

## **NEW CONSTRUCTION**

***\*\*Do Not Return This Form with Application- Please Supply Construction Documents Drawings or Schematics to give a clear scope of the project applied for \*\****

***\*\*Residential submittals require 4 complete sets of plans to include elevations and section views to detail plumbing, electric, and HVAC***

***\*\*Commercial & 3 or more-unit builds require 5 complete sets of plans to include elevations and section views to detail plumbing, electric, and HVAC signed by a design professional***

***\*\*Energy efficiency report must be submitted for all residential or commercial structures***  
***[www.energycodes.gov/compliance](http://www.energycodes.gov/compliance)***

### **FOOTER:**

- Size of rebar
- Number of rebar
- Depth and width of footer
- PSI of concrete
- Height of building to be constructed
- How will new footer tie into existing footer (additions/renovations)

### **FOUNDATION:**

- Type of wall material
- Thickness of wall
- Amount/type of reinforcement

### **CRAWL SPACE:**

- Ventilation detail
- Access opening to crawl space- give dimensions
- Height of crawl space
- Give detail/location of flood openings if in flood area
- List any mechanical, plumbing or electrical items to be in crawl space & give detail of their location, connection & installation specifications
- Note if crawl space is a conditioned space
- How will crawl space tie into existing foundation

### **WALLS:**

- Lumber size of interior and exterior walls
- Interior and exterior wall covering
- Spacing of framing lumber
- Insulation value
- Header sizes of windows and doors
- Vapor barrier

## **ROOF:**

- Type- Rafters or Truss
  1. Rafters
    - lumber size
    - lumber spacing
    - span
    - pitch
    - attachment
      1. location of attachments
      2. size of attachments
      3. how a new roof will tie into an existing roof(additions/renovations
  2. Truss- manufacturers specifications must be submitted
  3. type of roofing material- flashing, ice guard
  4. type and size of sheathing
  5. underlayment
  6. snow load and wind load

## **INTERIOR:**

- All dimensions of rooms and proposed use of each room
- Window and door sizes
- Floor joist size and spacing
  - if pre-engineered, manufacturers specifications and shop drawings must be submitted

## **HVAC:**

- Gas unit
  1. show location of furnace and hot water heater
  2. show where vented to
  3. size of vents
  4. location of make-up air vents
  5. clearance around unit if in an enclosed room
  6. location of gas shut off
- Electric unit
  1. identify BTU
  2. show location of unit
  3. location of disconnect switch

## **ELECTRICAL:**

- Show runs
- Indicate branch circuits- small appliances, hvac, dryer receptacle, etc
- Show location of panel box
- Specify amp service
- Identify wire sizes
- Mark GFCI locations
- Show smoke detectors carbon monoxide detectors and how they will be wired in

## **PLUMBING:**

- Identify drain line size and domestic water line size and there locations

- Specify vent size and location
- Show where the sewer line goes
- Show hot water tank location and list specifications

#### **DRIVEWAYS and PARKING:**

- Dimensions (length & width) of parking area and/or driveway
- Locate where driveway and/or parking area will be
- Type of covering-note PSI of concrete if being used
- Parking lot layout plan

#### **RETAINING WALLS**

- Locate where retaining wall will be using site plan
- Detail thickness of wall, batter of wall
- Length and width of wall
- Material to be used
- Elevation of wall showing footer elevations and height of wall
- Elevation of existing and proposed grades

*\* If a surcharge load is present, a professional WV engineered drawing will be required*

#### **DECKS/PORCHES:**

- Show all dimensions of deck
- Show height of structure from ground up
- Provide lumber sizes for posts, joists, beams as well as spacing for each
- Show footing detail- location, size, depth, circumference and material/fill
- Give handrail height(min of 34"for residential) and spindle spacing(must be under 4")
- Show stair detail- include rise(max 8 ¼") and tread(min 9") of stairs
- Detail attachments- to house, joist to beams, rails to post
- Include its location on site plan with distances to property lines

#### **RAMPS:**

- Indicate location of ramp
- Length and width
- Give sizes of material
- Note any spacing and/or footing detail
- Show and detail attachments
- Detail rise/run/slope

#### **SITE PLAN:**

- Land use description
- Indicate property lines
- List actual dimensions, size, square footage, and shape of the lot
- Name adjacent streets
- Show the location, square footage, and dimensions of the proposed and existing structures
- Indicate the location of the lot with respect to adjacent right-of-ways and easements
- Note setbacks around structure to property lines
- Show dimensions of structures
- Illustrate the height of the structure

- Record the location and dimensions of off-street parking and means of ingress and egress for such space
- Note the existing and proposed use of the structure and land
- Detail storm water discharge plan and erosion/sediment control plan
- Scaled drawings, except for one & two family dwellings, unless required by planning and/or engineering

