

**Note:** Building Permits are required for agricultural structures, churches, and 501(c)(3) organizations but are exempt from building permit fees.

## What will YOU build today?



**HAMPSHIRE COUNTY  
PLANNING OFFICE**  
**Building Permit  
Information**  
**304-822-7018**  
**FAQs**

*Should you have further questions regarding Building Permits or inspections, please contact the Code and Compliance Official at the Hampshire County Planning Office located in the Hampshire County Courthouse Complex.*

**Hampshire County Planning Office**  
**90 North High Street**  
**PO Box 883**  
**Romney, WV 26757**  
**304-822-7018**  
**304-822-5115 Fax**



The Hampshire County Commission adopted the Hampshire County Building Code Ordinance effective July 1, 2006, and periodically adopts updates made to the International Building Code, as well as other Codes adopted by the State of West Virginia. Along with the Building Code Ordinance, the Hampshire County Flood Plain Ordinance was adopted by the County Commission on August 25, 1987. These Ordinances operate jointly for the safety and welfare of the citizens of Hampshire County.

## Frequently Asked Questions

### **Do I need a building permit?**

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. This list is not all inclusive – if you have a question about your project, please contact the Planning Office.

## How do I apply for a permit?

Complete the Building Permit application, a Site Plan, and any other documentation that may be necessary. Various types of construction may require different documentation.

## What information do I provide?

You will be provided with a checklist for the particular type of structure you plan to build or place on your property. A quick general checklist consists of:

- Hampshire County Building Permit application
- MDIA inspection applications and construction detail forms (for any structure requiring inspection)
- Contractor license list with valid WV contractor license numbers
- Affidavit of Exemption (if the property owner plans to do the work)
- Site Plan
- Construction documents – a complete set of plans that show in detail code compliance for all proposed work
- Copy of Well Permit or hook-up authorization letter from Central Hampshire PSD
- Copy of Septic Permit or hook-up authorization letter from Central Hampshire PSD

## What inspections will I need?

Inspections are performed for all residential structures and/or any structure being used for residential or overnight habitation purposes and include building, electric, and plumbing. Inspections are also required for all commercial structures.



*Inspectors will review your residential and commercial plans for code compliance and will also perform on-site inspections*

## If I decide not to build, may I get a refund?

No refund will be issued by Hampshire County or any inspection company contracted by the County.

## How long will it take to receive my permit?

Building Permits requiring Plan Review may take 5-7 business days to be processed. Holidays and peak building seasons may take a bit longer.

## How long is the permit valid?

The permit is valid for 1 year. Construction must begin within 6 months of the date of issue, and you must show continuous progress. You may request an extension at no cost; however, if construction stops on an expired permit, you will be required to reapply for a building permit, and applicable fees will be collected.

## What could happen if I decide not to get a building permit?

Violators determined to be in non-compliance with the Building Code and Flood Plain Ordinances may be subject to a fine of not less than \$50 or more than \$500 *per ordinance* for each day of non-compliance. Also, many lending institutions will advise clients not to purchase a property until a permit and inspection record is provided. Payment of fines does not remedy any violation.

## Is a building permit required to replace boards on my porch/deck?

Certain maintenance projects may not require a building permit. Contact the Planning Office to discuss your building project with the Code and Compliance Official to determine if a building permit and inspection is necessary. Building Permits are also required for all excavation projects located in the Special Flood Hazard Area (Flood Plain).