

APPLICATION DATE: \_\_\_\_\_

**BUILDING PERMIT APPLICATION**  
**STRUCTURES WITHIN FLOOD PLAIN**

PERMIT NO: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

CITY OF NEW MARTINSVILLE  
191 MAIN STREET, MUNICIPAL BUILDING  
NEW MARTINSVILLE, WV 26155  
PHONE: (304) 455-9120, FAX: (304) 455-9123

FEE: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

**IMPORTANT INSTRUCTIONS – READ BEFORE PROCEEDING WITH APPLICATION:**

NO PERSON SHALL CONSTRUCT, ALTER OR ADD TO ANY BUILDING UNLESS HE SHALL FIRST OBTAIN FROM THE RECORDER OF THE COMMON COUNCIL A BUILDING PERMIT (CITY CODE §5-12).

ALL GENERAL CONTRACTORS AND SUB-CONTRACTORS MUST OBTAIN CITY LICENSE BEFORE ANY WORK IS STARTED IN THE CORPORATE LIMITS OF THE CITY OF NEW MARTINSVILLE (CITY CODE §6-35A).

ALL BLANKS ON THIS APPLICATION MUST BE COMPLETED (WHERE APPLICABLE). SECTION REGARDING BUSINESS & OCCUPATION TAX MUST BE COMPLETED IN FULL. BUILDING PERMIT WILL NOT BE ISSUED UNLESS COMPLETED PROPERLY. **PROPERTY OWNER AND CONTRACTOR MUST SIGN APPLICATION.**

**DESCRIPTION OF PROPERTY:**

- A. PROPERTY OWNER \_\_\_\_\_
- B. ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_
- C. EXACT LOCATION OF CONSTRUCTION \_\_\_\_\_
- D. LOT SIZE \_\_\_\_\_ TOTAL SQUARE FEET \_\_\_\_\_ LOT NUMBERS \_\_\_\_\_

**TOTAL COST OF CONSTRUCTION:** \$ \_\_\_\_\_

<b><u>BUILDING PERMIT FEE (CITY CODE §5-17)</u></b>	
____ RESIDENTIAL	____ COMMERCIAL
\$501.00 TO \$1,000.00.....\$ _____	
____ X \$ _____.....\$ _____	
TOTAL DUE.....\$ _____	

<b><u>For Department Use</u></b>
Assessed market value of structure based on tax maps. \$ _____
Base Flood Elevation _____ ft
Lowest Floor Elevation _____ ft
Flood openings shall be required for substantial improvements as follows: 1 inch of opening for every 1 foot of floor area.

**PURPOSE OF CONSTRUCTION:**

- \_\_\_\_ RESIDENTIAL      \_\_\_\_ COMMERCIAL      \_\_\_\_ INDUSTRIAL
- \_\_\_\_ NEW CONSTRUCTION (SHOW ON DIAGRAM PAGE & ATTACH DETAILED PLANS)
- \_\_\_\_ ADDITION (SHOW ON DIAGRAM PAGE & ATTACH DETAILED PLANS)
- \_\_\_\_ SUBSTANTIAL IMPROVEMENTS (50% OF MARKET VALUE)

BRIEF DESCRIPTION OF PROPOSED WORK:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR INFORMATION:**

GENERAL CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CONTRACTOR LICENSE NUMBERS: STATE LICENSE NO: \_\_\_\_\_ CITY LICENSE NO: \_\_\_\_\_  
 NOTE: SUBCONTRACTORS MUST BE LISTED ON PAGE 3, ALL SUBCONTRACTORS MUST BE LICENSED WITH THE STATE AND CITY BEFORE WORKING ON THIS PROJECT.

**INDEMNIFICATION/COMPLIANCE:**

I (WE), THE UNDERSIGNED, HEREBY AGREE THAT IN ACCEPTING A PERMIT FROM THE CITY BUILDING INSPECTOR FOR THE AOVE, TO INDEMNIFY AND HOLD THE CITY OF NEW MARTINSVILLE AND IT'S OFFICIALS AND REPRESENTATIVES HARMLESS AGAINST ALL CLAIMS, WARRANTS, DEMANDS, CAUSES OF ACTION OR SUITS ARISING FROM OR OCCASIONED BY THE WORK WHICH SHALL BE SUBJECT OF THE PERMIT.

