

# 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) within the unincorporated areas of Upshur County unless a building permit has been obtained from the Upshur County Commission. Development and /or building within the floodplain is regulated by the Federal Emergency Management Agency (FEMA) and will require special documentation and construction methods. Please be aware that development within the floodplain can be denied.

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 sole 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

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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 \_\_\_\_\_

### 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

\*\*\*\*\* (internal use only) \*\*\*\*\*

Permit number assigned \_\_\_\_\_

\$15.00 paid  Cash  Check (#) \_\_\_\_\_

Flood Zone  No  Yes

\_\_\_\_\_  
Building Permit Officer

Date \_\_\_\_\_