



**CITY OF MARTINSBURG**  
WEST VIRGINIA

For Official Use Only	
Date received:	
Fee Due:	
Date Paid:	

**APPLICATION FOR USE AND OCCUPANCY PERMIT**

Application is hereby made under the Building Code and Zoning Ordinance of the City of Martinsburg for a certificate of use and occupancy for a structure located as described:

\_\_\_\_\_ Street Address \_\_\_\_\_ Tax Map No. \_\_\_\_\_ Parcel \_\_\_\_\_ Zone \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Lot: Front \_\_\_\_\_ Right Side \_\_\_\_\_ Left Side \_\_\_\_\_ Rear \_\_\_\_\_ Area \_\_\_\_\_

Structure: Width \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_ Stories \_\_\_\_\_ Height \_\_\_\_\_

Rooms \_\_\_\_\_ Baths \_\_\_\_\_ Basement \_\_\_\_\_ Total Floor Area \_\_\_\_\_

Number of Occupants \_\_\_\_\_ Type of Construction \_\_\_\_\_

Roofing \_\_\_\_\_ Type of Heat \_\_\_\_\_

Parking: Number of Spaces \_\_\_\_\_ Size \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**FOR NEW CONSTRUCTION: A NINETY (90) DAY TEMPORARY PERMIT will be issued contingent upon: (1)Final costs analysis and (2) an As-built Site Plan being submitted to the City of Martinsburg Building Inspector within ninety (90) days from date of application.**

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

\_\_\_\_\_  
Owner \_\_\_\_\_ Date \_\_\_\_\_  
Phone: \_\_\_\_\_  
City Business License \_\_\_\_\_

\_\_\_\_\_  
Tenant \_\_\_\_\_ Date \_\_\_\_\_  
Phone: \_\_\_\_\_  
City Business License \_\_\_\_\_

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***OFFICE USE ONLY***

Inspection and Investigation of said building(s) has/have been made on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Building Inspector. Thus this application for use and occupancy permit is DENIED/APPROVED.

\_\_\_\_\_  
Building Inspector Signature

\_\_\_\_\_  
Date