



BERKELEY COUNTY ENGINEERING AND

BUILDING INSPECTIONS

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838

Telephone: 304-264-1966, Fax: 304-262-3128

Web Page: www.berkeleywv.org

TO OBTAIN A BUILDING PERMIT, THE FOLLOWING ITEMS ARE NEEDED:

1. Completed application. ** NOTE: If deck is larger than 20 square feet an electrical receptacle is needed.
2. Two (2) sets of detailed construction drawings.
3. Well and Septic permits or letters of availability from appropriate utility.
4. Completed Assessors statement and Planning Commission sign-off.
5. Manufacturers truss details (If trusses are to be used).
6. Lam Beam or I-Joists specifications and design (if applicable)
7. Steel beams require West Virginia Engineer seal.
8. Sizes and U values of windows and doors (If there is a contractor, 2003 REScheck is to be submitted)
9. R Values of insulation in ceilings, walls & floors, Manual J or Manual S.
10. Signed construction agreement and plot plan.
11. Signed owner affidavit (If applicant is not the owner)
12. Additions, attached structures including decks, porches, garages and new homes require a site plan from a design professional.
13. All fees paid. (See fee schedule)

NOTE: After the above submitted information has been reviewed and approved, your permit will be mailed to you.

****NOTE: NO WORK SHALL COMMENCE INCLUDING BUT NOT LIMITED TO**

EXCAVATION/DIGGING/CONSTRUCTION WITHOUT A BUILDING PERMIT BEING ISSUED.

REQUIRED INSPECTIONS:

1. Footings pre pour
2. Footings post pour (only for post holes for deck, porch, etc..)
3. Underground plumbing on test
4. Reinforced walls pre pour
5. Radon/slab pre pour, plastic in place
6. Foundation/drain tile/sill plate, bracing or first floor joists in place
7. House wrap
8. Rough in, plumbing on test, electrical sticker in place. Decks less than 36" above grade require this.
9. Insulation
10. Final, final electric sticker in place
11. Final grade
12. Special inspections may be required for alternative construction methods

CHIMNEY INSPECTION:

1. Footers, before placement of concrete
2. Fireplace throat (if applicable)
3. Final

INTERNATIONAL RESIDENTIAL CODE 2009 OR INTERNATIONAL BUILDING CODE/2009 APPLIES

NOTE: Inspectors may make unscheduled visits at any time during normal working hours.

NOTE: A Use and Occupancy Permit will be mailed after all three final inspections have been successfully completed and documented.

SCHEDULING INSPECTIONS:

To schedule an inspection, please call: 304-264-1966

Be prepared to provide the following information:

1. Permit # **Inspections will not be scheduled without Permit #**
2. Type of Inspection
3. Requested inspection date
4. Name of person requesting inspection

NOTE: Inspection will be completed in a timely manner, although no appointments are possible. The earliest date available will be given when scheduled.

APPROVED ELECTRICAL INSPECTORS:

Middle Department Inspection Agency, Inc. -----Wes Clark, Inspector-----1-800-248-6342

Shenandoah Valley Electrical Insp. -----Charlie Smith, Inspector-----304-261-0243

Commonwealth Electrical Inspection Services, Inc ----- Doug Cloud, Inspector-----304-671-0808

MEGCO Inspections, Inc. (RESIDENTIAL ONLY)-----Harry Blanco, Inspector-----304-790-1839

MEGCO Inspections, Inc. -----Clifton Bennett, Inspector----- 304-788-9101

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

(Name)

(Date)

BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS PERMIT FEES RESIDENTIAL

Single Family Residential, Manufactured Housing, Additions Town Homes, Finished Basements	\$50.00 plus .20 sq. ft
Duplex	\$75.00 plus .20 sq. ft.
Interior Renovations/Remodeling	\$50.00 plus .12 sq ft.
Storage Buildings (Over 200 sq. ft. or in Floodplain), Garages, Porches, Decks, Barns	\$35.00 plus .12 sq. ft.
Unfinished Basement (At time of New Construction)	.12 sq. ft.
Storage Building 200 sq. ft. or less (Cannot Be Connected to Any Utilities or be in Floodplain)	\$10.00
Relocation of Manufactured Housing (Including Relocation for Storage Use)	\$35.00 plus .12 sq. ft.
Finished Basements (NOT ASSOCIATED WITH NEW HOMES) *Finished Bsmt. Are Required to Pay Mechanical/Plumbing Review Fees.	.25 sq.ft.
Fences Over 6 ft. in Height-Must Provide Plans and Specs	\$40.00
Retaining Walls over 4 ft. in Height	\$40.00
Rebuilding Roof with New Framing Only	\$35.00
Installing a Door or Window (Per Door or Window). If changing a window in a sleeping room, the new window must meet egress requirements.	\$10.00 Per Window or Door
Chimney (If Added After New Home Construction)	\$ 40.00
Gas Fireplace Direct Vent/Ventless	\$40.00
Plan Change	\$25.00
Grading	\$50.00
HVAC Review	\$40.00
Gas Piping/LP Tank/Oil Tank Review	\$40.00
Hot Water Heater Review	\$35.00
Above Ground Pool Review	\$80.00 Base/Plus \$75.00 Review
In-Ground Pool Review	\$80.00 Base/Plus \$125.00 Review

