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

1. Completed application. Planned use must be identified on application.
2. If site plan is required, final plat must be approved prior to submission of building permit.
3. Two (2) sets of detailed construction documents, Stamped & Sealed by Design Professional.
4. Well and Septic permits or letters of availability from appropriate utility.
6. Manufacturers truss details, Lam Beam or I-Joists specifications and design.
7. Sealed Engineered lumber specifications must be submitted before Rough-in Inspection.
8. Steel beams require West Virginia Engineer seal.
9. Sizes and U values of windows and doors
   (2009 COMM check ASHRAE 90.1 with inspector checklist is to be submitted)
10. R Values of insulation in ceilings, walls & floors
11. Plumbing, Mechanical & Electrical Layouts
12. Copy of State Fire Marshall plan review letter
13. Copy of Health Department Approval for Food Service.
14. Signed and Notarized owner affidavit (If applicant is not the owner)
15. Electrical Plan
16. 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: If deck is larger than 20 square feet an electrical receptacle is needed.
**NOTE: NO WORK SHALL COMMENCE INCLUDING BUT NOT LIMITED TO
EXCAVATION/DIGGING/CONSTRUCTION WITHOUT A BUILDING PERMIT BEING ISSUED.

REQUIRED INSPECTIONS: (If applicable)

1. Footings pre pour
2. Footings post pour (where applicable)
3. Underground plumbing, u/g electric sticker in place
4. Reinforced vertical walls pre pour
5. Slab at grade, above grade slabs to be inspected pre pour also
6. Rough plumbing, on test (5’ head minimum on waste line)
7. Sprinkler riser pre pour of kickers
8. Sprinkler flush
9. Rough mechanical
10. House wrap/windows set and taped
11. Rough in, air seal and rough wire sticker in place
12. Sprinkler hydro
13. Firestopping/draftstopping
14. Insulation
15. Drywall
16. Above ceiling, cover sticker in place
17. Final plumbing
18. Final mechanical
19. Final, final electric sticker in place, Ansul system, sprinkler system and fire alarm system to be tested. Fire Marshal present when applicable.

INTERNATIONAL BUILDING CODE 2015 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. All inspection requests for next working day must be called in no later than 2:00 pm.
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: (third-party inspector, separate fee to be paid directly to electrical inspector)
Middle Department Inspection Agency, Inc. -------------------Wes Clark, Inspector----------1-800-248-6342
Shenandoah Valley Electrical Insp. --------------------------John Elder, Inspector----------304-261-0243
Megco Inspections, Inc. ---------------------------------Clifton Bennett, Inspector----304-788-9101
On Point Electrical Inspections LLC---------------------John Talbott, Inspector--------304-886-3229
Megco Inspections, Inc. -----------------------------Benjamin Houdersheldt, Inspector-----304-303-0405

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

__________________________________________   ________________
(Name)                                      (Date)
## BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS PERMIT FEES

### RESIDENTIAL

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Residential, Manufactured Housing, Additions, Town homes, Finished basements</td>
<td>$59.00 plus .24 sq. ft.</td>
</tr>
<tr>
<td>Duplex</td>
<td>$89.00 plus .24 sq. ft.</td>
</tr>
<tr>
<td>Interior Renovations/Remodeling</td>
<td>$59.00 plus .14 sq. ft.</td>
</tr>
<tr>
<td>Storage Buildings(Over 200 sq. ft. or in Floodplain), Garages, Porches, Decks, Barns</td>
<td>$41.00 plus .14 sq. ft.</td>
</tr>
<tr>
<td>Unfinished Basement (At time of New Construction)</td>
<td>.14 sq. ft.</td>
</tr>
<tr>
<td>Storage Building 200 sq. ft. or less (Cannot Be Connected to Any Utilities or be in Floodplain)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Finished Basement (Not Associated with New Homes)*Finished Bsmt. Are required to pay Mechanical/Plumbing Review Fees.</td>
<td>.30 sq. ft.</td>
</tr>
<tr>
<td>Fences over 7 ft. in Height-Must Provide Plans and Specs</td>
<td>$47.00</td>
</tr>
<tr>
<td>Retaining Walls over 4 ft. in Height</td>
<td>$47.00</td>
</tr>
<tr>
<td>Rebuilding Roof with New Framing Only</td>
<td>$41.00</td>
</tr>
<tr>
<td>Installing a Door or Window (Per Door or Window). If changing a window in a sleeping room, the new window must meet egress requirements.</td>
<td>$12.00 Per Window or Door</td>
</tr>
<tr>
<td>Chimney ( If Added After New Home Construction)</td>
<td>$47.00</td>
</tr>
<tr>
<td>Gas Fireplace Direct Vent/Vent less</td>
<td>$47.00</td>
</tr>
<tr>
<td>Plan Change</td>
<td>$30.00</td>
</tr>
<tr>
<td>Grading</td>
<td>$59.00</td>
</tr>
<tr>
<td>HVAC Review</td>
<td>$47.00</td>
</tr>
<tr>
<td>Gas Piping/LP Tank/Oil Tank Review</td>
<td>$47.00</td>
</tr>
<tr>
<td>Hot Water Heater Review</td>
<td>$41.00</td>
</tr>
<tr>
<td>Above Ground Pool Review</td>
<td>$41.00 Base plus .14 sq. ft.</td>
</tr>
<tr>
<td>In-Ground Pool Review</td>
<td>$41.00 Base plus .14 sq. ft.</td>
</tr>
<tr>
<td>Demolition (Structure to be demolished due to damage caused by acts of God or fire shall be exempt from the fee).</td>
<td>$59.00</td>
</tr>
</tbody>
</table>

