

**CITY OF CHARLESTON, WEST VIRGINIA  
APPLICATION FOR RESIDENTIAL BUILDING PERMIT  
(NEW CONSTRUCTION, REMODELING, DEMOLITION)**

CONSTRUCTION ADDRESS: \_\_\_\_\_

KANAWHA COUNTY TAX MAP AND PARCEL NO. (FROM TAX TICKET): \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S CURRENT ADDRESS: \_\_\_\_\_

OWNER'S TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

CHARLESTON REGISTRATION NO.: \_\_\_\_\_ WC CONTRACTOR'S LICENSE NO. \_\_\_\_\_

CONTRACTOR'S TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

DESCRIPTION OF PROPOSED CONSTRUCTION: NEW \_\_\_\_\_ ADDITION \_\_\_\_\_ REMODEL \_\_\_\_\_ DEMOLISH \_\_\_\_\_

Brief Description: \_\_\_\_\_

FLOODWAY/FLOOD PLAIN \_\_\_\_\_ Yes (Submit Elevation Certificate) \_\_\_\_\_ No

COST OF CONSTRUCTION: \$ \_\_\_\_\_ ( TOTAL COST LABOR, MATERIALS, SUBS.)  
(Attach copy of contract between Owner and Contractor for all projects valued at \$10,000.00 or more)

**ITEMS REQUIRED WITH APPLICATION FOR NEW CONSTRUCTION:**

1. (2) Sets of construction plans.
2. (2) Site Plans showing location of proposed structure on lot, distances from all lot lines, location of any existing structures on lot, proposed parking locations, location of proposed sanitary sewer tap, location of storm sewer tap for downspouts and driveway drainage and Kanawha County Tax Map and Parcel No.
3. Zoning permit from the Municipal Planning Commission.. Determination of Flood Way/Flood Plain Designation.
4. List of all sub-contractors.

**The owner of this building and undersigned, do hereby covenant and agree to comply with all the laws of the State of West Virginia and the ordinances of the City of Charleston pertaining to the building, and to construct the proposed renovations, repairs, or remodeling in accordance with the plans and specifications submitted herewith, and in accordance with building codes, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge true and correct.**

**According to West Virginia Legislative Rules, Division of Health, Title 64, Series 63, 1998, Article 10.1.a. it is the responsibility of the Owner to ensure that "Each building or other man-made structure he or she owns is inspected for the presence of asbestos by a licensed asbestos inspector prior to any renovation or demolition activities." The owner of this building and undersigned, do hereby covenant and agree to comply with all the laws of the State of West Virginia and the ordinances of the City of Charleston pertaining to the building, and to construct the proposed renovations, repairs, or remodeling in accordance with the plans and specifications submitted herewith, and in accordance with building codes, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge true and correct.**

**The undersigned hereby declares to be legally authorized to submit plans and obtain permits for the above stated location, owner, or contractor.**

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
**DATE**