Demolition (Structure to be demolished due to damage
caused by acts of God or fire shall be exempt from the fee.) \$50.00

COMMERCIAL

Multi-Family (Apartments)	\$250.00 plus .22 sq. ft.
Commercial/Industrial (Including Office Trailers, Churches, etc.)	\$250.00 plus .27 sq. ft.
Mechanical Review	\$125.00
Plumbing Review	\$125.00
Signs (On the Building)	\$75.00 plus .10 sq. ft.
Signs (Freestanding)	\$150.00 plus .10 sq. ft.
Signs (Portable)	\$50.00
Retaining Walls over 4 ft. in Height	\$250.00
Fences over 6 ft. in Height-Must Provide Plans and Specs	\$250.00
Demolition (Structure to be demolished due to damage caused by acts of God or fire shall be exempt from the fee.)	\$50.00
Plan Change	\$150.00
Grading	\$500.00
Change of Use (Will Require Mechanical and Plumbing Review)	\$250.00
Tents With Sidewalls	\$85.00
Tents Without Sidewalls	\$35.00

AGRICULTURAL AS APPROVED BY ASSESSOR'S OFFICE- N/C

INSPECTION FEES

Extra Trip Fees Will Be Assess For Premature Inspection Requests, Incomplete Work, and Work Areas Not Accessible.
1st Trip-\$50.00, 2nd Extra Trip-\$75.00, 3rd Extra Trip-\$100.00

Investigation Fee (Work Started Without A Permit)	\$200.00
Permit Extension	\$25.00
Expedited Certificate of Occupancy	\$75.00
Faxing Certificate of Occupancy	\$25.00
Replacement Placard	\$25.00

Floodplain

Any structure located within the floodplain, that is to constructed, added to, altered or otherwise changed requires a WV design professional.

Requirements for obtaining a permit

This is the information required to get your permit under the International Residential Code 2009 Edition

These are basic requirements laid out in the code and all of the listed information that is applicable to your permit application is to be provided at the time of application. The only exception to this is the flood elevation certificate, which is to be provided prior to rough in inspection. Permits requiring additional information will be put back into the system at the date all additional information is received. Repetitive submissions of the same model incorrect plans will result in unreviewed plans being returned to the applicant. Any minor changes to the plans will require an approved plan change. Major changes (adding extra space, finishing areas of basements, and reversing plans) will require the permit to be voided and a new permit obtained. Repair specifications for damaged trusses or I joists are to be provided in the office at or prior to the rough in inspection. Changed truss specifications, due to different manufacturer must be submitted as a plan change prior to rough in inspection. Failure to do so will result in a \$50.00 reinspection fee. This applies to either floor or roof trusses. Changing roof lines may require permit to be voided and new application submitted.

The applicant must sign all plans at the time of submission. The permit and approved set of plans must be available on the job site for any inspection. If the job site is not visible from the road then place a sign that is visible at the driveway entrance. In subdivisions, lot numbers are to be posted. Failure to comply with these requirements will result in a not approved inspection and \$50.00 reinspection fee. The inspectors cannot inspect what they cannot find.

Directions to the project are to start from 400 W. Stephen Street. All street names or route #'s to be provided. Directions within the subdivision must also be included (comments like 'to subdivision on left or right' are not acceptable)

Valid water, sewer, well or septic paperwork to be provided at application time. Check the dates before you come in to apply.

All applications require the assessor and planning commission statements signed prior to submission.

Failure to contact this office for any inspections within six (6) months of permit issuance or prior inspection will result in the permit being voided and a condemned sign being placed on work already completed. This sign will not be removed until a new permit has been issued. Persons using or occupying structures without a Use and Occupancy permit will be given notice to vacate until such permit is obtained. A condemned sign will be placed on the structure until the Occupancy permit is obtained. Such condemnation signs are not to be removed by anyone other than Berkeley County Engineering staff.

Federal EPA requirements effective April 22, 2010 state that any structure built before 1978 SHALL be tested for Lead Paint by a certified renovator.

Stated Federal Guidelines require existing structures to be tested for Asbestos containing materials prior to remodeling or demolition.

I have read and agree to the above conditions.