### MASTER PLAN APPROVAL

**$295.00**

### COMMERCIAL

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Family (Apartment)</td>
<td>$295.00 plus .26 sq. ft.</td>
</tr>
<tr>
<td>Commercial/Industrial (Including Office Trailers, Churches, etc).</td>
<td>$295.00 plus .32 sq. ft.</td>
</tr>
<tr>
<td>Mechanical Review</td>
<td>$24.00 application fee plus $18.00 for 1st $1,000.00 plus $12.00 per each additional $1,000.00</td>
</tr>
<tr>
<td>Plumbing Review</td>
<td>$24.00 application fee plus $18.00 for 1st $1,000.00 plus $12.00 per each additional $1,000.00</td>
</tr>
<tr>
<td>Signs ( On the Building)</td>
<td>$89.00 plus .12 sq. ft.</td>
</tr>
<tr>
<td>Signs ( Freestanding)</td>
<td>$177.00 plus .12 sq. ft.</td>
</tr>
<tr>
<td>Signs ( Portable)</td>
<td>$59.00</td>
</tr>
<tr>
<td>Billboard Signs</td>
<td>$590.00</td>
</tr>
<tr>
<td>Retaining Walls over 4 ft. in Height</td>
<td>$295.00</td>
</tr>
<tr>
<td>Fences over 7 ft. in Height-Must Provide Plans and Specs</td>
<td>$295.00</td>
</tr>
<tr>
<td>Demolition (Structure to be demolished due to damage caused by acts of God or fire shall be exempt from the fee).</td>
<td>$59.00</td>
</tr>
<tr>
<td>Plan Change</td>
<td>$177.00</td>
</tr>
<tr>
<td>Grading</td>
<td>$590.00</td>
</tr>
</tbody>
</table>
### Change of Use (Will Require Mechanical and Plumbing Review)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tents with Sidewalls</td>
<td>$100.00</td>
</tr>
<tr>
<td>Tents without Sidewalls</td>
<td>$41.00</td>
</tr>
</tbody>
</table>

### AGRICULTURAL AS APPROVED BY ASSESSOR’S OFFICE-N/C INSPECTION FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Trip Fees Will Be Assess For Premature Inspection Requests, Incomplete Work, and Work Areas Not Accessible. 1&lt;sup&gt;st&lt;/sup&gt; Trip-$50.00, 2&lt;sup&gt;nd&lt;/sup&gt; Extra Trip-$75.00, 3&lt;sup&gt;rd&lt;/sup&gt; Extra Trip- $100.00</td>
<td></td>
</tr>
<tr>
<td>Investigation Fee (Work Started Without a Permit).</td>
<td>$236.00</td>
</tr>
<tr>
<td>Permit Extension</td>
<td>$30.00</td>
</tr>
<tr>
<td>Expedited Certificate of Occupancy</td>
<td>$89.00</td>
</tr>
<tr>
<td>Faxing Certificate of Occupancy</td>
<td>$30.00</td>
</tr>
<tr>
<td>Replacement Placard</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

### Floodplain

Any construction needs to be reviewed and approved by The County Floodplain Administrator prior to start of construction. Contact Berkeley County Planning Department at (304)263-1963.

