



ROBERT L. SHAFER, MAYOR

Department of Building Safety and Inspection Services

Application for Residential or Commercial Building Permit

(New Construction, Remodeling, Additions, Accessory Structures, Excavation and Demolition)

Construction Address: _____

Property Tax Map and Parcel Number: _____

Owner's Name: _____

Owner's Current Address: _____

Owner's Telephone Number: _____

Contractor's Name: _____

Contractor's Address: _____

WV Contractor's License Number: _____

License Classification: _____

Contractor's Telephone Number: _____

Description of the Proposed Construction: New Remodel Repair Addition
 Demolition Porch Deck Accessory Structure Excavation Work Other

Size: _____ x _____ Square Footage: _____ Number of Stories: _____

Use Group of Structure: _____ Type of Construction: _____

Total Cost of Construction: _____

400 NORTH BROAD STREET • P.O. BOX 525 • SUMMERSVILLE, WEST VIRGINIA 26651

TELEPHONE (304) 872-1211 • TELECOPY (304) 872-2236

(If the cost of construction is over \$10,000.00, attach a copy of contract between the owner and contractor to this application) (28-4-3 WC Contractor's Licensing Act) OR (Use a form provided by this office).

Other Items Required With This Application:

1. A Site Plan showing a footprint of the proposed structure. Show the distance to the property lines, show the size of the lot and show the water and sewer tap or lines, existing or proposed driveway or other structures on the lot.
2. Flood Zone Determination – if you know your property is in a flood zone, please submit an elevation certificate.
(For Planning, Zoning District, Permitted Use, Flood Plain and Setback Determination)
3. 2 Sets of Construction Drawings with a materials list. Home drawn plans may be approved if we can read them. Please feel free to ask for assistance if you need help with your construction documents. We will be glad to help you.

All plans will be reviewed for code compliance and one set will be retained in the permit file for 180 days past the close of the project. See – IRC 106.3 Examination of Construction Documents and ICR 106.5 Retention of Construction Documents.

Signature of Owner or Authorized Representative

____/____/____
Date Submitted

The Owner or their Authorized Representative signed above do hereby agree to comply with all the laws of the State of West Virginia and the City of Summersville adopted ordinances and that all the information on this application and the construction documents are true and correct.

I plan to start this project by ____/____/____ and complete all the work by ____/____/____.

Application Approved By:

____/____/____
Date of Approval