Applicant _____ Date _____

1. Assumed soil bearing (less than 1500 psf or greater than 2000 psf will require an accompanying geotechnical report)
2. Concrete compressive strength for all poured concrete
3. Plans to be in the correct orientation (not reversed) and legible, I joists and truss layouts in same orientation
4. Additions, attached decks, porches, garages and new homes require a site plan from a design professional

4. All foundations
 - A. Wall height
 - B. Wall thickness
 - C. Reinforcing information where required
 - D. Plan layouts for precast wall systems
 - E. Depth of unbalanced fill for each wall
 - F. Drain tile and dampproofing information
 - G. Footing sizes
 - H. Pier sizes and locations
 - I. Size and location for all thickened slabs
 - J. WV engineer approval of suspended slabs
 - K. Radon locations and electrical box for future fan
 - L. R value of any perimeter slab insulation with a walkout condition
 - M. Column size and load capacity for steel columns
 - N. Column to beam connection method
 - O. Column size for wood posts and specifications for engineered lumber posts
 - P. Highlight any applicable options (e.g. morning room, sun room)
 - Q. Cross out any non applicable options
 - R. WV engineer approval of steel beams, include support column loads
 - S. Individual lvl specifications with support column loads
 - T. I joist layout and specifications, including required blocking and hanger information
 - U. Species and grade for lumber joists and beams
 - V. Size of sill plate and method of attachment
 - W. If mudsill straps are to be used with a spacing greater than 3' on center then provide manufacturer specifications
 - X. Any required header information
 - Y. Water heater and HVAC location
 - Z. Expansion tank or other approved expansion device at water heater with public water

5. Full basements
 - A. Egress requirements
 - B. R values for wall insulation, depth of insulation and identification of all walls to be insulated if basement is conditioned
 - C. R values for pipe wrap and duct insulation for non conditioned basements

6. Crawl space
 - A. Post size for wood posts
 - B. Block pier size and orientation if not square
 - C. R values for pipe wrap and duct insulation for all underfloor ducts and piping
 - D. Crawl access location
 - E. Crawl vent locations and any mechanical venting information
 - F. Identify double joists supporting suspended HVAC equipment
 - G. Note on plans crawl space light

7. All habitable rooms to be labeled (bonus room is not acceptable)

8. Actual window sizes to be used
9. Identify all tempered windows
10. Identify the egress window in each sleeping room including clear opening size and height of sill above finished grade for grade floor windows using the 5.0 s f option
11. Identify on plans if windows are true double or triple windows or single windows with studs between
12. Exit door and size
13. Other exterior door sizes
14. House / garage door type and size
15. All header sizes, include individual lvl specifications where used
16. U values for all windows and exterior doors
17. Manual J required for HVAC equipment
18. Garage / house separation
19. Protection of supporting structure for rooms above garage
20. HVAC or water heater in garage, elevation of ignition source
21. Attic access
22. Hall and stairwell widths
23. Smoke detector locations and interconnection
24. Truss specifications
25. Rafter, ceiling joist and ridge sizes, species and grade of lumber
26. I joist layouts and specifications for floor or roof application
27. Note on plans attic light
28. Note on plans catwalk with attic HVAC unit
29. WV engineer approval of non standard roof systems
30. A flood elevation certificate is required for new construction if any part of the lot is in the flood plain
31. Remove any non applicable pages from plans
32. A completed 2003 REScheck done on a per house basis to be provided by the contractor for all new homes and additions that add living space. The REScheck program is available at www.energycodes.gov
33. Street address at the property or mailbox at final inspection
34. Modular home plans require third party inspection agency stamp on both sets of plans

Inspections

- a. Footings before pour, specified rebar in place, pier footings ready
- b. Footings for precast systems prior to placement of gravel
- c. Footings post pour
- d. As required wall reinforcing prior to pour
- e. Backfill with walls braced and sill plate in place
- f. Radon / slab / underground plumbing (on test)
- g. Rough framing / plumbing (on test) / mechanical with rough wire sticker in place and tyvek / house wrap on exterior
- h. Insulation / air seal
- i. Drywall prior to paint
- j. Final inspection, everything complete with final electrical in place
- k. Final grading



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Certificate of Occupancy

_____ **Fax Certificate of Occupancy \$25.00**

Fax Number _____

Will be issued once all paper work is completed including final electric.

_____ **Expedited Certificate of Occupancy \$75.00**

Phone Number _____

Will be issued once all paper work is completed including final electric.

All other Certificate of Occupancies will be mailed.

_____ **No Certificate of Occupancy required for non habitable spaces such as decks, storage buildings, pools, etc.**

No change in options after Permit is issued.

