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** effective August 1, 2022, 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 or Building Code Official. 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 & Inspections must be paid upon submittal of the application.
10. Separate checks are required for payments. One for Permit Fees. One for Inspection Fees.

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

Permit & Inspection checks 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 or exemptions).

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 listed date on permit, 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

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)

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.

Hampshire County Planning Commission
Office : 304–822–7018
P.O. Box 883
Romney, WV 26757

Permit Number: _____

Hampshire County Building Permit Application

APPLICANT INFORMATION

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

For Permit Pickup: ☐ Call ☐ Mail ☐ E-mail

BUILDING SITE INFORMATION

Name of Owner: _____ Phone Number: _____

Address: _____

City: _____ State: _____ ZIP: _____

District: _____ Map: _____ Parcel: _____ Acres: _____

CONTRACTOR INFORMATION

Name: _____ City: _____ State: _____

Phone Number: _____WV Contractors License Number: _____

Work: Stick Built Residential ☐ Mobile/Modular/Manu. ☐ Additions/Remodels ☐
Electric Service ☐ Decks/Porches/Roofs ☐ Outbuilding ☐ Other ☐

Brief Description of work / Dimensions: _____

Estimated Cost: _____ Estimated Completion Date: _____

Water System: City ☐ Well ☐ Sewer System: City ☐ Septic ☐

Number of Bedrooms: _____ Number of Bathrooms: _____

Foundation (*For Residential*): Basement ☐ Crawl Space ☐ Slab ☐ Pier/Post ☐

For Office Use Only:

Site Location: In a Flood Zone ☐ NOT in a Flood Zone ☐

Flood Zone: X ☐ A ☐ AE ☐ Floodplain Manager: _____

Finished Elevation Certificate: Yes ☐ No ☐

Permit Application Fee: $_____ Paid: ☐

Inspection Fee: $_____ Receipt Number: _____

Total of Fees: $_____ Cash ☐ Card ☐ Check ☐

Date Received: _____ Signature of Applicant: _____

I hereby certify to the best of my knowledge that all information provided for this application is true and correct. I will adhere to all Hampshire County Ordinances set in place. I give permission for on-site inspections to take place on the building site.

HAMPSHIRE COUNTY, WEST VIRGINIA

Planning Office
304-822-7018

DECK AND/OR PORCH

Construction Detail Form

To be completed and submitted with the permit application for Plan Review

Please answer the following questions in detail. If the information is listed on the plans, please indicate where so the reviewer may expedite your permit in a timely manner.

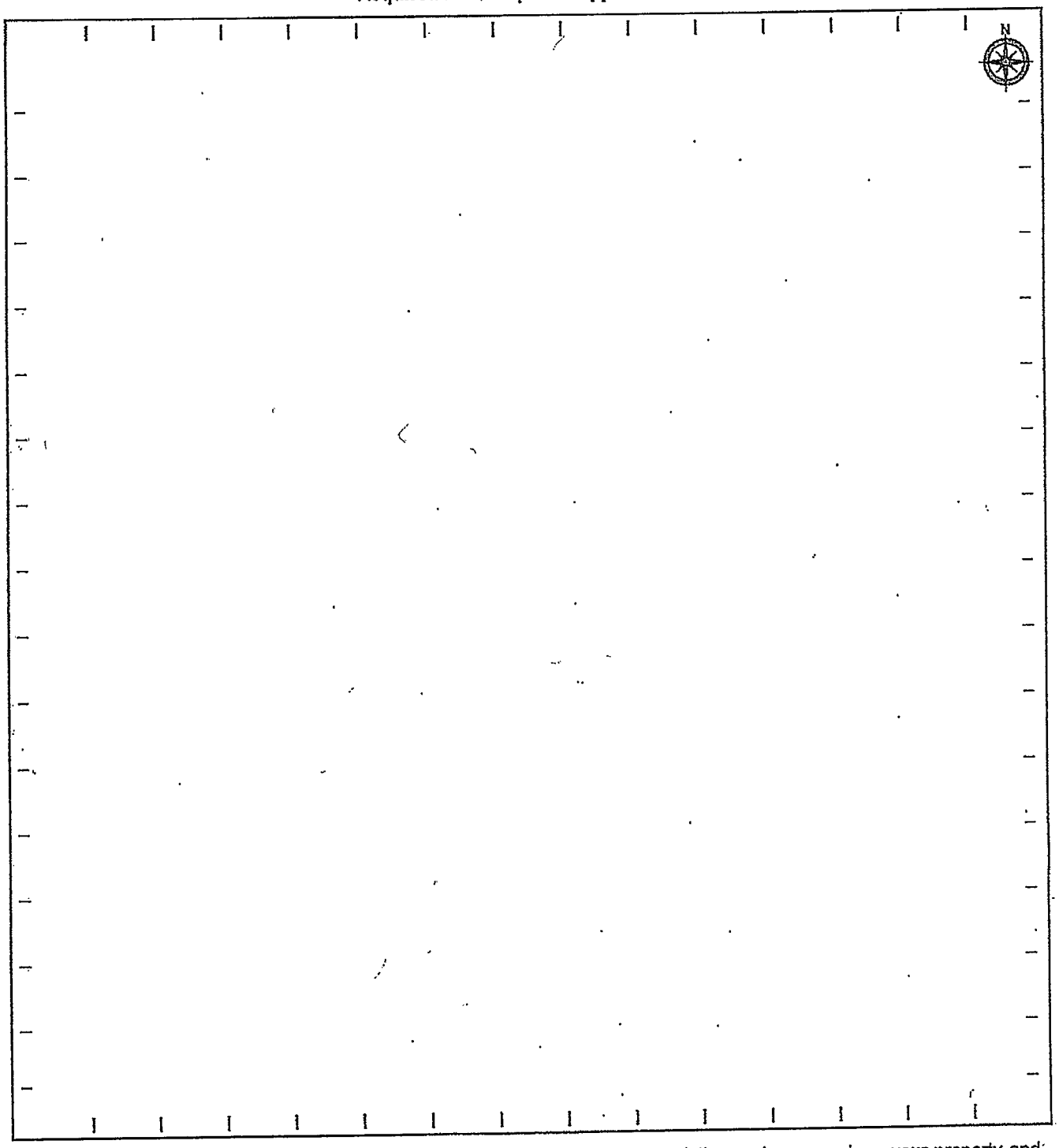
1. Is it a porch or deck?
2. What is the size of the floor joist? Species and grade of wood?
3. What is the floor joist spacing?
4. How will joists be attached to the band board?
5. What is the floor joist span?
6. How will it be attached to existing structure? Size and spacing?
7. What is the flashing?
8. What is the post footing depth?
9. What is the thickness of concrete for the footer?
10. What is the guardrail height from deck floor, and/or stairs?
11. What is the spacing of balusters?
12. What is the riser height and tread depth of stair?
13. What is the handrail height?
14. What is the handrail grip size?
15. What will support the deck frame (Post, column, pier)?
16. What will be used for the kickplate on stairs?