**GRADING:**

**a) Minor Grading (less than 1,000 square feet)**

- Give purpose for grading work
- Note property lines and adjacent property information (including streets)
- Show existing contours and proposed finished grade
- Specify any slopes and nature of existing soils
- Detail existing and proposed structures
- Designate type/source of fill to be used if needed
- Storm water & erosion management plan
- Give plan for re-vegetation

**b) Major Grading (more than 1,000 Square feet)**

- Give purpose for grading work
- Note property lines and adjacent property information (including streets)
- Show existing contours and proposed finished grade
- Show existing grade on adjoining properties
- Specify any slopes and nature of existing soils
- Detail existing and proposed structures, including dimensions of all
- Designate type/source of fill to be used if needed
- Storm water & erosion management plan
- Give plan for re-vegetation
- Must have Evidence of the application and approval from the West Virginia Department of Environmental Protection as follows:
  - i. For development(s) between 1 acre and less than 3 acres a Notice of Intent (NOI) Construction Storm water WV/NPDES General Permit is required
  - ii. For development(s) 3 acres or more a WV/NPDES Permit is required

\*\*Floodplain application may be required\* May require elevation certificates

\*\* Geotechnical report may be required

\*\* Registered Design Professional may be required

\*\*Performance Bond may be required

# City of Morgantown Application for Building Permit

<b>Application Date</b> ____/____/____	<b>Type of Work:</b> <input type="checkbox"/> New Construction SFD <input type="checkbox"/> Garage- attached <input type="checkbox"/> SFD Addition <input type="checkbox"/> Garage- detached <input type="checkbox"/> New Construction Rental/Commercial <input type="checkbox"/> Rental/Commercial Addition	<b>Is Applicant Owner?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**PROPERTY INFORMATION:**

Street address: \_\_\_\_\_ Map# \_\_\_\_\_ Parcel# \_\_\_\_\_ Ward \_\_\_\_\_ Zoning \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_ Business name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_  property owner     contractor

**CONTRACTOR INFORMATION:**

TYPE:	Contractors Business Name	City License Number
Architect/Engineer		
General Contractor		
Excavation		
Concrete		
Carpentry		
Electrical		
Plumbing		
Sewer		
Mechanical		
Roofing		
Masonry		
Drywall/Lathing		
Sprinkler		
Paving		
Fire Alarm		

Est. value of building \$ \_\_\_\_\_ Electrical value \$ \_\_\_\_\_

Square footage of build \_\_\_\_\_ Square footage of grading \_\_\_\_\_

**\*\*\*Must attach detailed construction plans and site plan\*\*\***

I here by certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to this permit.

\_\_\_\_\_  
 SIGNATURE OF APPLICANT                                      ADDRESS OF APPLICANT                                      PHONE

PRINT NAME: \_\_\_\_\_

**Detailed Description of Work to be Done:**

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**STRUCTURAL FRAME INFORMATION:**

Steel     Masonry     Concrete     Wood     Other (identify) \_\_\_\_\_

**EXTERIOR WALL INFORMATION:**

Steel     Masonry     Concrete     Wood     Other (identify) \_\_\_\_\_

<b>Street Frontage (FEET)</b>	<b>Stories (NUMBER)</b>	<b>Lot Area (SQ. FT.)</b>
<b>Front Setback (FEET)</b>	<b>Bed Rooms (NUMBER)</b>	<b>Total Building Area (SQ. FT.)</b>
<b>Rear Setback (FEET)</b>	<b>Full Baths (NUMBER)</b>	<b>Parking Area (SQ. FT.)</b>
<b>Left Setback (FEET)</b>	<b>Partial Baths (NUMBER)</b>	<b>Living Area (SQ. FT.)</b>
<b>Right Area (FEET)</b>	<b>Garages (NUMBER)</b>	<b>Basement Area (SQ. FT.)</b>
<b>Height Above Grade (FEET)</b>	<b>Windows (NUMBER)</b>	<b>Garage Area (SQ. FT.)</b>
<b>New Residential Units (NUMBER)</b>	<b>Fireplaces (NUMBER)</b>	<b>Office/Sales Area (SQ. FT.)</b>
<b>Existing Residential Units (NUMBER)</b>	<b>Enclosed Parking (NUMBER)</b>	<b>Service Area (SQ. FT.)</b>
<b>Elevators/Escalator (NUMBER)</b>	<b>Outside Parking (NUMBER)</b>	<b>Manufacturing Area (SQ. FT.)</b>

**ELECTRICAL INFORMATION:**

Size of underground conductor \_\_\_\_\_

Size of grounded conductor \_\_\_\_\_

Size of grounding conductor \_\_\_\_\_

Type of grounding system (water pipe, ground rods, etc) \_\_\_\_\_

Size of conduit used \_\_\_\_\_

Electrician license number \_\_\_\_\_

**APPROVALS:**

**Engineering Department Approval Notes:**

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Signature of person reviewing: \_\_\_\_\_ DATE

