

APPLICATION DATE: \_\_\_\_\_  
DATE ISSUED: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

CITY OF NEW MARTINSVILLE  
191 MAIN STREET, MUNICIPAL BUILDING  
NEW MARTINSVILLE, WV 26155  
PHONE: (304) 455-9120, FAX: (304) 455-9123

PERMIT NO: \_\_\_\_\_  
FEE: \_\_\_\_\_  
DATE PAID: \_\_\_\_\_

**IMPORTANT INSTRUCTIONS – READ BEFORE PROCEEDING WITH APPLICATION:**

NO PERSON SHALL CONSTRUCT, ALTER OR ADD TO ANY BUILDING UNLESS HE SHALL FIRST OBTAIN FROM THE RECORDER OF THE COMMON COUNCIL A BUILDING PERMIT (CITY CODE §5-12).

ALL GENERAL CONTRACTORS AND SUB-CONTRACTORS MUST OBTAIN CITY LICENSE BEFORE ANY WORK IS STARTED IN THE CORPORATE LIMITS OF THE CITY OF NEW MARTINSVILLE (CITY CODE §6-35A).

ALL BLANKS ON THIS APPLICATION MUST BE COMPLETED (WHERE APPLICABLE). SECTION REGARDING BUSINESS & OCCUPATION TAX MUST BE COMPLETED IN FULL. BUILDING PERMIT WILL NOT BE ISSUED UNLESS COMPLETED PROPERLY. PROPERTY OWNER AND CONTRACTOR MUST SIGN APPLICATION.

**DESCRIPTION OF PROPERTY:**

PROPERTY OWNER \_\_\_\_\_ EXACT LOCATION OF CONSTRUCTION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

IS PROPERTY LOCATED IN THE FLOOD PLAIN? YES \_\_\_\_\_ OR NO \_\_\_\_\_. IF YES, THIS APPLICATION CAN ONLY BE USED FOR REPAIRS AND/OR REMODELING UP TO 50% OF MARKET VALUE OF PROPERTY. ANY ADDITIONS, SUBSTANTIAL IMPROVEMENTS OR NEW CONSTRUCTION REQUIRES DIFFERENT FLOOD PLAIN APPLICATION.

NOTE: PLANS FOR ANY BUILDING OF ASSEMBLY (STRUCTURES WITH CAPACITY OF 100 PERSONS OR MORE) MUST BE SUBMITTED TO THE STATE FIRE MARSHALL FOR APPROVAL.

**TOTAL COST OF CONSTRUCTION:** \$ \_\_\_\_\_

|  |                 |
|--|-----------------|
| <b>BUILDING PERMIT FEE (CITY CODE §5-17)</b> |                 |
| ____ RESIDENTIAL                             | ____ COMMERCIAL |
| \$501.00 TO \$1,000.00.....\$ _____          |                 |
| ____ X \$ _____                              | .....\$ _____   |
| TOTAL DUE.....\$ _____                       |                 |

**PURPOSE OF CONSTRUCTION:**

\_\_\_\_ RESIDENTIAL      \_\_\_\_ COMMERCIAL      \_\_\_\_ INDUSTRIAL  
\_\_\_\_ NEW CONSTRUCTION (SHOW ON DIAGRAM PAGE & ATTACH DETAILED PLANS)  
\_\_\_\_ ADDITION (SHOW ON DIAGRAM PAGE & ATTACH DETAILED PLANS)  
\_\_\_\_ REMODELING/REPAIRS (GIVE FULL & DISTINCT STATEMENT BELOW):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ DEMOLITION (GROUND MUST BE LEVELED AFTER DEMOLITION IS COMPLETE)  
WHAT IS BEING DEMOLISHED? \_\_\_\_\_  
MANNER OF DEMOLITION? \_\_\_\_\_  
DISPOSITION OF MATERIALS? \_\_\_\_\_

ANY ASBESTOS REMOVAL ON THIS PROJECT? YES \_\_\_\_\_ OR NO \_\_\_\_\_. IF YES, EXPLAIN DISPOSAL PROCEDURE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR INFORMATION:**

GENERAL CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

CONTRACTOR LICENSE NUMBERS: STATE LICENSE NO: \_\_\_\_\_ CITY LICENSE NO: \_\_\_\_\_

NOTE: SUBCONTRACTORS MUST BE LISTED ON PAGE 3, ALL SUBCONTRACTORS MUST BE LICENSED WITH THE STATE AND CITY BEFORE WORKING ON THIS PROJECT.

**INDEMNIFICATION/COMPLIANCE:**

I (WE), THE UNDERSIGNED, HEREBY AGREE THAT IN ACCEPTING A PERMIT FROM THE CITY BUILDING INSPECTOR FOR THE AOVE, TO INDEMNIFY AND HOLD THE CITY OF NEW MARTINSVILLE AND IT'S OFFICIALS AND REPRESENTATIVES HARMLESS AGAINST ALL CLAIMS, WARRANTS, DEMANDS, CAUSES OF ACTION OR SUITS ARISING FROM OR OCCASIONED BY THE WORK WHICH SHALL BE SUBJECT OF THE PERMIT.

