Owner				
Architect/Engineer				N/A

General Contractor				
Excavation				
Concrete Footer/Found.				
Steel				
Concrete Slabs				
Carpentry Framing/Fin.				
Roofing				
Siding				
Electrical				
Alarm System				
Plumbing				
Sewer/Water				
Sprinkler System				
Mechanical				
Insulation				
Drywall Applicator				
Drywall Finishing				
Masonry				
Painting				
Cabinets				
Floor Cover				
Signs				
Glass/Glazing				
Landscaping				
Signs				
Cleaning				
PHONE NUMBER	CONTACT PERSON	DESCRIPTION OF WORK		

Do not write below this line

OFFICIAL USE ONLY

Do not write below this line

DATE/INSPECTOR	PERMIT NUMBER:	ISSUE DATE:		DATE/INSPECTOR
	INSPECTION REQUIRED	INSPECTION REMARKS		
	<input type="checkbox"/> Building Footer			<input type="checkbox"/> Deck Footer
	<input type="checkbox"/> Foundation			<input type="checkbox"/> Backfill/Drain tile
	<input type="checkbox"/> Slab Basement			<input type="checkbox"/> Slab Garage/Porch
	<input type="checkbox"/> Plumb. Ground/Works			<input type="checkbox"/> Plumbing Rough-in
	<input type="checkbox"/> Electrical Service			<input type="checkbox"/> Electrical Rough-in
	<input type="checkbox"/> Mechanical Rough-in			<input type="checkbox"/> Ceiling Grid
	<input type="checkbox"/> Framing			<input type="checkbox"/> Insulation
	<input type="checkbox"/> Wall Cover/Drywall			<input type="checkbox"/> Electrical Final
	<input type="checkbox"/> Zoning Only			<input type="checkbox"/> Walks Apron Slabs
	<input type="checkbox"/> Chimney			<input type="checkbox"/> Alarms/Sprinkler
	<input type="checkbox"/> Grading	<input type="checkbox"/> Final <input type="checkbox"/> U & O		



BUILDING PERMIT INSPECTION POLICY

All inspections must be scheduled at the front desk of the permit office. All required **grading and sediment control** devices **must be inspected and approved prior to footing inspection**. All **inspection requests called in before 3:00 pm** will be scheduled for the next **working day**. Requests received **after 3:00 pm** will be **scheduled for the second working day**. **No inspections will be scheduled prior to completion of work**; if an **inspection is cancelled due to work not being complete** (excluding due to weather) a **re-inspection fee** will be **assessed**. Applicant or **authorized representative** is to be **present at time of inspection**. All **work to be done as plans indicate** unless a modification has been documented and approved. Should any **inspection fail**, the required **work must be done prior to scheduling the reinspection**. **Failure of any reinspection** cannot be scheduled sooner than forty-eight (48) hours and **may require a meeting** with the **owner, supervisor and/or other responsible parties** with this office. **Applicant** will be held **responsible** for calling in and arranging **all required inspections** as indicated on the back of building permit that is to be posted at job site. To avoid additional permit fees and/or penalties, **all work requiring inspection up to and including final** must have been **completed prior to permit expiration**. Any and/or all **geotechnical tests and reports** must be complete **before footings are poured**. Under **no** circumstances shall additional **work proceed until** this office has such **written reports** in hand.

To Schedule Inspections: Have the following information available:

1. Applicant name
2. Property address/location
3. Permit number
4. Type of inspection

Building Inspections: Office Hours are 8 am to 5 pm
Call (304) 264-2131 City Hall,
Ask for the Planning and Building Dept.

Local Fire Marshal
Martinsburg Fire Department:
Contact: Eddie Gochenour (304) 264-2111
John Holbin

State Fire Marshal:
Call: (304) 558-2191

Local Health Department:
Call (304) 267-7130

Sewer and Water service inspections: Call (304) 264-2116; Office hours are 7 am to 4 pm

Electrical inspections: Call any **Approved Electrical Inspector** (partial list below)

Middle Department Inspection Agency, Inc. PO Box 1626 Winchester, VA 22604 540-667-8484 800-248-MDIA (6342) Wes Clark, Inspector	Shenandoah Valley Electrical Inspectors 236 Braeburn Drive Martinsburg, WV 25403 304-263-3971 304-261-0243 Charles N. Smith, Jr., Inspector
Commonwealth Electrical Inspection Service, Inc. 381 Sapwood Drive Hedgesville, WV 25427 304-754-7146 304-671-0772 Mobile Richard Hill, Inspector	Megco Inspections PO Box 516 Falling Waters, WV 25419 304-754-9295 775-288-5991 (fax) Harold Blanco, Inspector
Commonwealth Electrical Inspection Services, Inc 106 South Valley Street Martinsburg, WV 25401 304-263-7754 (day) 304-754-6305 (evening) 304-274-4622 (beeper) Doug Cloud, Inspector	

Fee Schedule

Certificate of Appropriateness—HPRC	\$25
Code Appeal	\$100
Use & Occupancy New Construction	\$100
Change of Use	\$20
Signs	\$25 plus \$2 per square foot
Zoning Status Letter	\$50
Bond Reduction Request	\$100
Tape of Board or Commission Meeting	\$25
<u>BUILDING PERMIT FEES</u>	
New Construction, Building Additions Application Fee	\$10
Building Permit Cost	\$9.00 per \$1,000
Remodel, repair, replace, demolition, accessory structures greater than 150 sq. ft., fences, retaining walls greater than 4 ft. Application fee work value greater than \$5,000	\$5.00
Building Permit cost	\$7.50 per \$1,000
Mechanical/plumbing systems—plan review Application fee	\$3.00 per 100 sq. ft.
Sidewalks Public Sidewalks	\$0
Private	\$7.50 per \$1,000
Grading—more than 1,000 sq-ft.—plan review	\$5.00 per 1,000 sq. ft
Stop Work Order—removal fee	\$100
Reapplication	Original Application Fee
Reinspection Fees First reinspection	\$50
Second reinspection	\$100
Third and subsequent reinspection	\$200