

# TOWN OF POCA DEVELOPMENT PERMIT APPLICATION

## OWNER

## STRUCTURE

## PROPERTY (if different than structure)

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 FAX \_\_\_\_\_ CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 FAX \_\_\_\_\_ CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

TO WHOM SHOULD PERMIT BE MAILED?  STRUCTURE OWNER  PROPERTY OWNER  CONTRACTOR

## PREVIOUS PROPERTY OWNER

If present owner has owned this property less than 4 years, provide name of previous property owner: \_\_\_\_\_

## CONTRACTOR

(builder of new construction or mobile home dealer and/or mover)

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 FAX \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

### FOR OPI USE ONLY:

Valid Contractor License on file.

Verified by: \_\_\_\_\_

WV CONTRACTOR LICENSE # \_\_\_\_\_ WV MANUFACTURED HOUSING BOARD # \_\_\_\_\_

**NOTE: If setting up a manufactured home, the WV Manufactured Housing Board # is also required.**

## SITE INFORMATION

SITE ADDRESS \_\_\_\_\_  
Number [Rt/Box or House] Street/Road City Zip Code  
 SUBDIVISION NAME OR MANUFACTURED HOME PARK \_\_\_\_\_ LOT # \_\_\_\_\_ LOT SIZE: \_\_\_\_\_  
 TAX MAP # \_\_\_\_\_ PARCEL # \_\_\_\_\_ PRIMARY/COUNTY ROAD ACCESS: \_\_\_\_\_  
 DIRECTIONS TO SITE: \_\_\_\_\_

## TYPE OF DEVELOPMENT:

Please check and complete all that apply:

- RESIDENTIAL
  - Single Family
  - Single Family/Duplex
  - Multi-family (*COMPLETE Multi-Family Section, page 2*)
  - MANUFACTURED HOME
- ADDITION FOR RESIDENTIAL STRUCTURE:
  - Porch  Room(s)  Attached Garage
- ACCESSORY:
  - Detached Garage  Fence
  - Storage Building  Other (list) \_\_\_\_\_
- COMMERCIAL (*COMPLETE Commercial Section, pg 2*)
- ADDITION FOR COMMERCIAL STRUCTURE
  - TYPE OF ADDITION: \_\_\_\_\_

ESTIMATED CONSTRUCTION COSTS (LABOR & MATERIAL): \_\_\_\_\_

ENCLOSE A PLAN OF THE SITE SHOWING THE EXACT SIZE AND LOCATION OF THE PROPOSED CONSTRUCTION, AS WELL AS ANY EXISTING BUILDINGS OR STRUCTURES.

## WATER/SEWER/SEPTIC

WATER SOURCE (Name of Public Service District or Water Co.) \_\_\_\_\_

SEWER SOURCE \*\* (Name of Public Service District or write Septic, if septic system\*\*) \_\_\_\_\_

**\*\*SEPTIC - If your structure will be served by an individual sewage disposal system HEALTH DEPARTMENT APPROVAL IS REQUIRED. Contact the Putnam County Health Department, (304) 757-2541, 4237 St Rt 34, Hurricane, WV 25526**

### PUTNAM COUNTY HEALTH DEPARTMENT APPROVAL

- APPROVE CONDITION(S) \_\_\_\_\_
- DISAPPROVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
Putnam County Health Department Official Date

PLEASE COMPLETE THIS SECTION FOR: COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, AND/OR FACTORY-BUILT RENTAL COMMUNITY NEW CONSTRUCTION

Form with checkboxes for MULTI-FAMILY (Townhouse, Apartment, Condominium), COMMERCIAL (Separate Businesses), INDUSTRIAL (Separate Businesses), and FACTORY-BUILT RENTAL COMMUNITY (Community Name). Includes fields for Number of Dwelling Units and Type of Business/Industry.

NOTICE:

- 1. If the Putnam County Planning Commission staff cannot determine if a proposed development is located in the floodplain, it shall require the applicant to have, at the applicant's expense, a certified engineer or surveyor determine if the proposed development is located in the floodplain.
2. This permit becomes null and void if work or construction authorized is not commenced within six (6) months or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started, unless extension is required.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

Signature of: Check One Box Below Date. Check One: Property Owner, Contractor, Agent, Other - List.

RETURN TO: TOWN OF POCA Town Hall PO Box 586 Poca, WV 25159
MAKE CHECK FOR BUILDING PERMIT PAYABLE TO: PUTNAM COUNTY COMMISSION
MAKE CHECK BUILDING CODE INSPECTION PERMIT PAYABLE TO: TOWN OF POCA

TO BE COMPLETED BY TOWN OF POCA: SEWER SERVICE: AVAILABLE NOT AVAILABLE WATER SERVICE: AVAILABLE NOT AVAILABLE

TO BE COMPLETED BY POCA BUILDING CODE INSPECTION OFFICER: FEE: CHECK RECEIPT#: PERMIT #: NOTE OF CORRECTIONS:

I HAVE EXAMINED THE FOREGOING APPLICATION, PLANS AND SPECIFICATIONS AND WITH THE CORRECTIONS NOTED ON THE PLANS, APPROVE THEM FOR PERMIT.

BUILDING CODE INSPECTION OFFICER Date

TO BE COMPLETED BY DEVELOPMENT PERMIT OFFICER: FEE: AMOUNT PAID: CASH CHECK CHECK # RECEIPT#: DATE PAID: INVOICE#: TAX MAP PARCEL FEMA PANEL 54079C- FLOOD ZONE

COMMENTS:

SEE ATTACHMENT FOR CONDITIONS APPROVED DISAPPROVED

PERMIT OFFICER DATE PERMIT #

FOR MORE INFORMATION ON FLOODPLAIN, DRAINAGE, OR SEDIMENT CONTROL CALL THE PUTNAM COUNTY OFFICE OF PLANNING AND INFRASTRUCTURE AT 586-0237. FOR MORE INFORMATION ON WATER, SEWER, OR BUILDING CODES CALL THE TOWN OF POCA AT 755-5482.