

CITY OF MARTINSBURG

APPLICATION FOR USE & OCCUPANCY PERMIT

*Planning Department * 232 N. Queen Street * Martinsburg, WV 25401 * 304.264.2131*

FOR YOUR INFORMATION

1. There are four steps towards being able to operate your place of business in Martinsburg:

STEP 1: Fill out all information in this application form unless otherwise noted.

STEP 2: Before a **Use & Occupancy Permit** will be issued, four final inspections need to be passed.

All inspections need to be scheduled by the business owner with the appropriate department.

For each final inspection, have the inspecting official complete and sign the "INSPECTIONS COMPLETED" section found on page 2 of 3. Depending on your circumstances, they can be performed in a different order than listed below.

FINAL INSPECTION	PHONE	EMAIL
Building Code* *	304-264-2131 ext. 266	gdean@cityofmartinsburg.org
Planning & Zoning Code	304-264-2131 ext. 266	tsmith@cityofmartinsburg.org
Fire Code**	304-676-2110	johnMFD14@yahoo.com
Health Dept. (Food Svcs.)	304-263-5131	jennifer.e.beamer@wv.gov

**** Note:** Final inspection done jointly. For scheduling, call Fire Marshal first to set date/time, and then call the Planning Department with approved date/time.

STEP 3: When all inspections are approved, submit the fully completed **Use & Occupancy Permit** application with required attached documents to the Planning Department on the second floor of City Hall, so the appropriate fee may then be calculated and paid. If there are no exceptions noted by the inspections above, the Planning Department will then be authorized to issue the actual **Use & Occupancy Permit**.

NOTE: For new construction, a ninety (90) day temporary Use & Occupancy Permit can be issued contingent upon submitting BOTH a final project costs analysis AND as-built site plan to the City Planner within ninety (90) days of temporary occupancy approval.

STEP 4: Obtain a Martinsburg City Business License. Applications can be obtained from the License Clerk or the Tax Auditor located on the 2nd floor in the main lobby of City Hall. The applicant must provide a valid photo ID or have a current Driver's License. Applicant must bring a valid State of West Virginia Business Registration Certificate. The City Business license will be released when your **Use & Occupancy Permit** is issued by the Planning Department. For questions, please call (304) 264-2131 extension 256.

2. City ordinance section 1501.05 requires application to the Planning Department before any use or occupancy of a place of business. Failure to obtain a **Use & Occupancy Permit** is also a violation of the zoning ordinance. Violators are subject to daily fines.

3. Retain the **Use & Occupancy Permit** and supporting documents for your records. No change in any use or occupancy OR increase/decrease of floor area shall be made until a new **Use & Occupancy Permit** has been issued.

4. Construction, remodeling and similar activities to create or renovate a space will generally require a building permit before work is done. Call the Planning Department for questions, assistance, or for an onsite consultation with building inspectors before you start a project.

DATE GIVEN: _____

GIVEN TO: _____

GIVEN BY: _____

I have read and understand the requirements explained on this page.	
_____ Signature by Applicant	_____ Date



CITY OF MARTINSBURG

APPLICATION FOR USE & OCCUPANCY PERMIT

For Official Use Only _____
Date Received: _____
Fee Due: _____

Planning Department ▪ 232 N. Queen Street ▪ Martinsburg, WV 25401 ▪ 304.264.2131
PLEASE NOTE → INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Application is hereby made under the City of Martinsburg Zoning Ordinance for a Use & Occupancy Permit for a structure and/or premises located and described below. Applicant certifies that all information is true and correct.

BUSINESS INFORMATION	Business Name:	Business Status: <input type="checkbox"/> New <input type="checkbox"/> Existing			
	Street Address:	Suite / Floor #:			
	Business Phone:	Email:			
	Business Structure: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Other _____ List All Associated Entities →				
	Previous Use:	Proposed Use:			
	Description of Business Activities:				
APPLICANT INFORMATION	Name:			Phone:	
	Street Address:			Email:	
	Mailing Address (if different from above):				
	Is Applicant also the Property Owner? <input type="checkbox"/> YES <input type="checkbox"/> NO → If "NO", Applicant must complete Property Owner Information below				
PROPERTY OWNER INFORMATION	Name:			Phone:	
	Street Address:			Email:	
	Name Of Local Authorized Agent AND Phone Number:			City Business License (Owner's):	
INSPECTIONS COMPLETED <small>Business owner is responsible for scheduling these inspections</small>	CODE CATEGORY	INSPECT TYPE	DATE	REPORT ISSUED	SIGNATURE BY APPROVING OFFICIAL
	Building Codes			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Zoning Code			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Fire Codes			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Health Department			<input type="checkbox"/> Yes <input type="checkbox"/> No	
FEES	Use & Occupancy Permit: <input type="checkbox"/> New Construction...\$100.00 <input type="checkbox"/> Change of Use...\$20.00				
REQUIRED ATTACHMENTS	<input type="checkbox"/> Building Codes Report <input type="checkbox"/> Zoning Code Report <input type="checkbox"/> Fire Codes Report <input type="checkbox"/> Health Department Report <input type="checkbox"/> Detailed Plan Showing Layout (4 sets) <input type="checkbox"/> Signatures on each sheet of Use & Occupancy Application				

I understand that any false statement or misrepresentation of material fact in this 3 page application and attachments thereto may result in revocation of any permit or approval issued as a result thereof.

Signature by Property Owner Date

Signature by Tenant Date

