



BUILDING PERMIT APPLICATION

BUILDINGPERMITS@BRIDGEPORTWV.COM
 515 WEST MAIN STREET, BRIDGEPORT, WV 26330
 (304) 842-8218 WWW.BRIDGEPORTWV.COM

SECTION 1: (FOR OFFICE USE ONLY)

PERMIT #:	DATE ISSUED:	TOTAL PROJECT COST: \$	WATER AND SEWER FEES: \$
TYPE OF PERMIT ISSUED: <input type="checkbox"/> RESIDENTIAL (VALID FOR 6 MONTHS) <input type="checkbox"/> COMMERCIAL (VALID FOR 6 MONTHS)	VALID THRU:	BUILDING PERMIT FEE: \$ <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> EXEMPT	

Directions: Applicants must complete all applicable fields in Sections 2-8.

SECTION 2: PERMIT TYPE	<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> MULTI-FAMILY	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> MANUFACTURED HOME
	<input type="checkbox"/> OTHER		<input type="checkbox"/> PERMIT RENEWAL (COMPLETE SECTIONS 2,3, 4 AND 8 ONLY)	
	ORIGINAL PERMIT NUMBER (RENEWALS ONLY):			

SECTION 3: PROPERTY INFORMATION

OWNER NAME:	
JOB ADDRESS:	
OWNER PHONE:	OWNER EMAIL:
IS THE STRUCTURE IN A FLOOD ZONE: (IF YES, ADDITIONAL FORMS MAY BE REQUIRED)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN

