



City of Charles Town

Department of Community Development
Division of Building Inspection & Code Compliance



101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

2018 International Building Code or 2018 International Residential Code with Adopted West Virginia Amendments.

TO OBTAIN A BUILDING PERMIT, THE FOLLOWING ITEMS ARE NEEDED:

All Commercial projects are required to have approved plan(s) submission through the State Fire Marshal's Office PRIOR to submitting plans to the City of Charles Town. An approval letter from the State Fire Marshal must accompany all such building permit applications to the City.

1. Completed application.
2. Two (2) sets of detailed construction drawings; designed to current code standards:
 - a. Plumbing plans, riser diagrams
 - b. Mechanical plans, manual J
 - c. Electrical plans with load calculations and panel schedules
 - d. Truss drawings, if used.
3. Sizes and U values of windows and doors.
4. R values of insulation in ceilings, walls & floors.
5. House location survey with setbacks delineated and labeled, metes and bounds, all easements, parking and driveway areas, scale, north arrow, date, tax map and parcel number, deed book and page, record plat application number (where applicable), lot size, lot width, lot coverage percentage, house and all accessory structure dimensions and distances from property lines, adjoining street name(s), and a WV Licensed Engineer or Surveyor's seal and signature.
6. Signed owner affidavit (If applicant is not the owner).
7. All fees paid. (See fee schedule).

Would you like to apply for a permit online?

Go to www.mygovernmentonline.org

Click on Permits & Licensing

First time users will need to create an account.

REQUIRED INSPECTIONS:

1. Footers, before placement of concrete;
2. Foundation, a Wall Check survey is required to be approved by zoning prior to framing schedule.
3. Damp proofing/drain tile (Prior to backfill);
4. Slabs, before placement of concrete (Radon for habitable spaces);
5. Framing, rough plumbing, mechanical and electrical
6. Insulation (before drywall);
7. Final

Inspectors may make unscheduled visits at any time during normal business hours.

A Use and Occupancy Permit will be issued after all final inspections have been successfully completed and documented.

SCHEDULING INSPECTIONS:

To schedule an inspection, please call: 304-724-3249 or submit an online request through the MyGovernmentOnline portal.

Be prepared to provide the following information:

1. Permit Number;
2. Address of Job Site;
3. Type of Inspection;
4. Requested inspection date;
5. Name of person requesting inspection.

NOTE: All inspection requests for the next working day must be called in no later than 3:00 pm. This office reserves the right to change the time deadline for next-day inspections. All inspections will be completed within 48 hours. No appointments will be made.

CERTIFICATION: By signing below, the applicant acknowledges that all property restriction and easement information has been submitted to the City, and that all information is accurate.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

_____ (Print Name)

_____ (Signature)

_____ (Date)

Property Information: LOCATION OF WORK → (Address)	
Subdivision Name:	
Property Owner Name:	
Owner Mailing Address: Owner Email Address:	
Applicant Name, if different	
Applicant Email Address:	
Property Lot Number and Tax Map	
Parcel Type: Residential – R Commercial -C Industrial – I Other - O	
Owner Phone Number(s) Applicant Phone Numbers(s)	

Total Cost of Improvement: (Must include all materials and labor)	\$
Building	\$
Electrical	\$
Mechanical (HVAC)	\$
Other	\$



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OWNER AFFIDAVIT

I, _____, hereby authorize _____
(Owner Name- Print) (Applicant Name)

to act as my agent in regards to obtaining necessary permits required to construct

_____ on my property known as _____
(Type of Structure) (Physical Address)

in Charles Town, West Virginia.

Owner's Signature:

Date:

Current List of Codes Adopted by the City of Charles Town:

Building	International Building Code 2018
Building	International Residential Code 2018
Fire	NFPA 101 2021
Mechanical	International Mechanical Code 2018
Plumbing	International Plumbing Code 2018
Residential Energy	International Energy Conservation Code 2015
Commercial Energy	ANSI/ASHRAE/IESNA 90.1.10
Fuel Gas	International Fuel Gas Code 2018
Electrical	NEC 2020
Accessibility	IBC 2018
Handicap	ANSI 2009
Pool	International Swimming Pool and Spa Code 2018

CONTRACTORS LICENSING INFORMATION

Check HERE if the Contractor has a current City Business License.

All contractors and subcontractors/trades are required to obtain a City of Charles Town business license as a prerequisite prior to the start of any work. Contact the City Finance Department to obtain a City business license or email businesslicense@charlestownwv.us

All information below must be completed to process the permit.

