**HAMPSHIRE COUNTY, WEST VIRGINIA**

Planning Office

304-822-7018

**Customer Assistance Checklist**

**Building Permit Application Submittal Requirements**

**SINGLE FAMILY DWELLING**

**(Other than Manufactured or Industrialized Housing)**

* ***The following check list must be completed and submitted with the permit application before the application can be processed***.

\_\_\_\_\_ **Contractor license** **list** – please list on application all contractors that will be on site, and provide copies of all contractor license, business license, and Certificate of Insurance.

\_\_\_\_\_ **Affidavit of Exemption** – to be completed if homeowner performs any work.

\_\_\_\_\_ **Septic Permit** or letter of approval from Central Hampshire Public Service District.

­­­­\_\_\_\_\_ **Well Permit** or letter of approval from Central Hampshire Public Service District.

\_\_\_\_\_ **Site Plan** - showing the location of proposed structure, the outside dimensions of the structure, the distances in feet, to the front, sides, rear property lines, as well as locations of well and septic.

\_\_\_\_\_ C**onstruction documents** – one complete set that shows in detail code compliance for all proposed work.

\_\_\_\_\_ **Hampshire County** **building permit application** and fee.

\_\_\_\_\_ **MDIA inspection applications** and fees.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be stamped “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit. All fees shall be paid prior to the issuance of the permit. Use the inspection procedures provided to have all of the required inspections performed.