PROCEDURES FOR BUILDING PERMITS

- ALL CONTRACTORS SHALL BE REGISTERED WITH THE CITY AND STATE. THE CITY'S REGISTRATION FEE IS \$15.00. A \$50.00 PENALTY IS IMPOSED FOR WORKING WITHOUT CURRENT CITY AND STATE REGISTRATION.
- BUILDING PERMIT FEES – \$20.00 FOR FIRST TWO THOUSAND OR PORTION THEREOF. \$10.00 PER THOUSAND OR FRACTION THEREOF OF TOTAL CONSTRUCTION COSTS INCLUDING LABOR AND MATERIALS BETWEEN \$2001.00 AND \$200,000.00 AND \$7.00 PER THOUSAND OR FRACTION THEREOF OF TOTAL CONSTRUCTION COSTS INCLUDING LABOR AND MATERIALS OVER \$200,000.00. THE MAXIMUM BUILDING PERMIT FEE IS \$175,600.00.
- ONE SCALED SITE PLAN ALONG WITH TWO SETS OF DETAILED BLUEPRINTS SHALL BE PRESENTED AT TIME OF PERMIT APPLICATION.
- ALL CITY FEES FOR PERMITS, AND WHEN APPLICABLE, WATER OR SEWER CONNECTION FEES SHALL BE PAID IN FULL AT TIME OF APPLICATION.
- THIS IS AN APPLICATION FOR A BUILDING PERMIT ONLY. A CITY REPRESENTATIVE WILL VISIT THE PROJECT SITE AND DELIVER THE PERMIT CARD, AT WHICH TIME, THE PERMIT IS APPROVED AND CONSTRUCTION CAN COMMENCE.
- BUSINESS SUSTAINABILITY INCENTIVE, EXTERIOR (FAÇADE) IMPROVEMENT INCENTIVE GRANT AND CITY ECONOMIC DEVELOPMENT GRANT APPLICATIONS MUST BE APPROVED BY THE BRIDGEPORT DEVELOPMENT AUTHORITY AND CITY COUNCIL BEFORE A BUILDING PERMIT APPLICATION IS SUBMITTED FOR THE PROJECT.**
- REQUESTS FOR INSPECTIONS MUST BE MADE 24 HOURS IN ADVANCE BY PHONING 304-842-8218. INSPECTIONS WILL BE PERFORMED BETWEEN 8:30 A.M. AND 3:00 P.M. MONDAY THROUGH FRIDAY. DO NOT COVER OR BURY ANY ITEMS BEFORE INSPECTION. YOU WILL BE REQUIRED TO UNCOVER AT YOUR EXPENSE.
- NO CONSTRUCTION ACTIVITY CAN COMMENCE PRIOR TO 6:30 A.M. WITHIN THE CITY LIMITS.
- APPLICANT SHALL POST PERMIT CARD VISIBLE FROM THE STREET AT ALL TIMES DURING CONSTRUCTION.
- ONCE A PERMIT IS APPROVED, (WHEN APPLICABLE) THE GENERAL CONTRACTOR SHALL MAINTAIN A SINGLE INGRESS AND EGRESS AREA THAT SHALL BE USED FOR ALL TRAFFIC ENTERING AND LEAVING THE SITE. IT SHALL BE A MINIMUM OF 10 FEET WIDE BY 20 FEET DEEP AND CONTAIN A 4-INCH GRAVEL BASE. THIS GRAVEL BASE MUST BE MAINTAINED DURING ALL CONSTRUCTION.
- DURING CONSTRUCTION, THE GENERAL CONTRACTOR/PERMIT HOLDER IS RESPONSIBLE FOR EXCESSIVE DAMAGE TO CITY STREETS. THE RESPONSIBILITY RUNS THE LENGTH OF THE PROPERTY, WHICH ABUTS THE STREET. ANY EXCESSIVE DAMAGE AS DETERMINED BY THE CITY SHALL BE REPAIRED TO CITY SPECIFICATIONS PRIOR TO A CERTIFICATE OF OCCUPANCY CERTIFICATE BEING GRANTED.
- "SEDIMENT EROSION CONTROL": PRECAUTIONARY MEASURES NECESSARY TO PROTECT ADJACENT WATERCOURSES AND PUBLIC OR PRIVATE PROPERTY FROM DAMAGE BY WATER EROSION, FLOODING, MUD OR DEBRIS ORIGINATING FROM THE SITE SHALL BE MAINTAINED DURING CONSTRUCTION.
- OWNER OF PROPERTY BUSINESS & OCCUPATION (B&O) WITHHOLDING INFORMATION: (PROJECTS \$50,000 AND OVER) OWNER IS TO WITHHOLD TWO PERCENT (2.0%) FOR B&O TAXES FROM THE FINAL PAYMENT TO ANY CONTRACTOR(S) ON THE CONSTRUCTION PROJECT. PLEASE CONTACT TAX AND LICENSE DEPARTMENT FOR RELEASE PRIOR TO SETTLEMENT AT 304-842-8253 OR 304-842-8230.
- GENERAL CONTRACTOR B&O TAX WITHHOLDING INFORMATION: GENERAL CONTRACTORS ARE TO WITHHOLD TWO PERCENT (2.0%) FOR B&O TAXES FROM THE FINAL PAYMENT TO ANY SUB-CONTRACTORS. IF FOR SOME REASON A SUB-CONTRACTOR THAT THE GENERAL CONTRACTOR HIRES FOR THE PROJECT DOES NOT PAY THE B&O TAXES DUE, THEN THE GENERAL CONTRACTOR WILL BE REQUIRED TO PAY THESE TAXES. PLEASE CONTACT TAX AND LICENSE DEPARTMENT FOR RELEASE PRIOR TO SETTLEMENT AT 304-842-8253 OR 304-842-8230.
- THIS PERMIT IS ISSUED WITHIN THE FOLLOWING REGULATIONS: THE CITY OF BRIDGEPORT ENFORCES THE STATE BUILDING CODE WHICH IS PUBLISHED BY THE ICC AND ALL APPLICABLE REFERENCES.
- IF PROJECT IS LOCATED WITHIN THE CITY'S DESIGNATED FLOODPLAIN, AN ENGINEERED STUDY CERTIFYING COMPLIANCE TO THE FLOODPLAIN ORDINANCE [ARTICLE 1731] SHALL BE SUBMITTED AND MADE PART OF THE BUILDING PERMIT APPLICATION PRIOR TO ISSUANCE OF THE PERMIT.

COMPLETED APPLICATIONS CAN BE EMAILED TO BUILDINGPERMITS@BRIDGEPORTWV.COM OR DROPPED OFF MONDAY-FRIDAY FROM 7:30 A.M. – 4:00 P.M.



