

Things Needed to Obtain a Building Permit

A Real Estate Tax Receipt for the property you wish to obtain a permit for, obtained at the Sheriff's Tax Office

- ✚ Phone Number 304-357-0210
- ✚ Kanawha County Courthouse, Room 120, 409 Virginia Street, East
- ✚ www.kanawha.us - On the right-hand side under links select Sheriff Department - then Tax Division

Proper documentation of the cost

- ✚ Mobile or Modular Home - A copy of the Purchase Agreement stating the cost
- ✚ If hiring a contractor - A copy of the contract stating the cost
- ✚ If completing the work yourself - A quote of supply costs from Lowes, Home Depot or 84 Lumber.

If the Planning & Community Development Office determines that all or a portion of your property is located within the 100 Year Floodplain - YOU MUST

- ✚ Provide a Plat Map if the structure is located outside of the Floodplain
- ✚ Provide an Elevation Certificate if the structure is located within the Floodplain
- ✚ All mobile homes being placed within the Floodplain must be installed by a certified mobile home installer
- ✚ Any structure built within the Floodplain must be built by a certified contractor

KANAWHA COUNTY BUILDING PERMITS

GUIDELINES AND PROCEDURES

IN ALL UNINCORPORATED AREAS OF KANAWHA COUNTY, ANY NEW STRUCTURES, IMPROVEMENTS OF 50% OR MORE IN MARKET VALUE TO EXISTING STRUCTURES, RELOCATION OR PLACEMENT OF ANY BUILDING OR MOBILE HOME OR OTHER EARTH DISTURBING ACTIVITY REQUIRE A BUILDING PERMIT TO BE OBTAINED FROM THE COUNTY. THE NECESSARY STEPS INCLUDE:

1. Submit building permit application to the Kanawha County Planning and Community Development Office, 407 Virginia Street East, 2nd Floor, Kanawha County Courthouse, Charleston, West Virginia.
2. **Submit building application along with:**
 - A. **Real Estate Tax Receipt for the property that you are applying for.**
 - B. **Copy of the contract from the contractor or a copy of supply cost for the project (if being completed by the property owner).**
 - C. **Copy of contract if buying a mobile or modular home.**
3. Domestic waste disposal permits for septic tanks or individual aeration systems must be acquired from the Kanawha-Charleston Health Department, 108 Lee Street East, Charleston West Virginia 304-348-8050.
** Note 10,000 sq. ft. of lot space required for individual septic tank system**
4. If structure is located in the 100-year floodplain, you must provide an elevation certificate approved by a certified surveyor or engineer. Elevation certificate requires, the lowest finished floor (finished basement, if included) be 2' foot above the 100-year base flood elevation.
5. A site plan (to scale) is required for any development within the floodplain.
6. Any questions concerning permitting or procedures please call 304-357-0570.

KANAWHA COUNTY COMMISSION

407 Virginia Street East
Charleston, West Virginia 25301
Telephone (304) 357-0570
FAX (304) 357-0572

BUILDING PERMIT APPLICATION

Floodplain Management Program

NON-REFUNDABLE

FEES:	
From \$0 to \$30,000	\$25.00
\$30,001 (+\$2.50 per \$1,000)	
Floodplain	\$300.00

FOR OFFICE USE	
District	_____
Map #	_____ Parcel # _____
Firm Map #	_____
Permit #	_____

Date of Application: _____

Application Information

NAME: _____ MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

Contractor Information & License Number (if applicable) License #: _____

NAME _____ MAILING

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: () _____

PROPERTY ADDRESS: _____

TYPE OF STRUCTURE: (CIRCLE ONE)

_____ Single Family Residential (Mobile Home/Frame Construction)

_____ Multi-Family Residential – Number of Units _____

_____ Commercial/Industrial

_____ Excavation/Fill Activities

_____ Garage/Detached Structure

_____ Other _____

Water Service Provided By: _____

Sewage Disposal Provided By: _____

Trash Disposal Provided By: _____

FOR OFFICE USE

Is property located in Floodway? (F-1) _____

Floodway Fringe (100 yr. Flood) (F-2) _____

Approximated Floodplain (F-3) _____

Zone X Flood Elevation: _____

OUTSIDE FLOODPLAIN

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1. WHAT IS THE ESTIMATED CONSTRUCTION COST OF THE PROPOSED IMPROVEMENTS? PROPER DOCUMENTATION OF THIS FIGURE MUST BE ATTACHED.
-

COMMENTS:

CERTIFICATE:

I hereby certify that I have title to the property in question or that I am the authorized agent for the said property and that all information requested by the Building Permit Officer has been provided to the best of my knowledge.

I agree to pay any and all fees associated with the permitting process. I hereby grant permission to the Kanawha County Planning and Community Development office or their designated representative's access to the property to inspect for compliance of Kanawha County Ordinances.

These things I certify under penalty of law.

(Signature of Applicant)

Building Permit Fee

\$ _____

Make check payable to the KANAWHA COUNTY COMMISSION

Information Sheet

Applicants in a Flood Plain Areas

All required documents must be completed before a Certificate of Compliance will be issued.

Applicants are responsible for notifying the Kanawha County Planning Department two days prior to placement of structure or start of construction.

All work being performed in a flood plain must be performed by a licensed contractor or licensed manufactured home installer.

All work being performed must be done in accordance with the Kanawha County Floodplain Ordinance and FEMA Regulations. A copy of the Kanawha County Floodplain Ordinance is available at www.kanawha.us/planning or upon request.

Acknowledgment that I have received and read this instruction sheet.

Applicant

Date