



CITY OF SOUTH CHARLESTON APPLICATION FOR BUILDING PERMIT

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Online applications are available at: southcharlestonwv.portal.opengov.com

1. Applicant Information

Applicant Name

Phone Number

E-Mail Address

2. Property Information

Property Address (Street, City, State, ZIP)

Property Owner Full Name

Owner Phone Number

Owner E-Mail Address

Property Type

☐ Residential

☐ Commercial

3. Who Will Perform the Work?

☐ Homeowner

☐ Licensed Contractor / Electrician

☐ Handyman

4. Primary Contractor Information (Complete if applicable)

Contractor / Business Name

Contact Person

Business Address (Street, City, State, ZIP)

Phone Number

E-Mail Address

WV Contractor License Number

License Expiration Date

South Charleston PIDN

Will subcontractors be used?

☐ Yes

☐ No

If yes, complete the Subcontractor Information page.

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5. Project Information

Estimated Start Date	Estimated Completion Date	Cost of Improvement
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6. Description of Work

Describe the work to be performed. Include dimensions, materials, and the location of the work when applicable.

7. Type of Improvement (Select All That Apply)

- | | |
|--|--|
| ☐ Bathroom Remodel | ☐ Gutter Replacement |
| ☐ Building Addition | ☐ HVAC |
| ☐ Clearing | ☐ Interior Remodel |
| ☐ Deck (Less Than 3') | ☐ Kitchen Remodel |
| ☐ Deck (More Than 3') | ☐ New Construction |
| ☐ Demolition | ☐ Plumbing Improvements |
| ☐ Drive / Walk / Patio | ☐ Retaining Wall (Less Than 3') |
| ☐ Earthwork | ☐ Retaining Wall (More Than 3') |
| ☐ Electric Improvements | ☐ Roof Repair |
| ☐ Fencing | ☐ Roof Replacement |
| ☐ Foundation Repair | ☐ Siding |
| ☐ General Repairs | ☐ Window Replacement |
| ☐ Other: | |

8. Construction Documents Prepared By (Select All That Apply)

- | | |
|---|--|
| ☐ Owner | ☐ General Contractor |
| ☐ Professional Architect | ☐ Professional Engineer |
| ☐ Plan Service | ☐ No Construction Documents |
| ☐ Other: | |

Copies of all construction documents must be supplied with this application.

9. Acknowledgement

I hereby declare that the statements and information contained in this application and submitted in conjunction with this application are true and accurate to the best of my knowledge. I understand that I am responsible to ensure that all construction or other work will be completed in accordance with all Federal, State, and Local laws, codes, and ordinances, including but not limited to the State Building Code. I understand that I am responsible to ensure that all inspections will be completed as required by the City, and no structure will be used in violation of Federal, State, and Local laws, codes, and ordinances. The making of a false statement on this form shall constitute a criminal offense.

Signature of Applicant

Date