

Phone Number  
636-1414 ext. 1432

City of Elkins  
401 Davis Ave  
Elkins, WV 26241

PERMIT NUMBER

APPLICATION DATE: \_\_\_\_\_ BUILDING PERMIT APPLICATION

NO WORK IS TO BEGIN UNTIL THIS APPLICATION AND A ZONING PERMIT IS APPROVED AND PAYMENT IS RECEIVED

\* Square footage must be filled out before the permit is processed; an incomplete application will be denied.

The work described below will require a road closure: (circle one) YES NO

If yes, I understand it's my responsibility and hereby agree to provide the city and neighboring property owners as much advance notice as possible concerning plans to close city rights of way.

PLEASE FILL OUT ALL PAGES OF APPLICATION

PROPERTY OWNER INFORMATION	
OWNERS NAME:	
ADDRESS:	
PHONE #:	
NOTE: property owners may only do work on their own residence. Any work done on other property must be by a licensed contractor.	
CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #
ELECTRICAL CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #
PLUMBING CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #
HVAC CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #
OTHER CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #

I understand and will adhere to all forgoing requirements & certify 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 an authorized agent and as such agree to conform to all applicable laws of the City of Elkins and the State of West Virginia regarding this proposed project.

Signature:
Print Name:

JOB SITE INFORMATION*	
ADDRESS:	
NEW DWELLING AREA SQ. FT.	UNFINISHED SQ. FT.
GARAGE AREA SQ. FT.	NO. OF PLUMBING FIXTURES
REMODEL SQ. FT.	PORCHES, DECKS OR OTHER SQ. FT.
TYPE OF PERMIT (circle one)	
NEW CONSTRUCTION	REMODEL/RENOVATE
ADDITION	DEMOLITION
PLUMBING	ELECTRIC
ROOFING/WINDOWS	OTHER: _____
PROPOSED USE (circle one)	
RESIDENTIAL	COMMERCIAL
APARTMENTS	ASSEMBLY
MERCANTILE	BUSINESS
HEALTH CARE	OTHER: _____
NEW CONSTRUCTION (circle one)	
RESIDENTIAL	COMMERCIAL
APARTMENTS	ASSEMBLY
MERCANTILE	BUSINESS
HEALTH CARE	OTHER: _____
DESCRIPTION OF WORK	
VALUE OF WORK	
\$	

1. The owner or contractor is responsible for compliance with the latest edition of the International Building Code, The National Electrical Code and the NFPA 101 Life Safety Code.
2. The owner or contractor must notify the Building Inspector 24 hours in advance of all inspections.
3. The Building Permit must be posted at the job site.

**City of Elkins**  
**401 Davis Ave.**  
**Elkins, WV 26241**

# Zoning Permit Application

**(304) 636-1414**

<b>Identification</b>	Owner/Lessee	Phone	<b>FOR OFFICE USE ONLY</b>	
	Street Address		Zoning Receipt	Date
	City State Zip		Building Receipt	Date
			Zoning District	
		District/Map/Parcel	Lot Size	
<b>Improvement:</b>			<b>Permits Required:</b>	
<input type="checkbox"/> new building <input type="checkbox"/> razing <input type="checkbox"/> new addition <input type="checkbox"/> relocation <input type="checkbox"/> more than 500 sqft <input type="checkbox"/> sign(s) <input type="checkbox"/> replacement <input type="checkbox"/> other (identify) _____			<input type="checkbox"/> Building # <input type="checkbox"/> Electrical # <input type="checkbox"/> Water Tap # <input type="checkbox"/> Sanitary Tap # <input type="checkbox"/> Grease Tap # <input type="checkbox"/> Occupancy #	
<b>Proposed Use:</b>				
See page 4 for list of uses (check those that apply)			<input type="checkbox"/> Rental Inspection # <input type="checkbox"/> Asbestos # <input type="checkbox"/> Fire Sprinkler Tap # <input type="checkbox"/> State Fire Marshal # <input type="checkbox"/> Elevation Certificate #	
<b>Certification</b>	I hereby certify 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 an authorized agent and as such agree to conform to all applicable laws of the City of Elkins and the State of West Virginia regarding this proposed project.			
	Signature	Date	<input type="checkbox"/> FEMA –Appurtenant Structures <input type="checkbox"/> Trash Containment <input type="checkbox"/> Health Department <input type="checkbox"/> Backflow Prevention <input type="checkbox"/> Other	
	Address			

<b>Validation</b>	Approved by	Reason for denial
	<div style="text-align: center;">Zoning Officer</div> <div>Date</div>	
		<div style="text-align: right;">Initials _____ Date _____</div>

Please Note: This is an application for a zoning permit – it is NOT a building permit or an electrical permit. There will be a separate fee for and approval of those permits based upon the value of the work done and/or the number of circuits involved in the inspection process. There may also be fees due for razing which requires an asbestos inspection by a West Virginia State Certified Asbestos Inspector. If you have questions, call City Hall at 304-636-1414.

This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form a uniform pattern of small squares across the entire surface. There are no margins, text, or other markings on the paper.