IN CONSIDERATION OF PERMISSION GIVEN I (WE), HEREBY AGREE TO CONSTRUCT SAID WORK IN ALL RESPECTS IN COMPLIANCE WITH THE CITY OF NEW MARTINSVILLE BUILDING ORDINANCE AND FLOODPLAIN MANAGEMENT ORDINANCE AS OUTLINED IN THE CITY CODE AND AS ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW MARTINSVILLE.

SIGNED \_\_\_\_\_  
(PROPERTY OWNER)

BY \_\_\_\_\_ ITS \_\_\_\_\_  
DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
(CONTRACTOR)

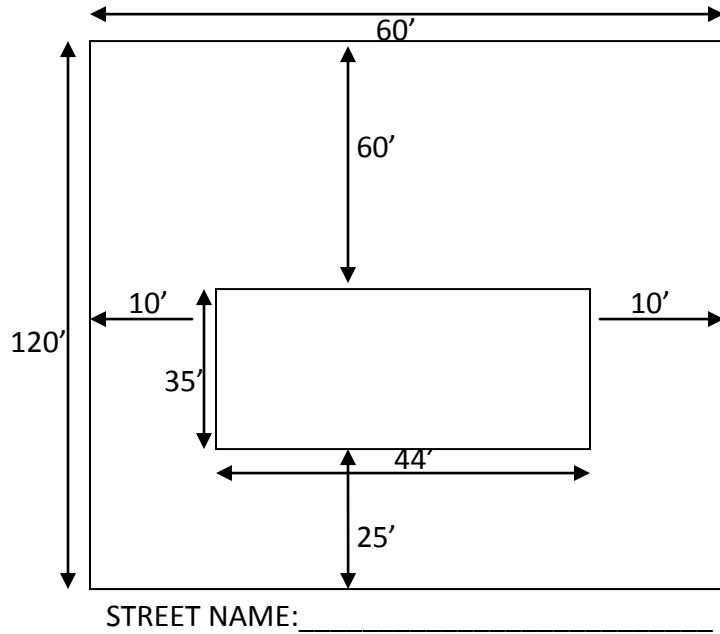
BY \_\_\_\_\_ ITS \_\_\_\_\_  
DATE \_\_\_\_\_

BEFORE DIGGING OR OTHERWISE DISTURBING THE EARTH, CALL 1-800-245-4848 TO NOTIFY MANY UNDERGROUND OWNERS – FREE SERVICE

**PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITHIN 6 MONTHS OF THE DATE THE PERMIT IS ISSUED.**

**CITY OF NEW MARTINSVILLE  
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EXAMPLE.....



USE SPACE BELOW AS OUTLINE OF LOT (SHOW ANY EXISTING STRUCTURES). SKETCH IN PROPOSED CONSTRUCTION. SHOW STREET NAME(S) ON OUTSIDE OF BLOCK. ARCHITECTURAL DRAWING MUST BE ATTACHED ON ALL COMMERCIAL OR INDUSTRIAL BUILDING BUT WE REQUIRE THIS SKETCH SO THAT SET-BACKS, ETC. CAN BE READILY SEEN.

LOT(S) SIZE:

\_\_\_\_ X \_\_\_\_ = \_\_\_\_\_ S.F.

SHOW ANY EASEMENTS OR RIGHTS-OF-WAY ON SKETCH

BUILDING:  
WIDTH \_\_\_\_\_  
LENGTH \_\_\_\_\_  
HEIGHT \_\_\_\_\_

SETBACKS FROM PROPERTY LINE:  
FRONT \_\_\_\_\_  
REAR \_\_\_\_\_  
LEFT SIDE \_\_\_\_\_  
RIGHT SIDE \_\_\_\_\_

NOTE: CORNER LOTS SHALL HAVE A SIDE SETBACK OF THE SAME DIMENSION AS FRONT SETBACK.

DOES BUILDING COMPLY WITH FIRE REGULATIONS?  
YES \_\_\_\_ NO \_\_\_\_

HOW CLOSE TO NEAREST FIRE HYDRANT? \_\_\_\_\_ FT.

ADDITIONAL INFORMATION: WATER AND SEWER LOCATIONS TO BE FURNISHED TO THE WATER & SEWER DEPARTMENT AT THE TIME OF INSTALLATION. APPLY FOR TAPS AND THE BILLING OFFICE IN THE MUNICIPAL BUILDING.

ELECTRIC SERVICE: APPLY FOR SERVICE AT THE BILLING OFFICE IN THE MUNICIPAL BUILDING IS IN CITY DISTRIBUTION SYSTEM AREA.

