

BUILDING PERMIT APPLICATION

OFFICE USE ONLY

**CITY OF WINFIELD
PO BOX 596
WINFIELD WV 25213-0596
(304) 586-2122**

PERMIT NO. _____
DATE PAID: _____
RECEIPT NO. _____

ApplicantName: _____ Date: _____

Applicant Mailing Address: _____

Applicant Contact Numbers: Office _____ Cell _____

Site Location: _____

Site Location Tax Map, Parcel Number, Deed Book and Page Number: _____

Is site location in flood plain (circle one) YES NO If the Winfield Planning Commission cannot determine if a proposed structure and/or development is located in the floodplain, it shall require the applicant (at the applicants expense) to have, a certified engineer or surveyor determine if the proposed development is located in the floodplain. A certified engineer or surveyor shall use the Floodplain District Certification, and if located in a Floodplain, the applicant is required to complete a Floodplain Elevation Certification.

Sub-Division Name (If Applicable) _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Contractor Name: _____

Contractor Contact Numbers: Office _____ Cell _____

Contractors' State Licenses No. _____ Contractors' Winfield Municipal License No. _____

A complete list of all Sub-Contractors with telephone numbers and address will be required. All contractors and sub-contractors must be licensed by the State of WV and the City of Winfield.

Total Construction Cost (labor and materials): _____

Itemized list required for all projects valued at \$10,000.00 or more – no exceptions

Description of proposed Work: _____

Items required with application:

1. Two (2) sets of construction plans if permit is for new structures, additions, residential work (decks, garages, fences, fireplaces, pools, water heaters etc.), renovations (garage conversions, basement finishing's, kitchen expansions, reroofing etc.), electrical, plumbing and HVAC systems.
2. Site plan showing location of proposed structure or other excavation on lot, distances from all lot lines, location of any existing structures on lot, proposed parking, proposed sanitary sewer tap, location of storm sewer tap for downspouts and driveway drainage.
3. List of all contractors and sub-contractors. (Contractor Licenses are issued to assure that the contractor hired is licensed by the State of West Virginia and the City of Winfield and has the proper insurance coverage to protect both the citizens and contractor's employees.)
4. Site Plan Application – **Site Plan approval is required prior to the issuance of a building permit for developments, new structures, enlargement of existing structures, signs, parking lots, or other physical improvement (Excluding re-roofing, screening or enclosing existing porches, building a sidewalk or patio, etc.).**

Property owner is solely responsible for knowing the location of their property lines and/or having a survey plat completed by a licensed surveyor. The city does not survey property nor maintain records of property surveys.

The owner of this property, building and the above-signed, do hereby covenant and agree to comply with all the laws of the State of WV and the ordinances of the City of Winfield pertaining to building, and to construct the proposed buildings, renovations, repairs, remodeling, or excavation in accordance with the plans and specifications submitted herewith, and in accordance with building codes adopted by the City of Winfield, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge true and correct. All permits are subject to the approval of the Building Department. According to West Virginia Legislative Rules, Division of Health, Title 64, Series 63, 1998, Article 10.1.a it is the responsibility of the Owner to ensure that "each building or other man-made structure he or she owns is inspected for the presence of asbestos by a licensed asbestos inspector prior to any renovation or demolition activities." Asbestos removal requires a separate permit and disposal. The above signed hereby declares to be legally authorized to submit plans and obtain permits for the above-stated location, owner or contractor.

For further information on building codes call City Hall at 304-586-2122 or our Building Inspector at 304-437-5563.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of not granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local laws regulating construction or the performance of construction.

Signature of property owner, contractor or other

Date

Printed Name