Signature

Date

Building Department
By _____ Kimberly Shrader

**Berkeley County Engineering And
Building Inspections
400 W. Stephen St., Suite 202
Martinsburg, WV 25401
304-264-1966**

ASSESSORS STATEMENT

I, _____, am applying for a building permit and need the following information to accommodate the application being submitted to Berkeley

County Engineering:

Property Owner as of _____TY: _____

District: _____, Tax Map: _____, Parcel Number: _____

Property Use: Residential Commercial Agriculture

Lot #: _____ Subdivision Name: _____

Signed: _____ Date: _____
(Assessors Office Representative)

PLANNING COMMISSION STATEMENT

*****The Berkeley County Planning Commission must approve all structures PRIOR to submitting an application for a building permit to ensure compliance with the Berkeley County Subdivision Regulations.***

_____ Structure complies with Berkeley County Subdivision Regulations

_____ Structure to be regulated by height/noise ordinance Yes or No
Circle One

_____ Is Structure in floodplain? Yes or No
Circle One

The Berkeley County Planning Commission has reviewed and approved the above listed property and has no objections to the issuance of a building permit for said property.

Signed: _____ Date: _____
(Planning Commission Representative)



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OWNER AFFIDAVIT

I, _____ understanding the importance and solemnity of the oath, do hereby swear and affirm that I am the current legal title owner of the property for which this permit is requested or that I am legally appointed agent or power of attorney for such owner.

Accordingly, I give my permission for _____ to obtain the needed permit(s).

Owner Signature

Owner Signature

Date

Berkeley County Engineering And
Building Inspections

BUILDING PERMIT APPLICATION CHECKLIST

Please complete this checklist to help ensure minimal delays in processing your application. This completed checklist is required with any applications for new homes or additions

Basement or crawl (circle one) _____ # of stories above grade
If basement, then depth below grade each wall: Front___ Left___ Right___ Back___
Ceiling height: Basement___ First ___ Second___ Third ___
Is basement conditioned (heated/ cooled?) Y N
Brick or stone veneer Y N
Assumed Soil Bearing _____ psf
Sewer & water check applicable
Water tap ___ Well ___
Sewer tap ___ Septic ___

Required paperwork: check as completed

___ Application
___ Directions to property from 400 W Stephen Street
___ Assessor and planning sign-off
___ Construction drawings (2 sets)
___ Completed construction agreement with plot plan (for new homes only)
___ Individual LVL and I joist specifications and layout for I joists
___ WV engineer seal for steel beams and suspended slabs
___ Truss specifications and layout (If contractor is listed; a 2003 REScheck is to be submitted)

Energy compliance information (insert actual values)

___ U values for windows ___ U values solid core doors ___ U value Skylights
___ U values patio doors ___ U values sliding glass doors
R values
___ Ceiling ___ Walls ___ Floors ___ Perimeter slabs
___ Basement walls ___ Depth of insulation Insulate basement / garage wall Y N
Circle one

HVAC

___ Heat pump hspf value (minimum 7.7)
___ Cooling (minimum 13 seer)
___ Furnace afue

Log homes

___ Log size _____ Species

**Berkeley County Engineering And
Building Inspections
400 W. Stephen St., Suite 202
Martinsburg, WV25401
304-264-1966**

**APPLICATION FOR PLAN EXAMINATION
AND BUILDING PERMIT**

-Note- Applies only to property located in Berkeley County (Not in incorporated areas such as City of Martinsburg or Town of Hedgesville)

PROPERTY INFORMATION

Number	Street Name				
Subdivision	Lot Number	Parcel Type <input type="checkbox"/> Residential (R) <input type="checkbox"/> Industrial (I) <input type="checkbox"/> Commercial (C) <input type="checkbox"/> Other (O)		*Flood Plain <input type="checkbox"/> Yes <input type="checkbox"/> No	

OWNER INFORMATION

First Name		Last Name or Business Name			Phone	
Number	Street Name			City	State	Zip
Fax:		Email:			Is Owner Applicant (Y / N)	

CONTRACTORS LICENSING INFORMATION

	NAME OF CONTRACTOR	ST. ADDRESS	CITY, ST.	LICENSE NO.
Applicant (not owner)				N/A
Architect				N/A
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Electrical Inspector				
Fire Alarm				

