

# Hampshire County Planning Office

PO Box 883  
Romney, WV 26757  
304-822-7018

## Building Permit Procedures For New Homes and Additions

**Step One:** Obtain water and wastewater approvals:

Well and Septic Permits - Hampshire Co. Health Department	304-496-9640
Public Service District - Central Hampshire PSD	304-496-8882

**Step Two:** Design and develop a set of plans for approval through the Hampshire County Building Code (2015 IRC and IBC). A basic floor plan, listing the dimensions and usage of all rooms, must be presented for any permit application that requires inspections. **Contact** the Planning Office **for other required criteria** to be included on the plans.

**Step Three:** Apply for a building permit, complete inspection applications, and submit necessary forms and fees at the Hampshire County Planning Office.

**Step Four:** Plans will be reviewed and, if necessary, additional information will be requested.

**Step Five:** Once plans are approved, a building permit will be issued and construction may begin. **Remember to call for inspections:**

- Footers, Foundation, Framing, Plumbing, Electrical and Final.

**Step Six:** A Certificate of Occupancy will be issued once all inspections have been passed.

**NOTE: Well and septic permits (or PSD letter of approval) are required for new homes, bedroom additions, and commercial structures.**

**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 and 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.

Middle Department Inspection Agency, Inc. will perform the inspections for Hampshire County, WV. MDIA may be contacted at 540-667-8484 or toll free at 800-248-6342. **Inspections performed by other agencies or inspectors will not be permitted and may result in a double charge for inspections, plus additional expenses may be incurred by a professional engineer.**

For questions and comments, please call the Hampshire County Planning Office at 304-822-7018.