

## **THINGS NEEDED BEFORE YOU OBTAIN A LOCATION IMPROVEMENT PERMIT**

- Tax receipt for property you wish to obtain a permit for:
  - Obtained at the Sheriff's office 304-624-8685.
  - If the property does not belong to you or is co-owned, you need a notarized statement from property owner or co-owner that gives permission to construct.
  
- If using a contractor and sub-contractors, you must provide their name, a copy of their West Virginia License, and a Certificate of Insurance
  
- If you are constructing in a subdivision:
  - You need to submit the name and location of subdivision
  - Check your deed to see what is permissible within the subdivision.
  - If applicable, a notarized letter of approval for the construction from the Home Owners Association.
  
- Call before you dig! It's the law in WV, confirmation number from Miss Utility of West Virginia 1-800-245-4848. You must give them a minimum of forty-eight (48) business hours' notice before you dig.
  
- You will need to obtain a driveway permit from Department of Highways. You must log onto their website listed below.

<http://wvdotportal.wvoasis.gov>

- Obtain a permit from the Health Department if you are installing a septic system and/or well water.
  - Print out Health Department Verification for Harrison County Location Improvement Permit Involving Installation or Modification of Sewage System following this check off list.
  - Address: 330 West Main Street, Clarksburg WV
  - Phone:304-623-9308
  
- Verification of water and sewage
  - If you are getting water and sewage from a city or a PSD, you must submit a receipt verifying that you have tapped into their line.
  
- Permit Fees
  - Demolition of Residential Dwellings, Buildings or Structures.....\$50.00
  - Additions or remodeling to a building or structure costing less than \$2500.00.....\$10.00
  - Normal maintenance to a building or structure such as windows, doors, steps into a building or painting.....\$25.00
  - Use of land for agricultural purposes.....\$0.00
  - Land altering activities.....\$50.00
  - Residential .....\$100.00
  - Commercial/Industrial.....\$400.00
  - Floodplain**
  - Residential in Floodplain.....\$300.00
  - Commercial in Floodplain.....\$600.00
  - Use of land for agricultural purposes in floodplain.....\$50.00
  - Any land altering activity in floodplain.....\$350.00

**IF YOU HAVE ANY QUESTIONS PLEASE CALL THE HARRISON COUNTY PLANNING DEPARTMENT @ 304-624-8690.**

**Location Improvement Permit Application**  
**Harrison County Planning Department**  
**301 West Main Street, Clarksburg, WV 26301**  
**Sixth Floor Office (304)-624-8690**

Permit No. \_\_\_\_\_  
Date Permit Issued \_\_\_\_\_  
Start Date \_\_\_\_\_  
Finish Date : \_\_\_\_\_  
Receipt No: \_\_\_\_\_  
Fee Amt: \_\_\_\_\_  
Proposed Construction:  
\$ \_\_\_\_\_  
\_\_\_\_\_  
Comply  
Employee Signature

FIRM Panel No. \_\_\_\_\_  
Flood Prone \_\_\_\_\_ Yes \_\_\_\_\_ No  
Floodplain Management Ordinance:  
\_\_\_\_\_ Complies  
\_\_\_\_\_ Does Not Comply  
\_\_\_\_\_ Not Applicable  
Subdivision Ordinance:  
\_\_\_\_\_ Complies  
\_\_\_\_\_ Does Not  
\_\_\_\_\_ Not Applicable

**This application may be updated from to time without updating the Ordinance.**

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***Do Not Write Above This Line***

**Identification:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone#s: \_\_\_\_\_

**Identification of Property:** If you are not the property owner, you need to bring in a notarized statement from the property owner(s) allowing you to proceed with construction or land use activities.

District: \_\_\_\_\_  
Date/From Whom Purchased/Leased: \_\_\_\_\_  
Deed Book/Page: \_\_\_\_\_  
Tax Map/Parcel: \_\_\_\_\_  
Subdivision Name and Lot No. \_\_\_\_\_  
Describe existing buildings/usage:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Construction/ Land Use** (ex. building a new home, setting a mobile home or modular home, commercial buildings or putting in utilities)  
Describe your project  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additions, Alterations, Conversions** (ex. addition to existing home, new windows, sidewalks, any type of improvement to home, or demolition)

Describe your project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Demolition projects** must provide a hazardous material inspection and a mediation plan for any hazardous materials, including but not limited to asbestos, heavy metals, etc.

**Contractors/General & Sub:** (copy of contractor's license or verification of current and valid license from Division of Labor is required before a permit can be issued). Must list all subcontractors and submit a copy of their WV License

Contractor: _____	Contractor: _____	Contractor: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
WV Lic# _____	WV Lic# _____	WV Lic# _____
Contractor: _____	Contractor: _____	Contractor: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
WV Lic# _____	WV Lic# _____	WV Lic# _____

**List and Attach All Required Permits**

**Ms. Utilities Confirmation #** \_\_\_\_\_  
**Sewage- Tap Receipt** \_\_\_\_\_ **or/Septic Permit** \_\_\_\_\_  
**Tap Water- Receipt** \_\_\_\_\_ **or/ Well Water Permit** \_\_\_\_\_  
**Department Of Highways**  **yes**  **no** and name of person you talked to \_\_\_\_\_  
**Other** \_\_\_\_\_

**Applicant Certification:**

1. I (we), the owner(s) of the property on which the intended improvements are to be constructed, hereby certify: The information is true and accurate;
2. It is understood that construction must be started within six (6) months from the date of the approved application permit;
3. It is understood that the County personnel may inspect the property and/or activities identified on this application to ensure compliance;

I (we) ensure that this construction and intended use complies with all restrictive covenants applying to the subject real estate and understand and acknowledge that I (we) assume full responsibility for compliance with any such private land use covenants and that a violation thereof may result in legal sanctions by court injunction and damages irrespective of the issuance of this permit by the Harrison County Planning Department.

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*Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

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Applicant

Date

Health Department Verification For  
Harrison County Location Improvement Permit  
Involving Installation or Modification  
Of Sewage System

Section A: To be completed by applicant

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

District/Map/Parcel: \_\_\_\_\_

Nature of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Do Not Write Below This Line***

Section B: To be completed by Health department 304-623-9308

The project specified above \_\_\_\_\_ does \_\_\_\_\_ does not require a permit from the Harrison Clarksburg Health Department.

Check which of the following applies:

\_\_\_\_\_ New system to be installed; permit required

\_\_\_\_\_ Modification to existing system; permit required

\_\_\_\_\_ Subdivision required

\_\_\_\_\_ Existing system installed prior to July 1, 1970; No permit on record

\_\_\_\_\_ Existing system installed since July 1, 1970; Permit must be obtained

\_\_\_\_\_ Existing system installed since July 1, 1970; Permit on record

Septic Permit No. \_\_\_\_\_ Date Issued \_\_\_\_\_

Name issued under: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Health Department Official

**New Construction Address  
Request Form**

To allow for the assignment of a 911 address for a new construction you must have the following information:

1. A copy of an approved Harrison County Building Permit

\_\_\_\_\_

2. First and Last names of the adults that will be living in the home

\_\_\_\_\_

3. Name of the road to be addressed from

\_\_\_\_\_

4. GPS Coordinates (Latitude/Longitude) for the center point of the structure

\_\_\_\_\_

5. GPS Coordinates (Latitude/Longitude) for the intersection point at the beginning of the driveway

\_\_\_\_\_

-----OFFICE USE ONLY-----

Building Permit # \_\_\_\_\_

Assigned 911 Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_/\_\_/\_\_

Initial: \_\_\_\_\_