IN CONSIDERATION OF PERMISSION GIVEN I (WE), HEREBY AGREE TO CONSTRUCT SAID WORK IN ALL RESPECTS IN COMPLIANCE WITH THE CITY OF NEW MARTINSVILLE BUILDING ORDINANCE AND FLOODPLAIN MANAGEMENT ORDINANCE AS OUTLINED IN THE CITY CODE AND AS ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW MARTINSVILLE.

SIGNED \_\_\_\_\_  
(PROPERTY OWNER)

BY \_\_\_\_\_ ITS \_\_\_\_\_  
DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
(CONTRACTOR)

BY \_\_\_\_\_ ITS \_\_\_\_\_  
DATE \_\_\_\_\_

BEFORE DIGGING OR OTHERWISE DISTURBING THE EARTH, CALL 1-800-245-4848 TO NOTIFY MANY UNDERGROUND OWNERS – FREE SERVICE

**PERMIT WILL BECOME NULL AND VOID IF CONSTRUCTION WORK IS NOT STARTED WITHIN 6 MONTHS OF THE DATE THE PERMIT IS ISSUED.**

**THE FOLLOWING ARE REQUIREMENTS THAT NEED TO BE MET BEFORE A BUILDING PERMIT CAN BE ISSUED FOR CONSTRUCTION LOCATED IN THE FLOOD PLAIN. THESE REQUIREMENTS ARE GOVERNED BY THE CITY OF NEW MARTINSVILLE'S FLOOD PLAIN ORDINANCE WHICH SATISFIES REQUIREMENTS PLACED ON THE CITY BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. BY SIGNING THIS APPLICATION THE PROPERTY OWNER AND CONTRACTOR DO AGREE TO CONSTRUCT SAID WORK IN COMPLIANCE WITH THE CITY'S FLOOD PLAIN ORDINANCE AS ADOPTED BY THE COMMON COUNCIL OF THE CITY OF NEW MARTINSVILLE.**

Building Permits are required in order to determine whether all new construction or substantial improvements are:

- (1) designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
- (2) constructed with materials and utility equipment resistant to flood damage.
- (3) constructed by methods and practices that minimize flood damage.
- (4) constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

Depending on the type of structure involved, the following information shall also be included with the application for development within the Flood Plain Area.

A. For structures to be elevated to the Base Flood Elevation:

- (1) a plan showing the size of the proposed structure and its relation to the lot where it is to be constructed.
- (2) a determination of elevations of the existing ground, proposed finished ground and lowest floor, certified by a Registered professional Engineer, Surveyor or Architect.
- (3) plans showing the method of elevating the proposed structure, includes details of proposed fills, pile structures, retaining walls, foundations, erosion protection measures, etc. When required by the Permit Officer, these plans shall be prepared by a Registered Professional Engineer or Architect.
- (4) plans showing the methods used to protect utilities (including sewer, water, telephone, electric, gas, etc.) from flooding to the Base Flood Elevation at the building site.

B. For structures to be flood proofed to the Base Flood Elevation (nonresidential structures only):

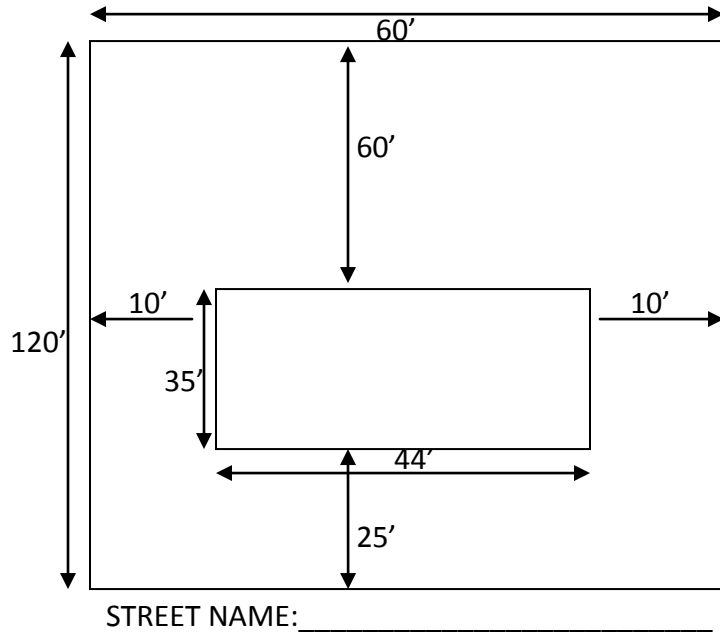
- (1) plans showing details of all flood proofing measures, prepared by a Registered Professional Engineer or Architect, and showing the size of the proposed structure and its relation to the lot where it is to be constructed.
- (2) a determination of elevations of existing ground, proposed finished ground, lowest floor, and flood proofing limits; certified by a Registered Professional Engineer, Surveyor, or Architect.
- (3) a certificate prepared by the Registered Professional Engineer or Architect who prepared the plans in (1) above, that the structure in question, together with attendant utility and sanitary facilities is designed so that:
  - a. below the Base Flood Elevation the structure is watertight with walls substantially impermeable to the passage of water.
  - b. the structure will withstand the hydrostatic, hydrodynamic, buoyant, impact, and other forces resulting from the flood depths, velocities, pressures, and other factors associated with the Base Flood.

