CITY OF MARTINSBURG
WEST VIRGINIA

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

APPLICATION FOR SIDEWALK PERMIT
Date received

ALL SIDEWALKS TO BE REPLACED AS PER CITY SPECIFICATIONS

PROPERTY ADDRESS_____

NAME OF PROPERTY OWNER_____

ADDRESS_____

TELEPHONE NUMBER_____

NAME OF APPLICANT_____

ADDRESS_____

TELEPHONE NUMBER_____

NAME OF CONTRACTOR_____

ADDRESS_____

CITY BUSINESS LICENSE_____STATE CONTRACTOR LIC. WV_____

TELEPHONE NUMBER_____COST $_____

SIDEWALK: _____ STREET_____ YARD LENGTH_____WIDTH_____

_____CURB _____RETAINING WALL

_____
Applicant's Signature

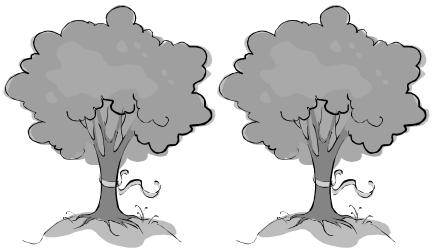
Approved by:_____ Date_____ Fee $_____

<u>Article 1761 of the Codified Ordinance of the City of Martinsburg requires:</u>

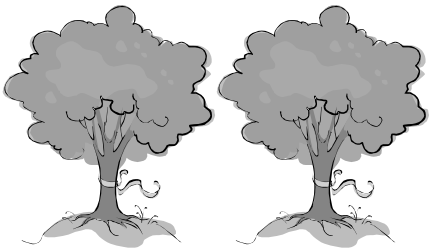
All persons shall obtain permit and pay fees before proceeding with any construction, subconstruction, enlargement, alteration, repair or removal of any building or any other structure in the city.

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 permit is obtained within forty-eight hours of notification of violation by Building Inspector.

Failure to obtain permit within forty-eight-hour time period will result in fee for permit being tripled.



NOTICE



Pursuant to Article 150 of the **Codified Ordinances of the City of Martinsburg**: No person, firm, or corporation shall remove, cut above the ground, or disturb any tree on any street, park, or other public place without first filing an application and procuring a permit from the Shade Tree Commission. Inquiries may be addressed to the Shade Tree Commission, City of Martinsburg, 232 N. Queen Street, Martinsburg, WV 25402.

Disclaimer

By signing on the line below, you are certifying that you understand what information you are to submit with your application. In addition, please be advised that this building permit does not exempt you from complying with all other statuary provisions, regulations, requirements, and directives of any other governmental entity, that being local, state or federal governmental entities. You are further advised that even through this building permit is being issued to you, you have a duty to investigate as to whether any other statutory provision, regulation, requirement or directive by any other governmental entity may apply to you, e.g. asbestos, lead paint.

_____ _____

Applicant's Name Date

_____

Address

_____

Signature

Please provide in space below a sketch of lot that includes location of present structures and where proposed work is to be done.

All information provided on this sheet will remain confidential and not a part of the street file or public record

Street Address _____

	Name/Address/Contractor/Subcontractor	Contract $ Amt.	City Business License
General Contractor			
Concrete			
Excavation			
Masonry			

Fee Schedule

Certificate of Appropriateness—HPRC	$25
Code Appeal	$100
Use & Occupancy New Construction Change of Use	 $100 $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 Building Permit Cost	 $10 $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 Building Permit cost	 $5.00 $7.50 per $1,000
Mechanical/plumbing systems—plan review Application fee	 $3.00 per 100 sq. ft.
Sidewalks Public Sidewalks Private	 $0 $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 Second reinspection Third and subsequent reinspection	 $50 $100 $200