

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.

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:

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.

Applicant

Date

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: _____