BUILDING PERMIT APPLICATION

IMPROVEMENT TYPE: <input type="checkbox"/> NEW CONSTRUCTION (1) <input type="checkbox"/> ADDITION (2) <input type="checkbox"/> ALTERATION (3) <input type="checkbox"/> REPAIR REPLACEMENT (4) <input type="checkbox"/> DEMOLITION (5) <input type="checkbox"/> RELOCATION (6) <input type="checkbox"/> FOUNDATION ONLY (7)	PROPOSED USE: ASSEMBLY <input type="checkbox"/> THEATRE (1) <input type="checkbox"/> NIGHT CLUB (2) <input type="checkbox"/> RESTAURANT (3) OTHER ASSEMBLY <input type="checkbox"/> CHURCH (4) <input type="checkbox"/> BUSINESS (5) <input type="checkbox"/> EDUCATIONAL (GRADES 1-12) (6) <input type="checkbox"/> DAY CARE FACILITY (7) <input type="checkbox"/> POST HIGH SCHOOL (8) FACTORY <input type="checkbox"/> MODERATE HAZARD (9) <input type="checkbox"/> LOW HAZARD (10) <input type="checkbox"/> HIGH HAZARD (11)	INSTITUTIONAL <input type="checkbox"/> GROUP HOME (12) <input type="checkbox"/> HOSPITAL (13) <input type="checkbox"/> JAIL (14) <input type="checkbox"/> MERCANTILE (15) RESIDENTIAL <input type="checkbox"/> HOTEL, MOTEL (16) <input type="checkbox"/> MULTI-FAMILY (17) <input type="checkbox"/> IRC TWO FAMILY (18) <input type="checkbox"/> IRC SINGLE FAMILY (19) STORAGE <input type="checkbox"/> MODERATE HAZARD (20) <input type="checkbox"/> LOW HAZARD (21)	<input type="checkbox"/> OTHER (24) _____ _____ _____ _____ _____ _____ _____ _____
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FRAME TYPE (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)
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EXTERIOR WALLS (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)
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	NO. FEET		NO. OF		SQ. FT. OF
Frontage		Stories		Lot Area	
Front Setback		Bedrooms		Building Area	
Rear Setback		Full Baths			
Left Setback		Partial Baths		Living Area	
Right Setback		Garages		Basement Area	<input type="checkbox"/> Finished <input type="checkbox"/> Unfinished
Elevation		Windows		Garage Area	<input type="checkbox"/> 1 story <input type="checkbox"/> 2 story
		Fire Places		Office/Sales	
		Enclosed Parking		Deck	
NUMBER OF RESIDENTIAL UNITS		Outside Parking		Porch	

Est. Start ____/____/____	Est. Finish ____/____/____	Est. Value \$
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ELECTRICAL PERMIT APPLICATION

Total Service _____ AMPS	Number of Circuits: _____ 2 WIRE _____ 3 WIRE _____ 4 WIRE	Number of Service Outlets: _____ 110V _____ 220V
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Only commercial applications need to complete electrical information below (if applicable).

	POWER DEVICES	OUTPUT/LOAD		POWER DEVICES	OUTPUT/LOAD
1			7		
2			8		
3			9		
4			10		
5					
6			Total Number of Motors		

PLUMBING PERMIT APPLICATION
Enter the Number of Fixtures Being Installed or Replaced

Tubs/showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Other	
Dishwashers		Bidets		Fire Sprinklers (Y/N)	
Garbage Disposals				Lawn Sprinklers (Y/N)	
Total Fixtures					
Public Water (Y/N)			Public Sewer (Y/N)		
Water Service Size _____ IN.	Water Meter Size _____		Avg. Daily Water Use _____ GPD		
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____		Est. Value \$ _____		

MECHANICAL PERMIT APPLICATION
Enter Number of New or Replacement Units

Forced Air Furnaces		Incinerators		Air Handling Units	
Unit Heaters		Boilers		Heat Pumps	
Gas/Oil Conversions		Coil Units		Air Cleaners	
Space Heaters		Window A/C Units		Humidifiers	
Gravity Furnaces		Split System A/C		Dehumidifiers	
Coal Stokers		A/C Compressors		Other	
Service Revisions:					
Type of Heating Fuel: (Check One) <input type="checkbox"/> Gas (1) <input type="checkbox"/> Oil (2) <input type="checkbox"/> Coal (3) <input type="checkbox"/> Wood (4) <input type="checkbox"/> Other (5)					
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____		Est. Value \$ _____		

OTHER PERMIT APPLICATION

Permit Type:		
Description of Work:		
Est. Start _____ / _____ / _____	Est. Finish _____ / _____ / _____	Est. Value \$ _____

CONSTRUCTION AGREEMENT

Berkeley County Grading Permit No. _____

Building Permit Number (if applicable): _____

Subdivision: _____

Lot Number: _____

In lieu of the submission of a Construction Sediment Control Plan for the construction of this single family dwelling, I agree to comply with any reasonable requirements determined necessary by the Office of Water Resources or the Berkeley County Engineering Department. Such requirements shall be based on the soil conservation standards contained in the West Virginia Best Management Practice Manual (when available) or Erosion Sediment Control for Developing Areas Handbook, Maryland Standards and Specifications for Soil Erosion and Sediment Control (1994), shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from this project.

