

# 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.

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

\*\* **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 2<sup>nd</sup> 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.

<b>BUSINESS INFORMATION</b>	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:				
<b>APPLICANT INFORMATION</b>	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				
<b>PROPERTY OWNER INFORMATION</b>	Name:			Phone:	
	Street Address:			Email:	
	Name Of Local Authorized Agent AND Phone Number:			City Business License (Owner's):	
<b>INSPECTIONS COMPLETED</b> <small>Business owner is responsible for scheduling these inspections</small>	<b>CODE CATEGORY</b>	<b>INSPECT TYPE</b>	<b>DATE</b>	<b>REPORT ISSUED</b>	<b>SIGNATURE BY APPROVING OFFICIAL</b>
	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	
<b>FEES</b>	Use & Occupancy Permit: <input type="checkbox"/> New Construction...\$100.00 <input type="checkbox"/> Change of Use...\$20.00				
<b>REQUIRED ATTACHMENTS</b>	<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

# CITY OF MARTINSBURG

## APPLICATION FOR USE & OCCUPANCY PERMIT

**NOTE: Applicant must complete the section below titled "BUILDING AND PROPERTY INFORMATION".**

<p><b>BUILDING AND PROPERTY INFORMATION</b></p> <p style="font-size: small; margin-top: 20px;">For information on zoning or any questions about signage permits, please contact the Planning Department at 304-264-2131 ext. 266</p>	Street Address: _____
	Property Identification → Tax Map #: _____ Parcel #: _____
	Parcel Size → Frontage: _____ Right Side: _____ Left Side: _____ Rear: _____ AREA: _____
	Property Zoning: _____ Floodplain: Y / N _____ Historic District: Y / N _____ Other: _____
	Building Construction: <input type="checkbox"/> Wood <input type="checkbox"/> Brick <input type="checkbox"/> Masonry <input type="checkbox"/> Steel <input type="checkbox"/> Other _____
	Tennant Area Information
	Area: _____ Width: _____ Depth: _____ Stories: _____ Height: _____
	#Rooms: _____ #Bathrooms: _____ #Occupants: _____ Roofing Type: _____
	Existing Fire Sprinkler System: <input type="checkbox"/> YES <input type="checkbox"/> NO Off Street Parking Spaces: _____
	Type/Size of all Heating / Cooling units: _____
Will the Proposed New Business Be Installing New Signage: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Will the Proposed New Business Be Modifying An Existing Sign: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>I have read and understand the requirements explained on this page.</b>	
<p><b>SIGNATURE REQUIRED →</b></p> <p>_____ Signature by: <input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner _____ Date _____</p>	
<p><b>STOP!!! APPLICANT IS NOT TO WRITE BELOW THIS POINT</b></p> <p style="text-align: center;">↓↓↓ FOR OFFICE USE ONLY ↓↓↓</p>	
<p><b>CITY PLANNER</b></p> <p style="margin-top: 20px;"><b>U&amp;O PERMIT AUTHORIZATION</b></p>	<p>Information on this application has been reviewed for completeness and accuracy: → <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Date that zoning compliance inspection / investigation was completed: → _____</p> <p>Building Code Official has issued report and/or Certificate of Occupancy: → <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>This application for Use &amp; Occupancy Permit is approved: → <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Permit Type: → <input type="checkbox"/> 90 day temporary permit <input type="checkbox"/> regular permit</p> <p>Permit conditions: → _____</p> <p>Reasons if permit is not approved: → _____</p> <p>_____ City Planner Signature _____ Date _____</p>
<p><b>NOTES TO FILE</b></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>