

FINAL INSPECTION REQUIREMENTS

IMPORTANT NOTICE TO GENERAL CONTRACTORS AND PROPERTY OWNERS

Effective immediately, all residential and commercial projects in the amount of \$50,000.00 or more will require the general contractor to provide the Tax and License Division with a completed Contractor/Subcontractor Report Form (attached). The Contractor/Subcontractor Report provides complete information on total contract amounts for which the general is responsible and all of the subcontractors information, i.e. company name, contact person and address, total contract amounts, and the dates and amounts of payments for work they performed.

This form must be completed and received by the Tax and License Division a minimum of five days prior to scheduling of a final inspection.

Upon receipt of the Contractor/Subcontractor Report, the Tax and License Department will issue a release to the Code Enforcement Division in order to schedule the final inspection for the use and occupancy permit.

The final inspection will not be conducted until this information is made available.

You may contact the Tax and License Division at 304-842-8230 for questions or concerns regarding the completion of this form.

To schedule the final inspection, please contact Community Development/Code Enforcement at 842-8200 extension 118.