MINIMUM REQUIREMENTS

1. As a minimum, all denuded areas on the lot shall be stabilized within 7 days of final grading with permanent vegetation or a temporary protective ground cover suitable for the time of year.
2. All upslope water will be diverted around the construction site. Diverting water onto an adjacent property will not be allowed without written permission from the owner.
3. All downslope areas will be protected with appropriate sediment control devices. This will include at a minimum, silt fence, properly installed. If site conditions permit, a sediment trap will be required in lieu or in addition to the silt fence.
4. All storm water drop inlets and other similar structures will be protected from siltation by the proper drop inlet protection measures.
5. A stabilized construction entrance shall be provided with appropriate size culvert under entrance as needed.
6. Other items as may be deemed necessary to accomplish the intent of the Berkeley County Storm Water Management and Sediment and Erosion Control Ordinance.
7. All grading of lots shall be in compliance with the grading approved for the lot on the Preliminary Plan. If a change is to be made to the approved grading, a new grading plan shall be submitted, reviewed and approved prior to grading the lot in a different manner.

I further understand that failure to comply with such requirements within three working days following notice by a representative of the Office of Water Resources or by the representative of The Berkeley County Engineering Department could result in citation for violation of the Berkeley County Storm Water Management & Sediment and Erosion Control Ordinance and the NPDES General Storm Water Permit.

Additional Measures (if required)

Signature of Landowner or Developer: _____

Name: _____
First Name Last Name

Address: _____
Number Street Name

City State Zip Code

Party Responsible for Erosion and Sediment Control (if different from landowner)

Name: _____
First Name Last Name

Address: _____
Number Street Name

City State Zip Code

REMINDER: A CONSTRUCTION SEDIMENT CONTROL PLAN AND THIS AGREEMENT MUST BE ON FILE AT THE APPROPRIATE OFFICE AND A COPY MUST BE HELD ON THE JOB SITE.

Reviewed by Berkeley County Engineering Department and meets Technical Requirements.

Application Reviewed & approved by: _____ Date: _____

Final Grading Inspection: _____ Date: _____

Land-disturbing activities on individual lots of a residential development (subdivision) must have a Construction Sediment Control Plan or an agreement signed by the lot owner, or home builder, if different from the one building the subdivision.

Usually, Storm Water Pollution Control Plans for the NPDES/Storm Water Permit are developed in two phases. The first phase addresses the initial construction of the infrastructure for the development. This plan would include the construction of roads, storm sewers, utilities, and any grading activity that involves more than one lot. The plan would also include Storm water runoff considerations based on the expected final development. The developer of the subdivision applies for the NPDES Permit for this construction.

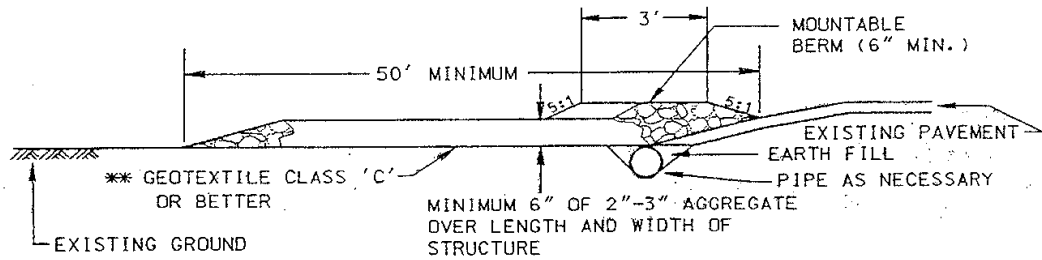
The second phase of construction begins with the construction of houses or buildings on individual lots. Individual Sediment Control Plans are required for land-disturbing activities on individual lots; however, many times a “Subdivision House Construction Agreement” may be acceptable. This agreement reduces the burden on the homeowner of having to prepare an individual plan. The agreement states the conditions to be maintained during construction, such as keeping public streets clean, maintaining perimeter controls, installing sediment control and establishing permanent stabilization.

This requirement applies to all land-disturbing activities of less than 3 acres when the activity occurs in a residential development. The intent is to regulate activities which would be considered a part of the development process such as construction of individual houses, outbuildings, garages, driveways, etc.

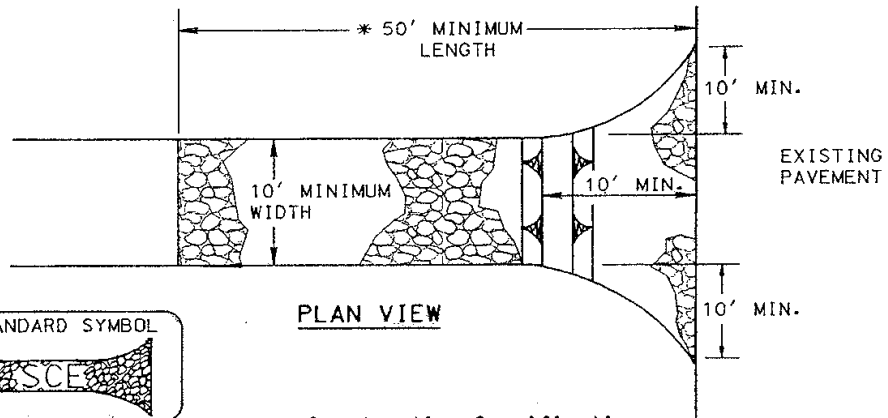
The following two points apply to all subdivisions in the State of West Virginia unless more stringent requirements are called for by a local jurisdiction where those standards will apply.

