

WAYNE COUNTY, WEST VIRGINIA
BUILDING PERMIT APPLICATION

Fee: \$15 Residential /Commercial call for fee schedule

OWNER/APPLICANT MAILING INFORMATION CONTRACTOR OR HOME VENDOR (Can be Self-see instructions)

1. Name _____ 2. Name _____ Lic. No. _____
Address _____ Address _____
City/State/Zip _____ City/State/Zip _____
Telephone _____ Telephone _____

3. PHYSICAL ADDRESS (No Postal Routes or PO Boxes)

Example: 2121 Easy Street, Wayne, WV 25570.

Latitude _____° _____' _____"
Longitude _____° _____' _____"
If Available- Required for Tower Sites

4. ASSESSOR INFORMATION Previous Owner if less than 2 years _____

Tax District _____ Tax Map _____ Parcel(s) _____ Deed Book _____ Page _____

5. DIRECTIONS FROM NEAREST MAIN ROAD INTERSECTION TO THE PROPERTY:

Include road names, numbers, mileage and landmarks (use reverse side if necessary)

6. DESCRIPTION OF CONSTRUCTION/IMPROVEMENT (circle one) new residence, addition, business, place fill material, place mobile-modular home, bridge, culvert, stream change or other substantial improvements

7. Approximate Dimensions of Home or improvement _____x_____

8. Please include a SITE PLAN. Plan required if the proposed improvement is in a special flood hazard area

9. ESTIMATED COST OF PROPOSED IMPROVEMENT \$ _____ Must Be Completed Before Permit Can be Issued

10. Proposed Method of Sewage Disposal: ___ On-site Septic System ___ Public Sewer ___ N/A

11. Will there be any demolition or renovation involved in this project? ___ NO ___ YES State Law requires the building must be inspected for the presence of asbestos. See attached Asbestos Fact Sheet

CERTIFICATION

I state that I have read this application and completed it to the best of my knowledge. I understand that if a permit is issued, it applies only to the specific site as described herein. I understand that if the site is in a SPECIAL FLOOD HAZARD AREA, that the elevation of the lowest floor including basement of the proposed structure will be elevated to at or above the BASE FLOOD ELEVATION or three (3) feet above ground level. I understand that fill material will not be placed in the regulatory floodway. I further understand that any changes in the information given on this application will require another application and another building permit approval process, and that the permit is valid for six (6) months from the date of approval.

Date 12. _____
Property Owner /Applicant Signature

ADMINISTRATIVE SECTION

Proposed improvements on Community Panel No. _____ Zone Designation _____ BFE _____

Date Building Permit Officer

PLEASE NOTE: Failure to complete the Owner/Applicant Section of this form in its entirety could result in delays in processing of the application. Completed application may be faxed or mailed to the following address:

Building Permit Office
P.O. Box 248
Wayne, WV 25570-0248
Return Fax Number 272-6348

INSTRUCTIONS

Need Help? Permit Office 304-272-6295
Return Fax: 304-272-6348

Return Address: PO Box 248
Wayne, WV 25570

\$15 FEE for Residential/Commercial call for fee schedule

1. The name of the property owner. The address and telephone number should be that to which all inquiries and the approved permit will be returned.
2. Contractor Information: either furnish satisfactory proof that such person is duly licensed under the provisions of article §21-11-10 to carry out or superintend the work, or file a written affidavit that such person is not subject to licensure as a contractor or subcontractor. If you are performing the work yourself, then complete the attached affidavit.
3. This should be the address of the property on which the improvement is being made. If you are building a new home you should contact the 911 center for a new address (272-6333). AEP and the Telephone Company will require that an address be established before service will be connected. Your new address will be used by the Emergency Services to locate you should you call for help. Postal routes and boxes are generally not sufficient to actually locate your home. Latitude and longitude are required for tower sites, others are desired but optional.
4. This information can be obtained from the Assessor's Office (272-6341). The Deed Book and page is the recording location of your deed and is stamped on the deed to your property. Deed recording information can be obtained from the County Clerk's Office (272-6371).
5. Begin your directions at the nearest intersection of a main road. For example: "From US 52 take Mill Creek Road 2.5 miles to a private road. Go .2 miles to the site." Or "From Route 75 take Newcomb Creek Road to Brumfield Branch. Go 1.3 miles to the site."
6. If you do not see the item that describes your type of improvement, describe it in the space provided.
7. Include the overall dimensions of the structure. If the building is not rectangular, provide a sketch on the back of the application.
8. A site plan is a scaled drawing of your property that shows the location of your proposed improvements with dimensions to the property lines. If the site of your proposed improvement is in a Special Flood Hazard Area, the site plan will be required before the permit can be approved. Help is available from the Permit Office in preparing the site plan.
9. Provide your estimate of the cost of the improvement, or the contract amount.
10. Select the type of sewage disposal system that you intend to use for the new structure. Proposed Septic Systems must have made application and be eligible for a permit from the Wayne County Health Department. (272-6761).
11. Before you do any renovation or demolition you must have your home or building inspected by a licensed inspector for the presence of asbestos. See the attached Asbestos Fact Sheet, or call the WV Dept. of Health and Human Resources (304-558-6718)
12. The property owner or their contractor may sign the application. Signing the application grants the Building Permit Officer the right to enter onto the property for the purpose of inspection in connection with the Building Permit. Return the application and affidavit (if applicable) to the Permit Office.



BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES
Radiation, Toxics & Indoor Air Division
Capitol and Washington Streets,
1 Davis Square Suite 200
Charleston, West Virginia 25301-1798
Phone: (304) 558-2981
www.wvdhhr.org/rtia



ASBESTOS FACT SHEET

BEFORE YOU DO ANY RENOVATION OR DEMOLITION YOU MUST HAVE YOUR BUILDING OR HOME INSPECTED FOR THE PRESENCE OF "ASBESTOS"

WHAT DOES THE LAW STATE ABOUT RENOVATION AND DEMOLITION ACTIVITIES?

ASBESTOS ABATEMENT LICENSING
RULE WEST VIRGINIA LEGISLATIVE
RULES DIVISION OF HEALTH
TITLE 64 SERIES 63 1998

This rule established procedures and standards for the training and licensure of persons engaging in activities relating to asbestos abatement activities. This rule also identified the responsibilities of owners of building or other man-made structures where asbestos activities are being conducted.

Responsibilities of Owners

The owner must ensure that each building or other man-made structure he or she owns is inspected for the presence of asbestos by a licensed asbestos inspector prior to any renovation or demolition activities;

64-63-2. Definitions

2.14. Building or Other Man-Made Structure. A building or a part of a building, or a group of buildings on the same premises, or any other type of man-made construction, such as a pipeline, barn, shed, trailer, or any appurtenance to a building or other man-made structure.

2.3. Asbestos Abatement: Procedures to control fiber release from asbestos-containing materials.

2.4. Asbestos Abatement Project: An activity involving the repair, removal, enclosure, or encapsulation of asbestos-containing material: Provided, That the removal of less than three (3) square feet or three (3) linear feet of asbestos containing materials required in the performance of a maintenance activity not intended solely as asbestos abatement is not considered to be an asbestos abatement project.

WHERE CAN ASBESTOS BE FOUND?

- Exterior Surfaces: window putty, roof felt, shingles, mastics and cement asbestos board siding.
- Interior Surfaces: sprayed on popcorn acoustical ceilings, wall and ceiling plasters, heat reflectors (woodstoves) and acoustical tiles.
- Heating and Ventilation: heat source covering, door and cover gaskets, pipe insulation, and air duct covering.
- Flooring: sheet vinyl's, tiles and mastics.

This does not include every product or material that may contain asbestos, but is intended as a general guide to show various types of materials that may contain asbestos.

HERE ARE THE STEPS YOU NEED TO TAKE AS THE OWNER



Retain a West Virginia licensed asbestos inspector to conduct an inspection of areas affected by the renovation and/or demolition activity.



If no asbestos-containing materials are identified, you may proceed with renovation or demolition activities. Provided that you have also complied with the applicable requirements of WV Code of State Rule 45 CSR 15 - EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS PURSUANT TO 40 CFR PART 61, administered by the WV Department of Environmental Protection - Division of Air Quality.

For information call (304) 926-0499.



If asbestos-containing materials are present, those materials may only be abated by a West Virginia licensed asbestos abatement contractor.

WHERE DO I GET A LIST OF ASBESTOS INSPECTORS AND CONTRACTORS?

From the WVDHHR BUREAU FOR PUBLIC HEALTH Asbestos Compliance Program web site at www.wvdhhr.org/rtia/licensing.asp

If you do not have access to the website, you may call (304) 558-6768 to obtain a written list of licensed Inspectors and Contractors.

TO GET ANSWERS ABOUT ASBESTOS RELATED QUESTIONS AND CONCERNS?

You may contact an environmental inspector for the Asbestos Compliance Program at:

(304) 558-6718 (Chief of the program)
(304) 558-6717 (field Inspector)
(304) 558-6729 (field Inspector)
(304) 558-6736 (field Inspector)

Affidavit

Development not subject to Contractor Licensure requirements

In accordance with WV State code section 21-11-10 subsection (a) any person making application to the building inspector or other authority of any incorporated municipality or other political subdivision in this state charged with the duty of issuing building or other permits for the construction of any building, highway, sewer or structure or for any removal of materials or earth, grading or improvement, shall, before issuance of the permit, either furnish satisfactory proof to the inspector or authority that such person is duly licensed under the provisions of this article to carry out or superintend the same, or file a written affidavit that such person is not subject to licensure as a contractor or subcontractor as defined in this article. The inspector or authority may not issue a building permit to any person who does not possess a valid contractor's license when required by State Code.

Not having provided a copy of a valid contractor's license you are required to complete and sign the affidavit below before a Permit can be issued.

I _____, do hereby swear or affirm, under penalty of perjury, that the proposed development located at _____ does not meet the requirements for licensure as described in West Virginia State Code. All persons working on the proposed development are exempt from Contractor licensing requirements for the following reason(s):

- Person is performing construction work on the site of real property which the person owns or leases for commercial or residential purposes;
- Person merely furnishes material or supplies without fabricating or consuming them in the construction project;
- Person is licensed or registered as a professional and is functioning under the control of another licensing or regulatory board, whose primary business is real estate sales, appraisal, pest control, development, management and maintenance, and is acting in his or her respective professional capacity or is an employee of such professional, and is acting in the course of his or her employment to performs work which may be considered to be performing contracting work;
- Persons primary purpose is to prepare construction plans and specifications used by the contractors and is employed by a corporation, partnership or sole proprietorship who employs full time a registered architect licensed to practice in this state or a registered professional engineer licensed to practice in this state.

In witness whereof the undersigned set their hands this _____ day of _____, 20__

WITNESSETH:

Signature _____
Owner

Signature _____
Community Official