	NAME OF CONTRACTOR	ADDRESS	Phone	WV LICENSE # / CITY #
Applicant (not owner)				N/A
Architect				N/A
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

BUILDING PERMIT TYPE

(Only complete areas that pertain to your project)

PERMIT TYPE:

- BUILDING (B) MECHANICAL (M) PLUMBING (P) ELECTRICAL (E) OTHER (O)

IMPROVEMENT TYPE:

- NEW CONSTRUCTION (1)
- ADDITION (2)
- ALTERATION (3)
- REPAIR REPLACEMENT (4)
- DEMOLITION (5)
- RELOCATION (6)
- FOUNDATION ONLY (7)
- ACCESSORY STRUCTURE (SHED) (8)
- DECK(9)
- FENCE(10)
- SIDEWALK / DRIVEWAY (11)
- MECHANICAL(12)
- PLUMBING (13)
- ROOF / SIDING (14)
- ELECTRICAL (15)

- OTHER (15)

PROPOSED USE:

ASSEMBLY

- THEATRE (1)
- NIGHT CLUB (2)
- RESTAURANT (3)
- OTHER ASSEMBLY
- CHURCH (4)
- BUSINESS (5)
- EDUCATIONAL (GRADES 1-12) (6)
- DAY CARE FACILITY (7)
- POST HIGH SCHOOL (8)

FACTORY

- MODERATE HAZARD (9)
- LOW HAZARD (10)
- HIGH HAZARD (11)

INSTITUTIONAL

- GROUP HOME (12)
- HOSPITAL (13)
- JAIL (14)
- MERCANTILE (15)

RESIDENTIAL

- HOTEL, MOTEL (16)
- MULTI-FAMILY (17)
- IRC TWO FAMILY (18)
- IRC SINGLE FAMILY (19)

STORAGE

- MODERATE HAZARD (20)
- LOW HAZARD (21)

- OTHER (22)

FRAME TYPE (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)
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EXTERIOR WALLS (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)
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(Only complete areas that pertain to your project)

	NO. FEET		NO. OF	SQ. FT. OF
Frontage*		Stories		Lot Area*
Front Setback*		Bedrooms		Building Area*
Rear Setback*		Full Baths		Accessory Structures: (storage buildings;sheds;pools;etc.)
Left Setback*		Partial Baths		Living Area
Right Setback*		Garages		Basement Area <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished
Elevation		Windows		Garage Area <input type="checkbox"/> 1 story <input type="checkbox"/> 2 story
Building Height*		Fire Places		Office/Sales
		Enclosed Parking		Deck/Porch/Stoop
# OF RESIDENTIAL UNITS*		Outside Parking		Roof (# of squares)

* Only needed for New Construction / Additions

ELECTRICAL INFORMATION

Total Service _____ AMPS # of Circuits: _____ 2 WIRE _____ 3 WIRE _____ 4 WIRE # of Service Outlets:
 _____ 110V _____ 220V

Only commercial applications need to complete electrical information below (if applicable)

	POWER DEVICES	OUTPUT/LOAD		POWER DEVICES	OUTPUT/LOAD
1			4		
2			5		
3			Total # of Motors		

PLUMBING PERMIT APPLICATION

Enter the Number of Fixtures Being Installed or Replaced

Tubs/Showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Other	
Dishwashers		Bidets		Fire Sprinklers (Y/N)	
Garbage Disposals				Lawn Sprinklers (Y/N)	

TOTAL FIXTURES

Public Water (Y/N)

Public Sewer (Y/N)

Water Service Size _____ IN.

Water Meter Size _____ IN.

Avg. Daily Water Use _____ GPD

Est. Start ____/____/____

Est. Finish ____/____/____

Est. Value \$ _____

MECHANICAL PERMIT APPLICATION

Enter Number of New or Replacement Units

Forced Air Furnaces		Incinerators		Air Handling Units	
Unit Heaters		Boilers		Heat Pumps	
Gas/Oil Conversions		Coil Units		Air Cleaners	
Space Heaters		Window A/C Units		Humidifiers	
Gravity Furnaces		Split System A/C		Dehumidifiers	
Coal Stokers		A/C Compressors		Other	

Service Revisions

Type of Heating Fuel (Check One)

Gas _____ Oil _____ Coal _____ Wood _____
 Other _____

Est. Value \$

ADDITIONAL INFORMATION

Permit / Improvement Type: (If not listed above)		
Complete Description of Work:		
Est. Start / /	Est. Finish / /	Est. Value \$