

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: Meeting with a Planning Department Secretary is **STRONGLY** recommended to better understand how to use this application. 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	jholbenmfd@cityofmartinsburg.org
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: _____ BY: _____
 MET WITH LICENSE CLERK or TAX AUDITOR: _____

I have read and understand the requirements explained on this page.

Signature by ApplicantDate

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

<p>BUILDING AND PROPERTY INFORMATION</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: _____				
	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 25%;">Property Zoning: _____</td> <td style="width: 25%;">Floodplain: _____ Yes No</td> <td style="width: 25%;">Historic District: _____ Yes No</td> <td style="width: 25%;">Other: _____</td> </tr> </table>	Property Zoning: _____	Floodplain: _____ Yes No	Historic District: _____ Yes No	Other: _____
	Property Zoning: _____	Floodplain: _____ Yes No	Historic District: _____ Yes No	Other: _____	
	Building Construction: <input type="checkbox"/> Wood <input type="checkbox"/> Brick <input type="checkbox"/> Masonry <input type="checkbox"/> Steel <input type="checkbox"/> Other _____				
	<p>Tenant Area Information</p> <p>Area: _____ Width: _____ Depth: _____ Stories: _____ Height: _____</p> <p>#Rooms: _____ #Bathrooms: _____ #Occupants: _____ Roofing Type: _____</p> <p>Existing Fire Sprinkler System: <input type="checkbox"/> YES <input type="checkbox"/> NO Off Street Parking Spaces: _____</p> <p>Type/Size of all Heating / Cooling units: _____</p>				
	<p>Will the Proposed New Business Be Installing New Signage: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Will the Proposed New Business Be Modifying An Existing Sign: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>				
	<p>I have read and understand the requirements explained on this page.</p> <p>_____</p>				
	<p>SIGNATURE REQUIRED →</p> <p>Signature by: <input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner Date _____</p>				
<p style="text-align: center;">STOP!!! APPLICANT IS NOT TO WRITE BELOW THIS POINT</p> <p style="text-align: center;">↓↓↓ FOR OFFICE USE ONLY ↓↓↓</p>					
<p>CITY PLANNER</p> <p style="margin-top: 20px;">U&O PERMIT AUTHORIZATION</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 & 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>_____</p> <p>City Planner Signature Date</p>				
NOTES TO FILE					