Porch Roof

1. How will the roof be supported?
2. What is the size & spacing of rafters?
3. How will the rafters be attached?
4. Size & thickness of roof sheeting?
5. What is the roof covering?

Site Plan

Required for ALL permit applications



You **must** include all buildings and additions, well(s), and septic system(s) existing and proposed, on your property and label them. You **must** also include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. See reverse side of "Site Plan" for example sketch.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

Applicant Signature _____ Date _____

Site Plan

Required for ALL permit applications

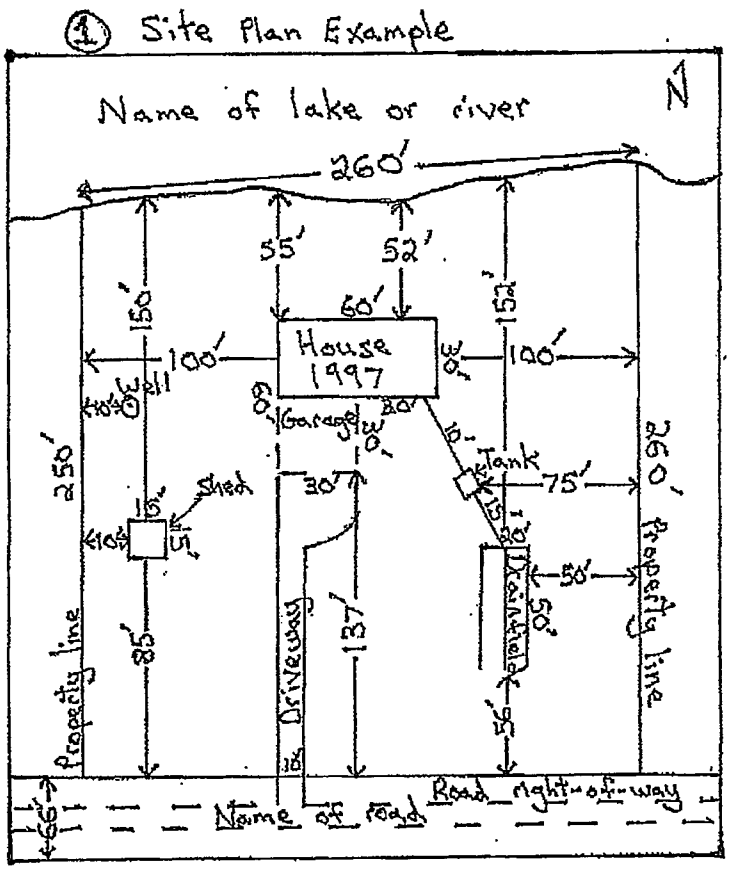
Instructions

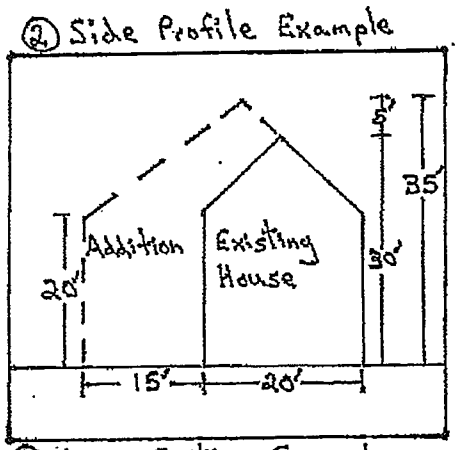
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

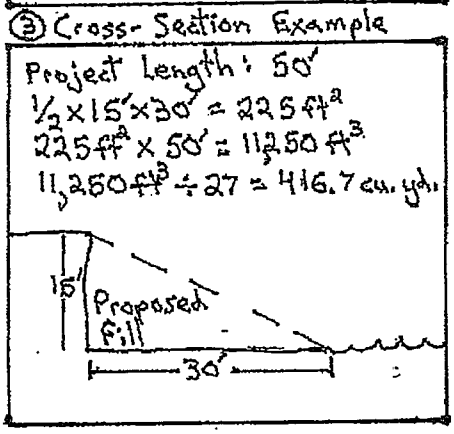
a. All lot lines with every line's dimension shown.
b. Location and length, width, and height dimensions of all existing and proposed structures/additions.
   i. Show all existing structures in solid lines and label with year constructed.
   ii. Show proposed structures/additions in dotted lines and label w/proposed build start date.
c. Location and length x width dimensions of all existing and proposed wells and septic systems.
d. Location and length x width dimensions of all existing and proposed driveways, roads, and easements.
e. Location and length, width, and height dimensions of any proposed grading/filling project.
f. Setback distances for all items shown per **b-e** from lakeshore, lot lines, and right-of-ways.
g. If topography is unusual, show elevation levels.
h. Indicate north point and slope of land.

Note: Building permits/variance applications for new structures and additions to existing structures also require separate side profile sketches of the structure and/or addition showing all dimensions-specifically height-measured in feet. See Example 2 below.

Note: Shoreland alteration permits/variance applications also require a separate cross-section sketch of each proposed project area showing all dimensions – length, width, and height – measured in feet. See Example 3 below.







HAMPSHIRE COUNTY, WEST VIRGINIA
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Building Permit

AFFIDAVIT OF EXEMPTION

The undersigned affirms that he/she is not required to provide workers compensation insurance under the provisions of West Virginia's Workers' Compensation Law for one of the following reasons, as indicated:

