



# COMMERCIAL BUILDING PERMIT

Application for Review of Commercial Construction Plans  
within the City of Charleston, West Virginia  
(304) 348-6833 – (304)348-6836 fax Rev: 10/2013

## PROJECT INFORMATION

Project Location (address): \_\_\_\_\_ Kanawha County Tax Map and Parcel No. \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Estimated Starting Date: \_\_\_\_\_ Anticipated Completion: \_\_\_\_\_

**Provide (3) sets of stamped plans including civil drawings and stormwater design with calculations for new construction. Include interior and exterior renovations, site work, clearing, grading, and excavations.**

Check Types(s) of  Site  Civil  Architectural  Mechanical  Plumbing  Electrical  Sprinkler  Fire Alarm  
Drawings Submitted:  Storm Water  Special Agent Extinguishing Systems  Hood and Duct Exhaust System

## APPLICANT INFORMATION

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Lessee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lessee Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Attach permission from Property Owner for work done under lease (or provide copy of signed lease).

Contractor or Representative Name: \_\_\_\_\_ WV Contractor License No. \_\_\_\_\_

Contractor Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ City of Charleston License No. \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Attach a list of all sub-contractors working on project.

Architect/Engineer: \_\_\_\_\_ WV State License No. \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ City of Charleston Business No. \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

(Plans must be stamped and signed by a WV registered Architect or Engineer for Commercial Work costing \$50,000.00 or more)

### TYPE OF CONSTRUCTION (as Defined by the WV State Code (IBC 2012))

New Construction  Renovation  Addition / Alteration  Demolition  Excavation

Occupational Type as Defined by NFPA 101, Life Safety Code: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_ Is the structure currently sprinkled?  
Yes  No

Description of Project: \_\_\_\_\_  
\_\_\_\_\_

Construction Cost (all labor & materials): \$ \_\_\_\_\_ Floodway/Flood Plain: Yes  (Submit Elevation Certificate) No

**Total Contract Cost of Labor and Materials (including all sub-contractors). Attach copy of contract between owner and contractor for all projects costing \$10,000.00 or more)**

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_