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: _____

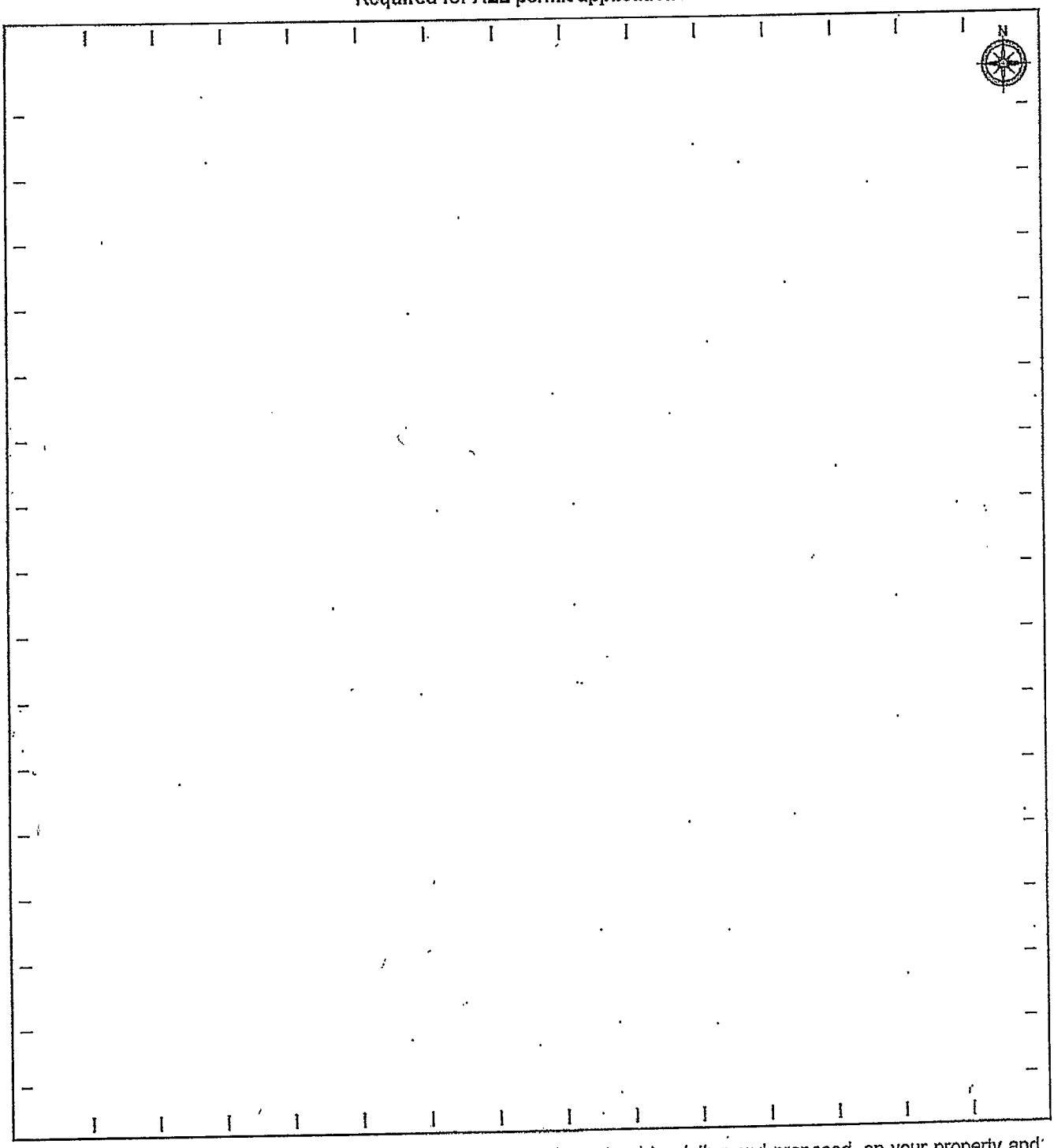
Total of Fees: $_____ Cash ☐ Card ☐ Check ☐

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.

