

Phone # 636-1414
 Fax # 635-7132

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

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.	

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.

CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #

TYPE OF PERMIT	
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> REMODEL/RENOVATE
<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> PLUMBING	<input type="checkbox"/> ELECTRIC
<input type="checkbox"/> ROOFING/WINDOWS	OTHER: _____

ELECTRICAL CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #

PROPOSED USE	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
<input type="checkbox"/> APARTMENTS	<input type="checkbox"/> ASSEMBLY
<input type="checkbox"/> MERCANTILE	<input type="checkbox"/> BUSINESS
<input type="checkbox"/> HEALTH CARE	OTHER: _____

PLUMBING CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #

NEW CONSTRUCTION	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
<input type="checkbox"/> APARTMENTS	<input type="checkbox"/> ASSEMBLY
<input type="checkbox"/> MERCANTILE	<input type="checkbox"/> BUSINESS
<input type="checkbox"/> HEALTH CARE	OTHER: _____

HVAC CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #

DESCRIPTION OF WORK	

OTHER CONTRACTOR	
NAME:	
ADDRESS:	
PHONE:	
WV License #	City License #

VALUE OF WORK	
\$ _____	

I understand and will adhere to all forgoing requirements

Signature:
Print Name:

1. 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. 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.

Identification	Owner/Lessee	Phone	FOR OFFICE USE ONLY		
	Street Address				Zoning Receipt
	City State Zip		Building Receipt	Date	
			Zoning District		
		District/Map/Parcel	Lot Size		
Improvement:			Permits Required:		
<input type="checkbox"/> new building	<input type="checkbox"/> razing	<input type="checkbox"/> Building	#		
<input type="checkbox"/> new addition	<input type="checkbox"/> relocation	<input type="checkbox"/> Electrical	#		
<input type="checkbox"/> more than 500 sqft	<input type="checkbox"/> sign(s)	<input type="checkbox"/> Water Tap	#		
<input type="checkbox"/> replacement	<input type="checkbox"/> other (identify) _____	<input type="checkbox"/> Sanitary Tap	#		
		<input type="checkbox"/> Grease Tap	#		
Proposed Use:			<input type="checkbox"/> Occupancy	#	
See page 3 for list of uses (check those that apply)			<input type="checkbox"/> Rental Inspection	#	
			<input type="checkbox"/> Asbestos	#	
Certification	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.		<input type="checkbox"/> Fire Sprinkler Tap	#	
	Signature		Date	<input type="checkbox"/> State Fire Marshal	#
	Address				
			<input type="checkbox"/> Elevation Certificate	#	
			<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			

Validation	Approved by		Reason for denial		
	_____ Zoning Officer				
Date		Initials _____ Date _____			

Site Plan: In the space below prepare a diagram showing the lot dimensions, existing buildings, sidewalks, and driveways. Clearly indicate the location, size, and height of the proposed structure(s) with distances to property lines in all directions. When required, show landscaping, parking spaces, surface water control, and/or sign locations. This site plan does *not* need to be drawn to scale but does need detail sufficient to support your application for a zoning permit. Failure to provide sufficient and accurate information may cause a delay in the processing of this application. If desired, a site plan may be furnished as an attachment to this application.

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.

A large grid area for drawing a site plan. The grid consists of 20 columns and 20 rows of squares, providing a space for the applicant to draw lot dimensions, existing buildings, sidewalks, driveways, and proposed structures.

Please check the proposed used for site:

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

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