Any change to the application or building plans before plan review will be subject to a $25.00 administrative fee. If the application or building plans have been reviewed, an additional fee of $50.00 will be added to the administrative fee.
Requirements for obtaining a permit

Any minor changes to the plans will require an approved plan change. This includes change of contractor. Major changes (adding extra space 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. 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. 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 an unsafe structure 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. An unsafe structure sign will be placed on the structure until the Occupancy permit is obtained. Such unsafe structure 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 _____________
Certificate of Occupancy

_____ Fax Certificate of Occupancy  $30.00
  Fax Number_________
Will be issued once all paper work is completed including final electric.

_____ Expedited Certificate of Occupancy $89.00
  Phone Number____________________
Will be issued once all paper work is completed including final electric.

All other Certificate of Occupancies will be mailed.

No change in options after Permit is issued.

________________________________  ________________
Signature                              Date
DIRECTIONS

(TO BE FILLED IN COMPLETELY BEFORE PERMIT WILL BE ISSUED)

LAST NAME OF OWNER: ____________________________

LOCATION OF PROJECT: ____________________________

SUBDIVISION NAME: ____________________________

LOT NUMBER: ____________________________

DIRECTIONS: _______________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Please note - Inspectors cannot inspect what they cannot find, please make directions clear)

Refund Policy

Voided Application .......................................................... Lose Base Fee + grading fee + plan review if already been reviewed.

Voided Permit ................................................................. Lose Base Fee + grading fee + % lost will depend on inspections already completed + .06/sq ft for plan review .09/sq ft for commercial plan review

Application or Permit will be voided if no activity for 180 days no refund will be made.

__________________________________________  ________________
Signature                             Date
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

_____Final Plat approval?    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)  
Rev. 10/28/11, 12/5/11
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

MUST BE NOTARIZED

STATE OF __________________________
COUNTY OF _________________________

I hereby certify that on this ______ day of __________________, 20_____ before the subscribed, a Notary Public of the State of _________________________, and for the County of __________________, ____________________ for the owners ________________________ (Name) did acknowledge the foregoing instrument to be his/her Act.

In testimony whereof,
I have affixed my official seal.

__________________________________________
My Commission Expires: ________________

NOTARY PUBLIC

SEAL:

Rev: 1/12/12, 8/19/14
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

<table>
<thead>
<tr>
<th>Number</th>
<th>Street Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Lot Number</th>
<th>Parcel Type</th>
<th>Flood Plain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Residential (R)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Industrial (I)</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commercial (C)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other (O)</td>
<td></td>
</tr>
</tbody>
</table>

OWNER INFORMATION

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name or Business Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Street Name</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email:</th>
<th>Is Owner Applicant (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTRACTORS LICENSING INFORMATION

<table>
<thead>
<tr>
<th>NAME OF CONTRACTOR</th>
<th>ST. ADDRESS</th>
<th>CITY, ST.</th>
<th>LICENSE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant (not owner)</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Architect</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>General Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excavation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpentry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masonry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drywall or Lathing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Inspector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**BUILDING PERMIT APPLICATION**

**IMPROVEMENT TYPE:**
- [ ] NEW CONSTRUCTION (1)
- [ ] ADDITION (2)
- [ ] ALTERATION (3)
- [ ] REPAIR REPLACEMENT (4)
- [ ] DEMOLITION (5)
- [ ] RELOCATION (6)
- [ ] FOUNDATION ONLY (7)

**PROPOSED USE:**

**ASSEMBLY**
- [ ] THEATRE (1)
- [ ] NIGHT CLUB (2)
- [ ] RESTAURANT (3)
- [ ] OTHER ASSEMBLY
- [ ] CHURCH (4)
- [ ] BUSINESS (5)
- [ ] EDUCATIONAL (GRADES 1-12) (6)
- [ ] DAY CARE FACILITY (7)
- [ ] POST HIGH SCHOOL (8)

**FACTORY**
- [ ] MODERATE HAZARD (9)
- [ ] LOW HAZARD (10)
- [ ] HIGH HAZARD (11)

**INSTITUTIONAL**
- [ ] GROUP HOME (12)
- [ ] HOSPITAL (13)
- [ ] JAIL (14)
- [ ] MERCANTILE (15)

**RESIDENTIAL**
- [ ] HOTEL, MOTEL (16)
- [ ] MULTI-FAMILY (17)
- [ ] IRC TWO FAMILY (18)
- [ ] IRC SINGLE FAMILY (19)

**STORAGE**
- [ ] MODERATE HAZARD (20)
- [ ] LOW HAZARD (21)

**FRAME TYPE (CHECK ONE ONLY)**
- [ ] Steel (1)
- [ ] Masonry (2)
- [ ] Concrete (3)
- [ ] Wood (4)
- [ ] Other (5)

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

**NO. FEET** | **NO. OF** | **SQ. FT. OF**
--- | --- | ---
Frontage | | Lot Area
Front Setback | Bedrooms | Building Area
Rear Setback | Full Baths |
Left Setback | Partial Baths | Living Area
Right Setback | Garages | Basement Area
Elevation | Windows | Garage Area
| Fire Places | Office/Sales |
NUMBER OF RESIDENTIAL UNITS | Outside Parking | Porch