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

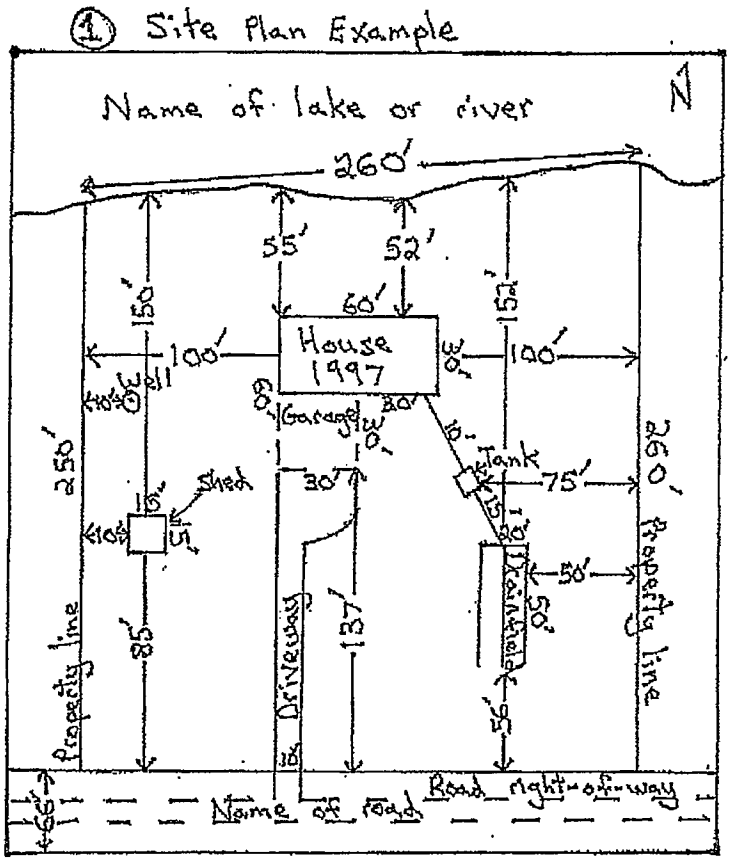
Instructions

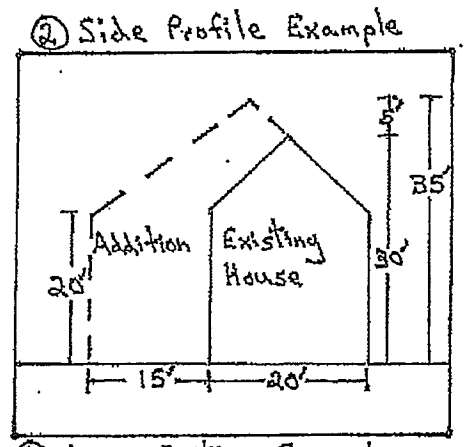
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

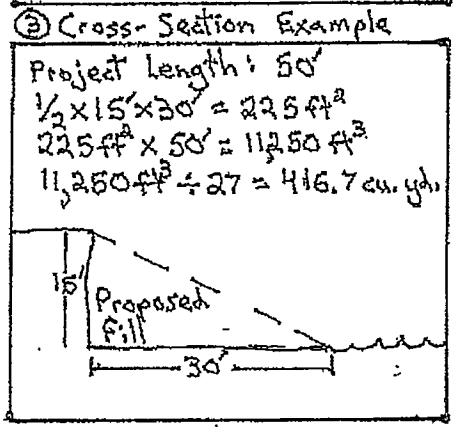
a. All lot lines with every line's dimension shown.
b. Location and length, width, and height dimensions of all existing and proposed structures/additions.
   i. Show all existing structures in solid lines and label with year constructed.
   ii. Show proposed structures/additions in dotted lines and 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
Hampshire County Planning Office
304-822-7018

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.