RESIDENTIAL BUILDING PERMIT (RBP-1)

for Construction Activity within the City of Charleston, West Virginia

(304) 348-6833 – (304)348-6836 fax

REQUEST FOR A PERMIT TO DO REPAIRS, REMODELING, NEW CONSTRUCTION, OR DEMOLITION

APPLICANT INFORMATION

Property Owner Name:		Phone No:
Property Owner Address:		
City, State, ZIP:	Cell Phone No:	E-Mail Address:
Contractor or Representative Name:	Phone No:	WV Contractor's License No.
Contractor Address:		Charleston Registration No.
City, State, ZIP:	Cell Phone No:	E-Mail Address:

PROJECT INFORMATION

Project Location:	Estimated Starting Date:
Kanawha County Tax Map and Parcel No. (From Tax Ticket):	

TYPE OF CONSTRUCTION (as defined by the WV State Code (IRC 2015. 1 & 2 Family Dwellings)

☐ Residential

☐ Single Family				☐ Multi-Family			
☐ Renovation	☐ New const.	☐ Demolition	☐ Excavation	☐ Renovation	☐ New const.	☐ Demolition	☐ Excavation
☐ Interior	☐ Exterior	☐ Addition		☐ Interior	☐ Exterior	☐ Addition	

Description of work to be performed: _____

_____

Total Estimated Cost (all labor & materials) $ _____ (Attach copy of contract between Owner and Contractor for all Projects valued at $10,000.00 or more)	Permit Fee $ _____

LAND DISTURBANCE ACTIVITY INFORMATION

Estimated Project Duration:	Tentative Start Date:	
Estimated Area to be Disturbed (sq. ft.):	Estimated Additional Impervious Area to be added (sq. ft):	Estimated distance to and name of nearest water body or watershed (ft):
Is disturbance within 100 year Flood Plain? Yes ☐ No ☐ (if yes, Submit Elevation Certificate)	Disturb Riparian Area (vegetative area 25 feet from stream, creek, or river): Yes ☐ No ☐ (if yes, submit plan for approval)	

Is Erosion and Sediment Control Plan attached? Yes ☐ No ☐

STORMWATER DIVERSION (If applicable)

Location of Diversion (street address):

Provide detailed information on type of diversion _____

_____

Will the Diversion be: ☐ temporary ☐ permanent	Water Diverted by: ☐ open ditch/ channel ☐ installation of pipe

→ Over

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ITEMS REQUIRED WITH APPLICATIONS:

1. (2) Sets of construction plans, **2.** (2) Site Plans showing location of proposed structure or excavation on lot, distances from all lot lines, location of any existing structures on lot, proposed parking locations, location on purposed sanitary sewer tap, plan for stormwater discharges, and/or diverting water by installing underground pipe, constructing ditches or swells to channel water to a new location, **3.** Kanawha County Tax Map and Parcel Number, **4.** Zoning permit form the Municipal Planning Commission, **5.** Determination of Floodway/Flood Plain Designation, **6.** List of all contractors and sub-contractors.

Signature:	Date:

PROJECT SITE OWNER RESPONSIBILITY STATEMENT

The owner of this building and the undersigned, do hereby covenant & 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 renovation, repair, or remodeling in accordance with the plans and specifications submitted herewith, and in accordance with the building codes, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge true an 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 presences of asbestos by a licensed asbestos inspector prior to any renovation or demolition activates". 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 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 the applications, drawings and specifications are to the best of their knowledge true an correct.

APPLICABILITY: Pursuant to Division II of Article VIII, Chapter 102 of the City of Charleston City Code no person shall alter land or engage in any activity which causes or contributes to stormwater runoff discharge, without first having obtained a Building Permit with Land Disturbance Activity Approval for proposed activities, or which will be affected by such activity. The owner will be required to obtain such permit prior to undertaking any action. This requirement shall apply to any activity that will disturb or impact a land area greater than 5,000 cumulative square feet or increases impervious area by 1,000 square feet or greater, unless specifically exempted by the ordinance.

Revised 08/16