**ELECTRICAL PERMIT APPLICATION**

| Total Service AMPS | Number of Circuits: | 2 WIRE | 3 WIRE | 4 WIRE | Number of Service Outlets: | 110V | 220V |
--- | --- | --- | --- | --- | --- | --- | --- |

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

<table>
<thead>
<tr>
<th>Fixtures</th>
<th>Tubs/Showers</th>
<th>Drinking Fountains</th>
<th>Back Flow Preventers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoer Stalls</td>
<td></td>
<td>Floor Drains</td>
<td>Water Pumps</td>
</tr>
<tr>
<td>Lavatories</td>
<td></td>
<td>Water Heaters</td>
<td>Roof Openings</td>
</tr>
<tr>
<td>Toilets</td>
<td></td>
<td>Water Softeners</td>
<td>Parking Lot Drains</td>
</tr>
<tr>
<td>Urinals</td>
<td></td>
<td>Sewage Ejectors</td>
<td>Inside Downspouts</td>
</tr>
<tr>
<td>Sinks</td>
<td></td>
<td>Sump Pumps</td>
<td>Swimming Pools</td>
</tr>
<tr>
<td>Laundry Tubs</td>
<td></td>
<td>Grease Traps</td>
<td>Other</td>
</tr>
<tr>
<td>Dishwashers</td>
<td></td>
<td>Bidets</td>
<td>Fire Sprinklers (Y/N)</td>
</tr>
<tr>
<td>Garbage Disposals</td>
<td></td>
<td></td>
<td>Lawn Sprinklers (Y/N)</td>
</tr>
</tbody>
</table>

**Total Fixtures**

<table>
<thead>
<tr>
<th>Public Water</th>
<th>Yes</th>
<th>No</th>
<th>Public Sewer</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Service Size</td>
<td></td>
<td>IN.</td>
<td>Water Meter Size</td>
<td></td>
<td>IN.</td>
</tr>
<tr>
<td>Est. Start</td>
<td></td>
<td></td>
<td>Est. Finish</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MECHANICAL PERMIT APPLICATION

Enter Number of New or Replacement Units

<table>
<thead>
<tr>
<th>Fixtures</th>
<th>Forced Air Furnaces</th>
<th>Incinerators</th>
<th>Air Handling Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Heaters</td>
<td>Boilers</td>
<td></td>
<td>Heat Pumps</td>
</tr>
<tr>
<td>Gas/Oil Conversions</td>
<td>Coil Units</td>
<td></td>
<td>Air Cleaners</td>
</tr>
<tr>
<td>Space Heaters</td>
<td>Window A/C Units</td>
<td></td>
<td>Humidifiers</td>
</tr>
<tr>
<td>Gravity Furnaces</td>
<td>Split System A/C</td>
<td></td>
<td>Dehumidifiers</td>
</tr>
<tr>
<td>Coal Stokers</td>
<td>A/C Compressors</td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

**Service Revisions:**

**Type of Heating Fuel:**

- (Check One)  
  - Gas (1)  
  - Oil (2)  
  - Coal (3)  
  - Wood (4)  
  - Other (5)

<table>
<thead>
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<th>Est. Start</th>
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<th>Est. Finish</th>
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<th>Est. Value</th>
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</table>

### OTHER PERMIT APPLICATION

**Permit Type:**

**Description of Work:**

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<th>Est. Value</th>
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</tr>
</thead>
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Rev 10/1/14
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 or 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: __________________________________

COMPANY NAME: ___________________________________

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

- Receive notification of new address from Central Dispatch (normally about two weeks after your request is submitted).

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

MAP: _____ / PAGE: _____

IT Rev: 10/24/12, 9/3/13, 9/25/13, 9/26/13, 9/27/13, 10/23/13, 12/2/13, 12/16/13, 1/13/14, 8/19/14, 9/26/14, 10/1/14, 5/12/15, 12/15/15, 1/12/16, 7/29/2016, 9/19/16,5/26/17, 6/29/17, 10/30/17, 12/7/17, 3/19/18, 9/10/18,4/12/19