The owner or developer of any proposed subdivision, manufactured home park or subdivision or other development shall submit a site plan to the Permit Officer which includes the following information:

- (1) Name of engineer, surveyor or other qualified person responsible for providing the information required in this section.
- (2) A map showing the location of the proposed subdivision and/or development with respect to the municipality's flood plain areas, proposed lots and sites, fills, flood or erosion protective facilities and areas subject to special deed restriction. In addition, it is required that all subdivision proposals and other proposed new developments greater than 50 lots or five (5) acres, whichever is the lesser, shall include base flood evaluation data.
- (3) Where the subdivision and/or development lies partially or completely in the flood plain areas, the plan map shall include detailed information giving the location and elevation of proposed roads, public utilities and building sites. All such maps shall also show contours at intervals of two (2) or five (5) feet depending upon the slope of the land and identify accurately the boundaries of the flood plain area.

**CITY OF NEW MARTINSVILLE  
BUILDING PERMIT APPLICATION – PAGE 3**

EXAMPLE.....



USE SPACE BELOW AS OUTLINE OF LOT (SHOW ANY EXISTING STRUCTURES). SKETCH IN PROPOSED CONSTRUCTION. SHOW STREET NAME(S) ON OUTSIDE OF BLOCK. ARCHITECTURAL DRAWING MUST BE ATTACHED ON ALL COMMERCIAL OR INDUSTRIAL BUILDING BUT WE REQUIRE THIS SKETCH SO THAT SET-BACKS, ETC. CAN BE READILY SEEN.

LOT(S) SIZE:

\_\_\_\_ X \_\_\_\_ = \_\_\_\_\_ S.F.

SHOW ANY EASEMENTS OR RIGHTS-OF-WAY ON SKETCH

BUILDING:  
WIDTH \_\_\_\_\_  
LENGTH \_\_\_\_\_  
HEIGHT \_\_\_\_\_

SETBACKS FROM PROPERTY LINE:  
FRONT \_\_\_\_\_  
REAR \_\_\_\_\_  
LEFT SIDE \_\_\_\_\_  
RIGHT SIDE \_\_\_\_\_

NOTE: CORNER LOTS SHALL HAVE A SIDE SETBACK OF THE SAME DIMENSION AS FRONT SETBACK.

DOES BUILDING COMPLY WITH FIRE REGULATIONS?  
YES \_\_\_\_ NO \_\_\_\_

HOW CLOSE TO NEAREST FIRE HYDRANT? \_\_\_\_\_ FT.

ADDITIONAL INFORMATION: WATER AND SEWER LOCATIONS TO BE FURNISHED TO THE WATER & SEWER DEPARTMENT AT THE TIME OF INSTALLATION. APPLY FOR TAPS AND THE BILLING OFFICE IN THE MUNICIPAL BUILDING.

ELECTRIC SERVICE: APPLY FOR SERVICE AT THE BILLING OFFICE IN THE MUNICIPAL BUILDING IS IN CITY DISTRIBUTION SYSTEM AREA.

ADDITIONAL INFORMATION FROM APPLICANT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF NEW MARTINSVILLE  
BUILDING PERMIT APPLICATION – PAGE 4**

BUSINESS & OCCUPATION TAX INFORMATION:

OWNER IS REQUIRED TO SEE THAT CITY BUSINESS & OCCUPATION TAX IS PAID IN FULL BEFORE FINAL PAYMENT IS MADE TO GENERAL CONTRACTOR AND/OR INDIVIDUAL CONTRACTOR NOT AFFILIATED WITH GENERAL CONTRACTOR. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR SEEING THAT HIS SUBCONTRACTORS PAY THE CITY BUSINESS & OCCUPATION TAX AND SHOULD WITHHOLD FROM FINAL PAYMENT UNTIL PAID. A TAX RELEASE MUST BE OBTAINED FROM CITY RECORDER.

