

Building Permits

Permit required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the building code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

The following work does not require a permit:

- 1) One-story detached residential accessory structures that have no plumbing or electrical connections, provided the floor area does not exceed 150 square feet.
- 2) Fences not over six feet high.
- 3) Retaining walls that are not over four feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- 4) Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
- 5) Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below, and which are not part of an accessible route.
- 6) Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- 7) Prefabricated swimming pools, accessory to a one or two-family dwelling, which are less than twenty-four inches deep.
- 8) Swings and other playground equipment accessory to a one or two-family dwelling.
- 9) Window awnings supported by an exterior wall on one and two-family dwellings or their accessory structures.

Note: Permits may be required for the above where located within a designated regulatory floodplain.

Repairs: Application or notice to the building official is not required for ordinary repairs to structures. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

Application: A permit cannot be issued until sufficient information is provided to determine compliance with the building code. A list of required information for common projects is available from the permit clerk. If you need assistance, call Richard McElroy at 304-624-8750. Do not begin work until the required permit is issued. Proceed according to the approved plans. Do not make changes in the project unless amended plans have been submitted and approved.

City of Shinnston
Application for Building permit

1) Project Location: _____

2) Property owner: _____
Mailing Address: _____
Phone: _____

3) Identify and describe the work to be covered by the permit for which application is made: _____

4) Use and occupancy of the building or structure: _____

5) Estimated cost of proposed work: \$ _____

6) Contractor: _____
Federal EIN #: _____
WV contractor license number: _____
City of Shinnston license number: _____
Phone: _____

(If you are doing business with more than one contractor, list each contractor on the sheet provided. Include contractor license and EIN information and daytime phone numbers for each. Describe the scope of work and estimated cost for each contractor listed.)

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- 7) Construction documents: Attach drawings and specifications of sufficient clarity to indicate the location, nature, and extent of the work proposed and to show in detail that it will conform to the provisions of the WV State Building code and other relevant laws.

I hereby certify that the information provided on this application is true and correct to the best of my knowledge.

I hereby acknowledge that the issuance or granting of a building permit shall not be construed to be a permit for, or an approval of, any violation of the provisions of the WV State Building code or of any federal, state, or local law or ordinance.

I agree to arrange for inspection prior to concealing any work, and I accept full and unconditional responsibility for any structure, system, or portion thereof constructed or installed without prior review and approval, and for any and all costs associated with corrections necessary to achieve compliance with the WV State Building Code.

Signature of owner or authorized agent

Date

Permit Number: _____

Date Issued: _____

Definition: Application for notice to the building official is not required for ordinary repairs. Ordinary repairs shall not include the cutting away of any wall, partition or the removal or change of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements, nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

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