- A. A Storm Water Pollution Prevention Plan shall be filed for a residential development and the buildings constructed within, regardless of the phasing and time frame of construction if the total disturbed area for the entire subdivision will be 3.0 acres or more.
- B. If individual lots or sections in a residential development are being developed by different property owners, all land-disturbing activities related to the building construction shall be covered by a Construction Sediment Control Plan or an “Individual House Construction Agreement” signed by the property owner who is building the house or their authorized agent.

DETAIL 2 - STABILIZED CONSTRUCTION ENTRANCE



PROFILE



PLAN VIEW

Construction Specification

1. Length - minimum of 50' (*30' for single residence lot).
2. Width - 10' minimum, should be flared at the existing road to provide a turning radius.
3. Geotextile fabric (filter cloth) shall be placed over the existing ground prior to placing stone. **The plan approval authority may not require single family residences to use geotextile.
4. Stone - crushed aggregate (2" to 3") or reclaimed or recycled concrete equivalent shall be placed at least 6" deep over the length and width of the entrance.
5. Surface Water - all surface water flowing to or diverted toward construction entrances shall be piped through the entrance, maintaining positive drainage. Pipe installed through the stabilized construction entrance shall be protected with a mountable berm with 5:1 slopes and a minimum of 6" of stone over the pipe. Pipe has to be sized according to the drainage. When the SCE is located at a high spot and has no drainage to convey a pipe will not be necessary. Pipe should be sized according to the amount of runoff to be conveyed. A 6" minimum will be required.
6. Location - A stabilized construction entrance shall be located at every point where construction traffic enters or leaves a construction site. Vehicles leaving the site must travel over the entire length of the stabilized construction entrance.