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TEMPORARY CONSTRUCTION WATER CONNECTION (WHERE APPLICABLE)

ON ALL NEW CONSTRUCTION PROJECTS, THE WATER AND SEWER CONNECTIONS WILL BE CONSIDERED TEMPORARY UNTIL SUCH TIME A CERTIFICATE OF OCCUPANCY IS ISSUED. THE GENERAL CONTRACTOR, HOMEOWNER OR PERSONS IN CHARGE OF THE CONSTRUCTION PROJECT WILL BE RESPONSIBLE TO CONTACT THE CITY AT (304)842-8218 TO SCHEDULE THE USE AND OCCUPANCY INSPECTION. ALL MUNICIPAL REGULATIONS MUST BE COMPLETED AND APPROVED AND A COPY OF CONTRACTOR/SUBCONTRACTOR REPORT FORM MUST HAVE BEEN RECEIVED BY THE CITY'S TAX AND LICENSE DEPARTMENT PRIOR TO SCHEDULING THE INSPECTION. IF A USE AND OCCUPANCY INSPECTION HAS NOT BEEN SCHEDULED AND CONSTRUCTION IS COMPLETED OR APPEARS TO BE COMPLETED BY VISUAL INSPECTION FROM A PUBLIC RIGHT-OF-WAY, A 10 DAY NOTICE WILL BE ISSUED TO THE RESPONSIBLE PARTY INFORMING THEM THAT THE CITY OF BRIDGEPORT RESERVES THE RIGHT TO DISCONNECT THE TEMPORARY WATER SERVICE. IF AT THE END OF THE 10 DAYS, COMPLIANCE HAS NOT BEEN MET, THE WATER UTILITY DEPARTMENT WILL DISCONNECT THE TEMPORARY WATER SERVICE.

SECTION 4: CONTRACTOR/SUBCONTRACTOR INFORMATION

PERMITTEE TYPE:	<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> OWNER/BUILDER	<input type="checkbox"/> DESIGN PROFESSIONAL
LICENSE CLASSIFICATION: PLEASE CHECK ALL THAT APPLY.	<input type="checkbox"/> A – ELECTRICAL <input type="checkbox"/> B – GENERAL BUILDING <input type="checkbox"/> C – GENERAL ENGINEERING <input type="checkbox"/> D – HVAC <input type="checkbox"/> E – MULTI-FAMILY <input type="checkbox"/> F – PIPING <input type="checkbox"/> G – PLUMBING <input type="checkbox"/> H – RESIDENTIAL <input type="checkbox"/> I – SPECIALTY <input type="checkbox"/> HANDYMAN (\$5000.00 MAX) <input type="checkbox"/> OTHER _____		
CONTRACTOR NAME:	STATE CONTRACTOR LICENSE #:		
COMPANY NAME:	CITY OF BRIDGEPORT BUSINESS LICENSE #:		
COMPANY ADDRESS:			
COMPANY PHONE:	COMPANY EMAIL:		
SUBCONTRACTORS: PLEASE CHECK ALL THAT APPLY	<input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> ROOFING <input type="checkbox"/> OTHER _____		

SECTION 5: BUILDING PERMIT INFORMATION

REASON FOR NEW PERMIT: PLEASE CHECK ALL THAT APPLY AND LIST THE DECLARED VALUE FOR EACH ITEM CHECKED.	<input type="checkbox"/> BUILDING (NEW CONSTRUCTION, ADDITIONS, ALTERATIONS, TENANT BUILDOUTS, ETC.)	\$ _____
	<input type="checkbox"/> DECKS/PATIOS	\$ _____
	<input type="checkbox"/> DEMOLITION	\$ _____
	<input type="checkbox"/> DETACHED GARAGE/CARPORT	\$ _____
	<input type="checkbox"/> DOORS/WINDOWS	\$ _____
	<input type="checkbox"/> DRIVEWAYS/SIDEWALKS	\$ _____
	<input type="checkbox"/> ELECTRICAL	\$ _____
	<input type="checkbox"/> FENCE LOCATION: <input type="checkbox"/> FRONT <input type="checkbox"/> BACK	\$ _____
	<input type="checkbox"/> GAS	\$ _____
	<input type="checkbox"/> HVAC	\$ _____
	<input type="checkbox"/> MECHANICAL	\$ _____
	<input type="checkbox"/> PLUMBING	\$ _____
	<input type="checkbox"/> POOL	\$ _____
	<input type="checkbox"/> REMODEL – EXTERIOR	\$ _____
	<input type="checkbox"/> REMODEL – INTERIOR	\$ _____
	<input type="checkbox"/> ROOF	\$ _____
	<input type="checkbox"/> SALES/CONSTRUCTION TRAILER	\$ _____
	<input type="checkbox"/> SCREEN ENCLOSURE	\$ _____
	<input type="checkbox"/> SIGN	\$ _____
	<input type="checkbox"/> SITE GRADING	\$ _____
<input type="checkbox"/> UTILITY BUILDING	\$ _____	
<input type="checkbox"/> OTHER _____	\$ _____	

