

**Hampshire County Planning
PO Box 883, Romney, WV 26757
(304) 822-7018**

HAMPSHIRE COUNTY BUILDING PERMIT INFORMATION

Pursuant to Ordinance No. 1 adopted August 25, 1987, and recorded in the Fiscal and Police Record Book No. 15 on pages 695-706, and as amended June 3, 1997, October 8, 2002, and October 14, 2008; and **Building Code Ordinance** adopted January 3, 2006, and recorded in Fiscal and Police Record Book 32, pages 49-58;

Section 7.1 Building permits and Site Plan Approvals Required

It shall be unlawful for any person, partnership, business, or corporation to undertake or cause to be undertaken, any development or the new construction, substantial improvement, the placement or relocation of any structure (including manufactured homes) within Hampshire County, unless a permit has been obtained from the Floodplain Administrator. In addition, where land that is either partially or fully in the regulatory floodplain is to be subdivided, utilized for a manufactured home park or subdivision or otherwise developed, a site plan must be submitted to, and approved by, the Floodplain Administrator prior to any development.

Please provide the Planning Office with the following:

1. Building Permit Application.
2. A copy of the Septic Permit (for new homes and bedroom additions).
3. A copy of the Well Permit (for new homes).
4. If you are planning to use public water or sewer, you will need a letter of availability from the Public Service District or provider.
5. If any of your property is located within the 100-year flood plain, you must provide a copy of a plat of your land showing the building site.
6. If your building site is located in the 100-year flood plain or is determined to be "too close to call," you will need to obtain a Flood Elevation Certificate.
7. Information pertinent to the Building Code Ordinance regarding plan review and inspections. (*See Check List*)
8. A list of all contractors, including West Virginia Contractor's License number, will be required. If no contractors will be employed, an Affidavit of Exemption will be required for permit approval.
9. Fee for the Building Permit must be paid upon submittal of the application.
10. Fee for Plan Review and inspections (MDIA) must be paid upon submittal of inspection applications, if needed.

APPLICATION FEES

The permit application fee is based on current market value.

Cost of Construction Fee

\$0- \$12,500	\$25
Over \$12,500	\$2 per thousand

Building Permit check payable to Hampshire County Sheriff.

All application Fees are Non-Refundable

Note: Permit fees waived for all buildings using exempt status because of agricultural usage, church, etc.

BUILDING PERMIT POLICY:

1. Building permits shall be required for all construction, new structures, and substantial improvements to structures (see box below for more information).
2. The Health Department Septic Permit requirement can be waived for the construction of: additions (excluding bedrooms and bathrooms), chicken houses, or non-residential barns and outbuildings. The septic tank does not have to be installed; however, a septic permit (for the structure you are building) must be obtained prior to submitting the building permit application.
3. The Health Department Well Permit requirement can be waived if the well was in existence prior to July 1, 1986. The well does not have to be in place; however, a well permit must be obtained prior to submitting the building permit application.
4. If the building location is within the 100-year flood plain, compliance with the Hampshire County Flood Plain Ordinance will be required before the building permit can be issued. A flood plain elevation certificate is required from a professional engineer or surveyor. Your structure must be elevated and the foundation must be designed and certified by a professional engineer OR your structure must be properly vented. (See Flood Plain Ordinance section 6.1 A3)
5. Work on the proposed construction shall begin within six (6) months after the date of issue of the building permit or the permit shall expire unless a time extension has been granted in writing by the Flood Plain Administrator.

EXPIRATION NOTICE: Permits will expire after one year unless an extension is requested before the expiration date. Once a permit expires, a new permit application must be submitted and approved before construction can resume.

PHONE NUMBERS

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| 1. Clerk of County Commission | 304-822-5112 | (Deed Book Information) |
| 2. Assessors Office | 304-822-3326 | (Tax ID Information) |
| 3. Health Department | 304-496-9641 | (Well & Septic) |
| 4. Central Hampshire PSD | 304-496-8882 | (Public Water & Sewer) |
| 5. Planning Office | 304-822-7018 | (Building Permit) |
| 6. MDIA | 540-667-8484 | (Inspections) |

BUILDING PERMITS ARE REQUIRED

for ALL improvements made upon the property:

New residential homes (including stick-built, log [or any other alternative construction], modular, double- and single-wide mobiles), additions, decks, porches, remodels/renovations, garages, carports, barns, lean-to/sheds, pavilions, bridges, signs, pool/hot tubs, replacement windows and doors requiring structural/header changes, privacy/stockade fencing, and if changing roofing materials, e.g., changing from shingle to metal. Please contact the Hampshire County Planning Office for more information.