

Upshur County Addressing and Mapping, Building Permit and Floodplain Office

Judge Jack Dowell Jennings Annex
38 West Main Street · Room 303 · Buckhannon, WV 26201
P: 304.472.1673 · F: 304.473.2801
www.upshurcounty.org

Building Permit Application

It shall be unlawful for any person, partnership, business, or corporation to undertake or cause to be undertaken renovations, improvements or construction of a building or structure (including manufactured housing and prefabricated buildings) within the unincorporated areas of Upshur County unless a building permit has been obtained from the Permit Office. Development and / or building within the floodplain is regulated by the Federal Emergency Management Agency (FEMA) and will require special documentation and construction methods.

Provisions of all other local, state and/or federal codes, ordinances and regulations shall be applicable for any project approved by the issuance of a building permit by the Permit Officer.

It is the responsibility of the property owner to comply with the requirements of the Building Permit Ordinance. The cost of the permit is \$15.00.

Applicant Information

Name _____

Mailing Address _____

Phone _____

Landowner Information (If Different from Applicant)

Name _____

Mailing Address _____

Physical Address or Directions to Site _____

If the project is located within the corporation limits, please contact the City of Buckhannon for a building permit.

*****Must provide a plan of the site showing size and location of the proposed project as well as existing buildings or structures.*****

Description or Type of Project _____

Estimated Value of Finished Project _____

District _____ Tax Map _____ Parcel _____

Contractor Information (or Signed Affidavit)

Name _____

Mailing Address _____

Phone _____

Required information

Copy of the West Virginia Contractor's License

Copy of the Certificate of Insurance

Copy of the Proof of Worker's Compensation

I do hereby certify that the above information is true and correct to the best of my knowledge and do hereby grant permission for officials, employees and/or agents of Upshur County to enter upon said property to review, verify and/or appraise the property.

Signature of Property Owner/ Applicant

***** (INTERNAL USE ONLY) *****

Permit Number Assigned _____

\$15.00 Paid Cash Check (#) _____

Co. Clerk On-Line

Flood Zone No Yes

Building Permit Officer

Date _____ UID _____