U.S. DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE

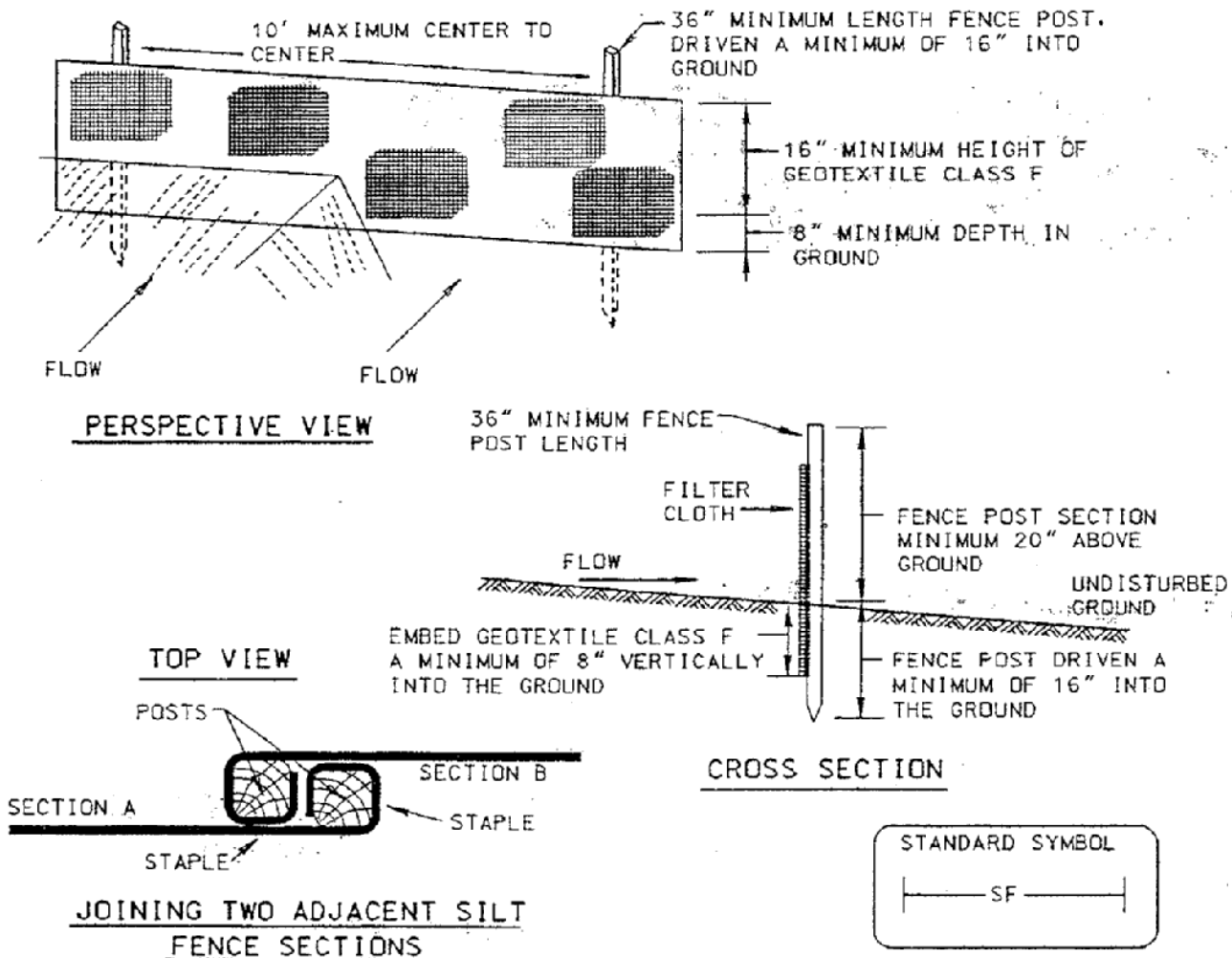
SILT FENCE

Silt Fence Design Criteria

<u>Slope Steepness</u>	<u>(Maximum) Slope Length</u>	<u>(Maximum) Silt Fence Length</u>
Flatter than 50:1	110 feet	unlimited
50:1 to 10:1	110 feet	1,000 feet
10:1 to 5:1	100 feet	750 feet
5:1 to 3:1	60 feet	500 feet
3:1 to 2:1	40 feet	250 feet
2:1 and steeper	20 feet	125 feet

Note: In areas of less than 2% slope and sandy soils (USDA general classification system, soil Class A) maximum slope length and silt fence length will be unlimited. In these areas a silt fence may be the only perimeter control required.

SILT FENCE



Construction Specifications

- Fence posts shall be a minimum of 36" long driven 16" minimum into the ground. Wood posts shall be 1½" x 1½" square (minimum) cut, or 1¾" diameter (minimum) round and shall be of sound quality hardwood. Steel posts will be standard T or U section weighting not less than 1.00 pound per linear foot.
- Geotextile shall be fastened securely to each fence post with wire ties or staples at top and mid-section and shall meet the following requirements for Geotextile Class F:

Tensile Strength	50 lbs/in (min.)	Test: MSMT 509
Tensile Modulus	20 lbs/in (min.)	Test: MSMT 509
Flow Rate	0.3 gal ft ² / minute (max.)	Test: MSMT 322
Filtering Efficiency	75% (min.)	Test: MSMT 322
- Where ends of geotextile fabric come together, they shall be overlapped, folded and stapled to prevent sediment bypass.
- Silt Fence shall be inspected after each rainfall event and maintained when bulges occur or when sediment accumulation reached 50% of the fabric height.

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BERKELEY COUNTY ENGINEERING AND
BUILDING INSPECTIONS

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838

Telephone: 304-264-1966, Fax: 304-262-3128

Web Page: www.berkeleywv.org

**NOTE TO OWNERS OF PROPERTY WITH RESTRICTIVE
COVENANTS:**

Your property may be subject to certain restrictive or private covenants especially if you reside in a subdivision. If so, be advised that the offices of Berkeley County do not have jurisdiction over the provisions of those covenants. They are enforced only by the Homeowners' Association. The county enforces only its own rules and regulations.

REQUEST FOR ADDRESS ASSIGNMENT

PROCEDURES:

- Obtain building permit from Engineering Department
- Stake location of the driveway accessing the structure to be addressed prior to the footer inspection by the Engineering Department
- Upon completion of an approved footer inspection, immediately mail for fax the form below to Berkeley County Central Dispatch.
- Receive information of the new address from Central Dispatch.

These steps must be followed to ensure you receive your new address in a timely manner.

** When checking the status of an address assignment or other related questions, contact 304-263-5271. Always refer to the building permit for all inquiries.

BUILDING PERMIT NUMBER: _____

CONTACT PERSON: _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SUBDIVISION NAME: _____ LOT: _____

ROAD THAT DRIVEWAY ACCESSES: _____

ROAD THAT STRUCTURE FACES: _____

DATE SUBMITTED: _____

MAIL OR FAX COMPLETED FORM TO:

**BERKELEY COUNTY CENTRAL DISPATCH
802 EMMET ROUSCH DRIVE, SUITE A
MARTINSBURG, WV 25401
PHONE: 304-263-5271
FAX: 304-264-4468**

Note: When checking the status of an address assignment, or other related questions, please refer to your building permit.

MAP: _____ / PAGE: _____