_____ ***Property owner performing own work.*** If property owner does hire contractor to perform any work pursuant to this building permit, contractor must provide proof of a valid West Virginia contractor's license and workers' compensation insurance to the county. Homeowner assumes liability for contractor compliance with this requirement.

_____ ***Contractor has no employees***. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the county.

_____ ***Religious exemption*** under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

_____

Signature of Applicant Date

WV CODE

§21-11-10. Prerequisites to obtaining building permit/ mandatory written contracts.

(a) Any person making application to the building inspector or other authority of any incorporated municipality or other political subdivision in this state charged with the duty of issuing building or other permits for the construction of any building, highway, sewer or structure or for any removal of materials or earth, grading or improvement, shall, before issuance of the permit, either furnish satisfactory proof to the inspector or authority that such person is duly licensed under the provisions of this article to carry out or superintend the same, or file a written affidavit that such person is not subject to licensure as a contractor or subcontractor as defined in this article. The inspector or authority may not issue a building permit to any person who does not possess a valid contractor's license when required by this article.

HAMPSHIRE COUNTY, WEST VIRGINIA
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Deck/Porch/Attached Carport

- Inspection applications may be obtained from the Planning Office.
- Building permit must be posted on the work site and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These plans were submitted with your application and were marked "**Subject to Field Approval**" by the building inspector.
- **The permit applicant or authorized agent is responsible for scheduling all inspections.**
- **DO NOT schedule an inspection if the work is not ready!**

Jim Outten – Hampshire County Inspector
Office – 304-822-7018
Cell – 304-813-1312

Inspection Schedule

1. Footing Inspection - Holes must be below frost line (30") for support posts. Inspection must be approved prior to pouring concrete.

2. Framing Inspection & Electrical (if applicable) - At the time of inspection, all framing members must be visible, such as floor joists, joist hangers, and attached to dwelling (lag or thru-bolts etc).

3. Final inspection - All railings, steps, handrails, guardrails, and decking shall be completed. Inspections #2 and #3 may be conducted at the same time if all portions of the framing and electrical installation are visible upon completion of the deck.