TOTAL VALUATION: \$



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DESCRIPTION OF WORK: THE DESCRIPTION OF WORK MUST EXPLAIN THE WORK IDENTIFIED ON THE CONSTRUCTIONS PLANS. * ALL PROJECTS VALUING OVER \$50,000.00 MUST SUBMIT DETAILED CONSTRUCTION PLANS TO INCLUDE MEP DETAIL, ADA ACCESSIBILITY, ETC.	
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SECTION 6: WATER AND SEWER CONNECTION

METER SIZE AND WATER CONNECTION FEE*: <small>*YOU ARE REQUIRED TO STAKE THE LOCATION AND MARK THE ELEVATION HEIGHT OF THE METER. IF THE METER WELL MUST BE RAISED OR MOVED DUE TO AN ERROR IN MARKING BY THE DEVELOPER, A NEW CONNECTION FEE MUST BE PAID BEFORE THE METER WELL IS MOVED.</small>	<input type="checkbox"/> 5/8 \$600.00 <input type="checkbox"/> 1" \$1500.00 + COST* <input type="checkbox"/> 2" \$2500.00 + COST* <input type="checkbox"/> 3" \$3500.00 + COST*	<input type="checkbox"/> 4" \$4500.00 + COST* <input type="checkbox"/> 5" \$5500.00 + COST* <input type="checkbox"/> 6" \$6500.00 + COST* <input type="checkbox"/> 8" \$8500.00 + COST*	SEWER CONNECTION: <input type="checkbox"/> \$600.00
<small>* COST REFERS TO ANY CHARGES INCURRED BY THE CITY DURING INSTALLATION THAT IS BEYOND STANDARD INSTALLATION AND WILL BE BILLED SEPARATELY.</small>			
TOTAL COST OF SEWER AND WATER CONNECTION: \$			

BACKFLOW ASSEMBLY INSTALLED*: <small>* BACKFLOW PREVENTION ASSEMBLIES ARE REQUIRED IN ALL COMMERCIAL BUILDINGS.</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO	SERIAL NUMBER(S):	LAST TEST DATE(S):
FIRE SPRINKLERS PRESENT OR REQUIRED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	PLANS SUBMITTED TO FIRE MARSHAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION 7: AREA OF NEW RESIDENTIAL CONSTRUCTION ACTIVITY

TOTAL NUMBER OF STORIES:	FLOOR (STORY) WORK IS BEING PERFORMED ON:	# BEDROOMS:	# BATHROOMS:
LIVING/INTERIOR SQ. FT.:	ADDITIONAL SQ. FT.:	NON-LIVING/EXT. SQ. FT.:	TOTAL SQ. FT.:

THE PURPOSE OF INSPECTIONS IS TO PROVIDE PERIODIC CHECKS TO ENSURE MINIMUM BUILDING CODE STANDARDS ARE MET FOR THE WELFARE OF ALL PROPERTY OWNERS IN BRIDGEPORT. THE CITY IS NOT RESPONSIBLE FOR THE CONSTRUCTION PERFORMED AND IS NOT ACTING AS AN AGENT FOR THE PROPERTY OWNER TO GUARANTEE COMPLETION AND / OR AESTHETIC COMPLIANCE.

ANY PERSON OBTAINING A PERMIT HAS THE RIGHT TO EMPLOY PRIVATE INSPECTION SERVICES TO OVERSEE THE CONSTRUCTION AT THEIR DISCRETION. HOWEVER, PLEASE NOTE HAVING A PRIVATE INSPECTION SERVICE WILL NOT WAIVE THE REQUIREMENTS FOR CITY INSPECTIONS.

I UNDERSTAND THAT IT IS THE LEGAL RESPONSIBILITY OF THE APPLICANT TO CALL (304)842-8218 FOR ALL REQUIRED INSPECTIONS AS INDICATED ON THE ATTACHED PLAN REVIEW.

