

BUILDING PERMIT CHECKLIST

APPLICANT: _____ PROJECT: _____

* APPLICATION

Computer generated Application/Permit, except for new construction/building and major projects which also requires a completed 4 page application.

* DRAWINGS/PLANS/DESCRIPTION

2 sets of plans to be submitted with new construction/buildings and major projects to include Floor plan, Building materials & work description, Electrical, Plumbing, HVAC, etc.

* FLOOD PLAIN/CONTROL

Flood Elevation Certificate

* ZONING APPROVAL

District Use, Plot Plan with dimensions & setbacks, Size Requirements, Max %. All new construction/buildings, or change in size or use.

* PROOF OF PROJECT COST

Copy of signed contract or quote.

* CONTRACTORS REGISTERED BY CITY

Contractors-copy of WV contractor's license and fee.
Workers under \$2500 Jobs-city business license/fee.
Include primary and sub-contractors.

* FIRE DEPARTMENT APPROVAL

Review and approve all commercial projects of new Construction/buildings or commercial change in size or use.

* ASBESTOS-Demo & Renovation-Copy of Asbestos Report and required Notifications by applicant.

* UTILITIES-Location of service lines prior to start of project.

* HISTORIC DISTRICT-Verification of project meeting US Dept. of Interior Standards by approved architect, engineer, or consultant prior to issuance of a building permit.

I acknowledge that I understand the information needed for a building permit, and acknowledge receipt of a copy of this form.

Signature: _____ Date: _____