

TOWN OF BANCROFT 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:

- | | |
|--|---|
| <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> ACCESSORY: |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Detached Garage |
| <input type="checkbox"/> Single Family/Duplex | <input type="checkbox"/> Storage Building <input type="checkbox"/> Other (list) _____ |
| <input type="checkbox"/> Multi-family | <input type="checkbox"/> COMMERCIAL |
| <input type="checkbox"/> MANUFACTURED HOME | <input type="checkbox"/> ADDITION FOR COMMERCIAL STRUCTURE |
| <input type="checkbox"/> ADDITION FOR RESIDENTIAL STRUCTURE: | TYPE OF ADDITION: _____ |
| <input type="checkbox"/> Porch <input type="checkbox"/> Room(s) <input type="checkbox"/> Attached Garage | |

ESTIMATED CONSTRUCTION COSTS (LABOR & MATERIAL): _____

NOTICE:

- 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. A certified engineer or surveyor shall use the Floodplain District Certification, and if located in a floodplain, the applicant shall be required to complete a FEMA Certification.
- 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: _____ DATE: _____
 Signature of: *Check One Box* Property Owner Contractor Agent Other - List: _____

MAKE CHECK FOR PERMIT PAYABLE TO: PUTNAM COUNTY COMMISSION FEE is \$30.00 unless located in floodplain
RETURN TO: Putnam County Office of Planning and Infrastructure - 3389 Winfield Road - Winfield, WV - 25213 - 304-586-0237

TO BE COMPLETED BY PERMIT OFFICER:

FEE: _____ AMOUNT PAID: _____ CASH CHECK # _____ RECEIPT#: _____ DATE PAID: _____
 INVOICE#: _____ TAX MAP _____ PARCEL _____ FEMA PANEL 54079C- _____ FLOOD ZONE _____
 COMMENTS: _____

SEE ATTACHMENT FOR CONDITIONS APPROVED DISAPPROVED

PERMIT OFFICER _____ DATE _____ PERMIT # _____