NO ELECTRICAL, PLUMBING, MECHANICAL OR STRUCTURAL COMPONENTS MAY BE CONCEALED UNTIL AN INSPECTION IS COMPLETED AND APPROVAL IS GRANTED.

I ACKNOWLEDGE THE RECEIPT OF THE ABOVE INFORMATION AND FULLY UNDERSTAND THE CONDITIONS.

SECTION 8: APPLICANT NAME (PLEASE PRINT)	SIGNATURE	DATE SUBMITTED



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SECTION 9: APPROVED BY (FOR OFFICE USE ONLY) SIGNATURE DATE APPROVED

MIKE OSBORN BUILDING CODE OFFICIAL		
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SECTION 10: RENTAL INSPECTION PROGRAM ONLY (FOR OFFICE USE ONLY)

IS THIS PERMIT REQUIRED TO CORRECT CODE ENFORCEMENT VIOLATIONS? <i>BUILDING PERMIT FEES WILL BE WAIVED FOR CODE ENFORCEMENT VIOLATION REPAIRS, IF A COPY OF THE VIOLATION REPORT IS SUBMITTED WITH THIS APPLICATION</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
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SECTION 11: REQUIRED INSPECTIONS (FOR OFFICE USE ONLY)

THE ITEMS MARKED BELOW WILL BE INSPECTED DURING THE COURSE OF THE PROJECT.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CALL TO SCHEDULE ALL REQUIRED INSPECTIONS.

NO ELECTRICAL, PLUMBING, MECHANICAL OR STRUCTURAL COMPONENTS MAY BE CONCEALED UNTIL AN INSPECTION IS COMPLETED AND APPROVAL IS GRANTED. APPLICANTS WILL BE REQUIRED TO UNCOVER WORK AT THEIR OWN EXPENSE.

INSPECTIONS MUST BE SCHEDULED AT LEAST 24 HOURS IN ADVANCE BY CALLING (304)842-8218.
INSPECTIONS ARE PERFORMED BETWEEN 8:30 A.M. AND 3:00 P.M. MONDAY-FRIDAY.

REQUIRED	INSPECTION TYPE	REQUIRED	INSPECTION TYPE
<input type="checkbox"/>	ZONING SETBACK	<input type="checkbox"/>	UTILITIES – SANITARY SEWER
<input type="checkbox"/>	EROSION / SEDIMENT CONTROL	<input type="checkbox"/>	UTILITIES – WATER
<input type="checkbox"/>	FOOTING TRENCH/REINFORCING	<input type="checkbox"/>	STORMWATER DISCHARGE
<input type="checkbox"/>	FOUNDATION WALL	<input type="checkbox"/>	EXTERIOR CONCRETE
<input type="checkbox"/>	WALL HEIGHT	<input type="checkbox"/>	INSULATION
<input type="checkbox"/>	FOUNDATION WEATHERPROOFING/DRAINS	<input type="checkbox"/>	DRYWALL
<input type="checkbox"/>	INTERIOR CONCRETE FLOORS (HEATED AREAS ONLY)	<input type="checkbox"/>	FOUNDATION AND ROOF DRAINAGE DISCHARGE
<input type="checkbox"/>	FRAMING	<input type="checkbox"/>	EXTERIOR COVERING
<input type="checkbox"/>	UNDERSLAB FLOOR TO INCLUDE ELECTRICAL, PLUMBING AND GAS PIPING	<input type="checkbox"/>	TRUSS OR JOIST SPECIFICATION
<input type="checkbox"/>	ROUGH ELECTRICAL	<input type="checkbox"/>	DRIVEWAYS/SIDEWALKS
<input type="checkbox"/>	ROUGH MECHANICAL	<input type="checkbox"/>	DECKS
<input type="checkbox"/>	ROUGH PLUMBING	<input type="checkbox"/>	SMOKE DETECTOR / CARBON MONOXIDE DETECTOR
<input type="checkbox"/>	ROOF	<input type="checkbox"/>	OTHER _____
<input type="checkbox"/>	UTILITIES – ELECTRIC	<input type="checkbox"/>	OTHER _____
<input type="checkbox"/>	UTILITIES – GAS SERVICE	<input type="checkbox"/>	USE AND OCCUPANCY