CITY LICENSE:

ALL CONTRACTORS AND SUBCONTRACTORS MUST OBTAIN A CITY LICENSE BEFORE DOING ANY WORK IN THE CORPORATE LIMITS OF THE CITY OF NEW MARTINSVILLE. LICENSES CAN BE PURCHASED FROM CITY RECORDER...COST \$25.50/FISCAL YEAR.

THIS SECTION TO BE COMPLETED BY GENERAL CONTRACTOR:

LIST OF SUB – CONTRACTORS ON THIS PROJECT:

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Office Phone \_\_\_\_\_ Contract Amount \_\_\_\_\_  
State License No. \_\_\_\_\_ City License No. \_\_\_\_\_

**ALL SUB-CONTRACTORS MUST BE LISTED. IF MORE ROOM IS NEEDED PLEASE USE BACK OF THIS SHEET.**

Responsibility for City of New Martinsville Business & Occupation Tax payments is hereby acknowledged.

\_\_\_\_\_  
(GENERAL CONTRACTOR)

BY \_\_\_\_\_ IT'S \_\_\_\_\_  
(NAME) (TITLE)

**CITY OF NEW MARTINSVILLE  
BUILDING PERMIT APPLICATION – PAGE 5**

(NEW CONSTRUCTION, GARAGES, POOLS, STORAGE BUILDING, ANY ADDITIONS TO BUILDING AND DEMOLITION)

**CITY DEPARTMENT HEAD APPROVAL (NEW CONSTRUCTION ONLY):**

\_\_\_\_\_  
(ELECTRIC DEPARTMENT MANAGER) DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(FIRE CHIEF) DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(STREET COMMISSIONER) DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(WATER & SEWER SUPERINTENDENT) DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FINAL APPROVAL:**

\_\_\_\_\_  
(BUILDING AND SAFETY INSPECTOR) DATE: \_\_\_\_\_

**NOTE:**

**ALL PRECEDING PAGES MUST BE COMPLETED BEFORE BUILDING PERMIT IS ISSUED.**

**BUILDING PERMIT MUST BE POSTED BEFORE ANY WORK IS STARTED.**

## Hazardous Materials Notification

The City of New Martinsville Building Department is issuing this Building Permit to:

(OWNER) \_\_\_\_\_ . PLEASE PRINT

For the purpose of renovating this Structure known as:

(ADDRESS) \_\_\_\_\_ . PLEASE PRINT

In issuing this permit the City of New Martinsville Building Department has informed the home owner and or the contractor that the removal of any debris or disturbance of any material that could be suspect to containment of asbestos fibers or any other toxic materials is required by State Law to be tested for such contaminants before any disturbance of such materials.

The Building Department is assuming that all test requirements for any toxic materials are addressed and any materials found to be hazardous are removed in a proper manner by a licensed professional or by the guidelines set forth by the West Virginia Department of Environmental Protection which allows the (home owner) to remove such materials on his or her own, providing that all safe handling practices of the materials are observed.

The lists of materials which are considered to be possible sources of toxic material, but is not limited to or all inclusive is listed below:

- Any roofing material regardless of its age or when it was installed.
- Any paint or caulking materials or mastics.
- Any linoleum based flooring.
- Any siding materials, not including vinyl or aluminum.
- Some gypsum type wall board materials.
- Any pipe insulation and some piping materials.

Please be aware that the Building Department has no enforcement powers pertaining to the above requirements. This notice is issued to inform the owner that the State Laws mandating these regulations require the home owner to follow the requirements mandated by the State and the home owner can be held liable for any actions that would violate these laws.

Joseph C. Hanna

Building & Safety Inspector  
City of New Martinsville

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**PLEASE READ THIS NOTICE. SIGN BELOW THAT YOU UNDERSTAND AND TO ACKNOWLEDGE THAT YOU WERE INFORMED BY THE CITY. PLEASE RETURN IT TO US WITH YOUR BUILDING PERMIT APPLICATION. THANK YOU.**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PLEASE CALL 304-455-9120, IF YOU WOULD LIKE TO HAVE ASBESTOS TESTING DONE BY A CITY EMPLOYEE PRIOR TO PROCEEDING WITH YOUR PROJECT AT AN AVERAGE COST OF \$20.00.**