**Please check the proposed used for site:**

for definitions of each use, visit <https://cityofelkinswv.com/living/zoning/>

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> ADULT BUSINESS                    | <input type="checkbox"/> FACTORY-BUILT HOME RENTAL COMMUNITY          | <input type="checkbox"/> PRIVATE CLUB                                     |
| <input type="checkbox"/> AGRICULTURE                       | <input type="checkbox"/> FARM/CONSTRUCTION EQUIPMENT AND SUPPLY SALES | <input type="checkbox"/> PROFESSIONAL SERVICES                            |
| <input type="checkbox"/> AGROTOURISM                       | <input type="checkbox"/> FARMER'S MARKET                              | <input type="checkbox"/> RECEPTION FACILITY RECREATION, COMMERCIAL INDOOR |
| <input type="checkbox"/> AMPHITHEATER                      | <input type="checkbox"/> FLEA MARKET                                  | <input type="checkbox"/> RECREATION, COMMERCIAL OUTDOOR                   |
| <input type="checkbox"/> ANIMAL HOSPITAL/VETERINARY        | <input type="checkbox"/> FREIGHT TERMINAL                             | <input type="checkbox"/> RECEPTION, MUNICIPAL                             |
| <input type="checkbox"/> OFFICE                            | <input type="checkbox"/> FUNERAL HOME/MORTUARY                        | <input type="checkbox"/> RECYCLING FACILITY                               |
| <input type="checkbox"/> AUTOMOBILE CAR WASH               | <input type="checkbox"/> GARAGE, PUBLIC                               | <input type="checkbox"/> RESEARCH & DEVELOPMENT                           |
| <input type="checkbox"/> AUTOMOBILE REPAIR/SERVICE         | <input type="checkbox"/> GARDEN CENTER                                | <input type="checkbox"/> RESTAURANT                                       |
| <input type="checkbox"/> BAKERY                            | <input type="checkbox"/> GAS STATION                                  | <input type="checkbox"/> RETAIL STORE/SHOP <7,000 SQUARE FEET             |
| <input type="checkbox"/> BANK/FINANCIAL INSTITUTION        | <input type="checkbox"/> GAS STATION, LARGE                           | <input type="checkbox"/> RETAIL STORE/SHOP 7,000 TO 25,000 SQUARE FEET    |
| <input type="checkbox"/> BED AND BREAKFAST INN I           | <input type="checkbox"/> GOVERNMENTAL OPERATIONS                      | <input type="checkbox"/> RETAIL STORE/SHOP >25,000 SQUARE FEET            |
| <input type="checkbox"/> BED AND BREAKFAST INN II          | <input type="checkbox"/> GREENHOUSE, COMMERCIAL                       | <input type="checkbox"/> ROADSIDE VENDOR STAND                            |
| <input type="checkbox"/> BED AND BREAKFAST INN III         | <input type="checkbox"/> GREENHOUSE, NONCOMMERCIAL                    | <input type="checkbox"/> SALVAGE YARD                                     |
| <input type="checkbox"/> BOAT AND MARINE SALES/SERVICE     | <input type="checkbox"/> GROUP RESIDENTIAL FACILITY                   | <input type="checkbox"/> SCHOOL, COMMERCIAL                               |
| <input type="checkbox"/> BREWERY PUB                       | <input type="checkbox"/> GROUP RESIDENTIAL HOME                       | <input type="checkbox"/> SCHOOL, PREK-12                                  |
| <input type="checkbox"/> BROADCASTING STUDIO               | <input type="checkbox"/> HEALTH CLUB                                  | <input type="checkbox"/> SELF-STORAGE FACILITY                            |
| <input type="checkbox"/> BUILDING MATERIAL FACILITY        | <input type="checkbox"/> HOME-BASED BUSINESS (LOW IMPACT)             | <input type="checkbox"/> SENIOR INDEPENDENT HOUSING                       |
| <input type="checkbox"/> BUS/TRANSIT FACILITIES            | <input type="checkbox"/> HOME-BASED BUSINESS (NO IMPACT)              | <input type="checkbox"/> SHOPPING CENTER                                  |
| <input type="checkbox"/> BUS/TRANSIT SHELTER               | <input type="checkbox"/> HOSPITAL                                     | <input type="checkbox"/> SOLAR ENERGY FACILITY, SMALL                     |
| <input type="checkbox"/> BUTCHER SHOP                      | <input type="checkbox"/> HOTEL/MOTEL                                  | <input type="checkbox"/> SOLAR ENERGY FACILITY, LARGE                     |
| <input type="checkbox"/> CATERING BUSINESS                 | <input type="checkbox"/> INCINERATOR                                  | <input type="checkbox"/> SOLID WASTE DISPOSAL AREA/ FACILITY, PRIVATE     |
| <input type="checkbox"/> CHILD DAY CARE FACILITY, CLASS 1  | <input type="checkbox"/> INDUSTRIAL PARK                              | <input type="checkbox"/> SOLID WASTE DISPOSAL AREA/ FACILITY, PUBLIC      |