ADDITIONAL INFORMATION FROM APPLICANT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF NEW MARTINSVILLE  
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BUSINESS & OCCUPATION TAX INFORMATION:

OWNER IS REQUIRED TO SEE THAT CITY BUSINESS & OCCUPATION TAX IS PAID IN FULL BEFORE FINAL PAYMENT IS MADE TO GENERAL CONTRACTOR AND/OR INDIVIDUAL CONTRACTOR NOT AFFILIATED WITH GENERAL CONTRACTOR. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR SEEING THAT HIS SUBCONTRACTORS PAY THE CITY BUSINESS & OCCUPATION TAX AND SHOULD WITHHOLD FROM FINAL PAYMENT UNTIL PAID. A TAX RELEASE MUST BE OBTAINED FROM CITY RECORDER.

CITY LICENSE:

ALL CONTRACTORS AND SUBCONTRACTORS MUST OBTAIN A CITY LICENSE BEFORE DOING ANY WORK IN THE CORPORATE LIMITS OF THE CITY OF NEW MARTINSVILLE. LICENSES CAN BE PURCHASED FROM CITY RECORDER...COST \$75.50/FISCAL YEAR.

THIS SECTION TO BE COMPLETED BY GENERAL CONTRACTOR:

LIST OF SUB – CONTRACTORS ON THIS PROJECT:

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

**ALL SUB-CONTRACTORS MUST BE LISTED. IF MORE ROOM IS NEEDED PLEASE USE BACK OF THIS SHEET.**

Responsibility for City of New Martinsville Business & Occupation Tax payments is hereby acknowledged.

\_\_\_\_\_  
(GENERAL CONTRACTOR)

BY \_\_\_\_\_ IT'S \_\_\_\_\_  
(NAME) (TITLE)

**CITY OF NEW MARTINSVILLE  
BUILDING PERMIT APPLICATION – PAGE 4**

(NEW CONSTRUCTION, GARAGES, POOLS, STORAGE BUILDING, ANY ADDITIONS TO BUILDING AND DEMOLITION)

**CITY DEPARTMENT HEAD APPROVAL (NEW CONSTRUCTION ONLY):**

\_\_\_\_\_  
(ELECTRIC DEPARTMENT MANAGER) DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(FIRE CHIEF) DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(STREET COMMISSIONER) DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(WATER & SEWER SUPERINTENDENT) DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FINAL APPROVAL:**

\_\_\_\_\_  
(BUILDING AND SAFETY INSPECTOR) DATE: \_\_\_\_\_

**NOTE:**

**ALL PRECEDING PAGES MUST BE COMPLETED BEFORE BUILDING PERMIT IS ISSUED.**

**BUILDING PERMIT MUST BE POSTED BEFORE ANY WORK IS STARTED.**

## Hazardous Materials Notification

The City of New Martinsville Building Department is issuing this Building Permit to:

(OWNER) \_\_\_\_\_ . PLEASE PRINT

For the purpose of renovating this Structure known as:

(ADDRESS) \_\_\_\_\_ . PLEASE PRINT

In issuing this permit the City of New Martinsville Building Department has informed the home owner and or the contractor that the removal of any debris or disturbance of any material that could be suspect to containment of asbestos fibers or any other toxic materials is required by State Law to be tested for such contaminants before any disturbance of such materials.

The Building Department is assuming that all test requirements for any toxic materials are addressed and any materials found to be hazardous are removed in a proper manner by a licensed professional or by the guidelines set forth by the West Virginia Department of Environmental Protection which allows the (home owner) to remove such materials on his or her own, providing that all safe handling practices of the materials are observed.

The lists of materials which are considered to be possible sources of toxic material, but is not limited to or all inclusive is listed below:

- Any roofing material regardless of its age or when it was installed.
- Any paint or caulking materials or mastics.
- Any linoleum based flooring.
- Any siding materials, not including vinyl or aluminum.
- Some gypsum type wall board materials.
- Any pipe insulation and some piping materials.

Please be aware that the Building Department has no enforcement powers pertaining to the above requirements. This notice is issued to inform the owner that the State Laws mandating these regulations require the home owner to follow the requirements mandated by the State and the home owner can be held liable for any actions that would violate these laws.

Joseph C. Hanna

Building & Safety Inspector  
City of New Martinsville

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**PLEASE READ THIS NOTICE. SIGN BELOW THAT YOU UNDERSTAND AND TO ACKNOWLEDGE THAT YOU WERE INFORMED BY THE CITY. PLEASE RETURN IT TO US WITH YOUR BUILDING PERMIT APPLICATION. THANK YOU.**

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

**SIGNATURE:** \_\_\_\_\_

**PLEASE CALL 304-455-9120, IF YOU WOULD LIKE TO HAVE ASBESTOS TESTING DONE BY A CITY EMPLOYEE PRIOR TO PROCEEDING WITH YOUR PROJECT AT AN AVERAGE COST OF \$20.00.**