



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