**Planning Department Approval Notes:**

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Signature of person reviewing: \_\_\_\_\_ DATE

**Code Enforcement Approval Notes:**

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Signature of person reviewing: \_\_\_\_\_ DATE

**Fire Department Approval Notes:**

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Signature of person reviewing: \_\_\_\_\_

**VALIDATION:**

Permit Number:	Fee
Electrical:	Fee
Other:	Fee
Other:	Fee
Stop Work Order:	Fee

Application Accepted and Processed By: \_\_\_\_\_

Total Fee

Approved By: \_\_\_\_\_ DATE

Signature of Person Picking Up Building Permit: \_\_\_\_\_ DATE

Print Name of Person Picking up Permit: \_\_\_\_\_



# STORM WATER PERMIT APPLICATION

278 Greenbag Road ♦ Post Office Box 852 ♦ Morgantown, WV 26507-0852 ♦ 304-292-8443 ♦ Fax 304-292-1526

## PERMIT INFORMATION (Please Print Clearly or Type):

Applicant Name:		Address:	
City:	State:	Zip:	
Office Phone No.:	Home Phone No.:	Cell Phone No.:	
E-Mail Address:			

### 1. PROJECT INFORMATION:

<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Other (multifamily, Comm., Industrial, Parking, Etc.)	<input type="checkbox"/> Site Plan Attached	<input type="checkbox"/> Storm Water Management Plan Attached	<input type="checkbox"/> Sedimentation and Erosion Control Plan Attached
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### 2. TYPE OF CONSTRUCTION:

<input type="checkbox"/> House	<input type="checkbox"/> Multifamily	<input type="checkbox"/> Comm. / Indust.	<input type="checkbox"/> Parking	<input type="checkbox"/> Other (Please Explain in #7)
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### 3. PROJECT ADDRESS:

Street Address:	City:	State:	Zip:
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### 4. LOT SURFACE COMPOSITION:

A. Pre Non-Impervious: _____ Sq. Ft.	B. Post Non-Impervious: _____ Sq. Ft.	C. Post Impervious: _____ Sq. Ft.
D. Pre Impervious: _____ Sq. Ft.	E. Total Site Area: _____ Sq. Ft.	F. Percent Impervious: _____ %

**\* ALL GRAVEL SUBJECT TO VEHICLE TRAFFIC SHALL BE CONSIDERED IMPERVIOUS.**

### 5. CONTRACTOR INFORMATION:

Contractor:		Site Representative:	
Street Address:			
City:	State:	Zip:	
Phone (Ofc):	Phone (Cell):	Email:	

### 6. DEP Approval Required: 1-3 Acres – NOI; 3+ Acres – WVDEP Construction Stormwater Permit

Yes or No:	If Yes provided copy:
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### 7. ADDITIONAL INFORMATION ABOUT PROJECT (Please Explain in detail):


Printed Name:	Signature (Required):	Date:
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## PROJECT EVALUATION (For Office Use Only):

### PROJECT REQUIREMENTS:

<input type="checkbox"/> Sedimentation and Erosion Control	<input type="checkbox"/> Storm Water Management Plan	<input type="checkbox"/> Other (See Comments)
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### ROOF DRAINS/DISCHARGE PIPE SHALL CONNECT TO:

<input type="checkbox"/> Ext. Storm Line	<input type="checkbox"/> Dry Well	<input type="checkbox"/> Ditch	<input type="checkbox"/> Stream	<input type="checkbox"/> Ground	<input type="checkbox"/> Other (See Comments)
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### WATERSHED INFORMATION

Receiving Stream:	Impairment or TMDL:
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### COMMENTS:


Service No.:	Permit No.:	Date Received:
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Reviewed By:	Date Reviewed:
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City of Morgantown Application

# Plan Review

**Submittal Date**

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**Type of Work:**  Demo  Asbestos  New SFD  New COMM

Garage  Addition  Deck  Sprinkler  Fire Alarm  Grading

Remodel or Repair  Shed  Other

**Property Information**

Street Address Where Work will be done:	Morgantown, WV
Contact EMAIL:	

**Square ft of Build**

**Cost of Project**

**Sprinkler Head Count**

SIGNATURE OF APPLICANT

ADDRESS OF APPLICANT

PRINT NAME

PHONE

## OFFICE USE ONLY

PERMIT:
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New SFD:	FIRE New COMM:
New COMM:	Sprinkler:
Garage:	Fire Alarm:
Addition:	Sign:
Site Plan:	Other:

Application Processed By: \_\_\_\_\_

DATE

Total Fee
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