| <input type="checkbox"/> CHILD DAY CARE FACILITY, CLASS 2  | <input type="checkbox"/> KENNEL                                       | <input type="checkbox"/> SPORTS ARENA                                     |
| <input type="checkbox"/> CHILD DAY CARE FACILITY, CLASS 3  | <input type="checkbox"/> LABORATORY                                   | <input type="checkbox"/> STUDIO, DANCING, MUSIC, OR ART                   |
| <input type="checkbox"/> CHILD DAY CARE FACILITY, CLASS 4  | <input type="checkbox"/> LAUNDROMAT                                   | <input type="checkbox"/> TATTOO PARLOR/BODY PIERCING STUDIO               |
| <input type="checkbox"/> CLINIC                            | <input type="checkbox"/> LIQUOR STORE                                 | <input type="checkbox"/> TAVERN/DRINKING ESTABLISHMENT                    |
| <input type="checkbox"/> COMMUNITY FACILITY                | <input type="checkbox"/> LUMBERYARD                                   | <input type="checkbox"/> TEMPORARY SHELTER                                |
| <input type="checkbox"/> CONTINUING CARE FACILITY          | <input type="checkbox"/> MANUFACTURING (HEAVY)                        | <input type="checkbox"/> THEATER  |
| <input type="checkbox"/> CONVENIENCE STORE                 | <input type="checkbox"/> MANUFACTURING (LIGHT)                        | <input type="checkbox"/> THEATER, DRIVE-IN                                |
| <input type="checkbox"/> CONVERSION OF SCHOOL/CHURCH       | <input type="checkbox"/> MEDICAL ADULT DAY CARE CENTER                | <input type="checkbox"/> TRUCK TERMINAL                                   |
| <input type="checkbox"/> CULTURAL SERVICE                  | <input type="checkbox"/> MEDICAL CANNABIS DISPENSARY                  | <input type="checkbox"/> VEHICLES SALES/RENTAL AND SERVICE                |
| <input type="checkbox"/> DISTILLERY                        | <input type="checkbox"/> MEDICAL CANNABIS GROWING FACILITY            | <input type="checkbox"/> VIDEO GAMING OR LOTTERY ESTABLISHMENT            |
| <input type="checkbox"/> DISTRIBUTION FACILITY             | <input type="checkbox"/> MEDICAL CANNABIS ORGANIZATION, HEALTH CARE   | <input type="checkbox"/> WAREHOUSE  |
| <input type="checkbox"/> DOCK                              | <input type="checkbox"/> MEDICAL CANNABIS PROCESSING FACILITY         | <input type="checkbox"/> WATER TREATMENT PLANT                            |
| <input type="checkbox"/> DOG DAY CARE                      | <input type="checkbox"/> NIGHT CLUB                                   | <input type="checkbox"/> WHOLESALE ESTABLISHMENT                          |
| <input type="checkbox"/> DRY CLEANER                       | <input type="checkbox"/> OFFICE SUPPLY ESTABLISHMENT                  | <input type="checkbox"/> WIND ENERGY FACILITY, SMALL                      |
| <input type="checkbox"/> DWELLING, ACCESSORY               | <input type="checkbox"/> PARCEL DELIVERY FACILITY                     | <input type="checkbox"/> WINERY   |
| <input type="checkbox"/> DWELLING, CONVERSION APARTMENT    | <input type="checkbox"/> PARK   | <input type="checkbox"/> WIRELESS   |
| <input type="checkbox"/> DWELLING, MIXED USE               | <input type="checkbox"/> PARKING LOT                                  | <input type="checkbox"/> TELECOMMUNICATIONS FACILITY, SMALL CELLS         |
| <input type="checkbox"/> DWELLING, MULTI-FAMILY            | <input type="checkbox"/> PARKING STRUCTURE                            | <input type="checkbox"/> WIRELESS TELECOMMUNICATIONS FACILITY             |
| <input type="checkbox"/> DWELLING, SINGLE-FAMILY           | <input type="checkbox"/> PERSONAL SERVICE                             |   |
| <input type="checkbox"/> DWELLING, TWO-FAMILY              | <input type="checkbox"/> PET SHOP                                     |   |
| <input type="checkbox"/> EDUCATIONAL INSTITUTION           | <input type="checkbox"/> PHARMACY                                     |   |
| <input type="checkbox"/> EMERGENCY SHELTER                 | <input type="checkbox"/> PHOTOGRAPHIC STUDIO                          |   |
| <input type="checkbox"/> EQUIPMENT RENTAL/REPAIR           | <input type="checkbox"/> PLACES OF WORSHIP/ RELIGIOUS INSTITUTIONS    |   |
| <input type="checkbox"/> ESSENTIAL UTILITIES AND EQUIPMENT |   |   |
| <input type="checkbox"/> EVENT, MASS GATHERING             |   |   |
| <input type="checkbox"/> EVENT, SPECIAL                    |   |   |
| <input type="checkbox"/> EXTRACTIVE INDUSTRY               |   |   |
| <input type="checkbox"/> FACTORY-BUILT HOME                |   |   |