

# New Construction Permit Packet

**NO** application will be considered unless all sections of the application are filled out by the applicant. Each construction requires a **SEPARATE PERMIT**.

The following **MUST** be included with all permits for new construction:

- Map, Parcel, Lot, and Block Number
- Survey done to determine lot lines?
- Does proposed structure meet zoning for the area?
- Does proposed structure meet minimum SETBACK requirements?
- Are SETBACKS measured from LOT LINES, not street lines?
- Contractor Information (all licensing & taxes up-to-date?)
- Page 6—MANDATORY Plat Plan (see next sheet) as described?
- Two sets of plans/specifications as detailed on Page 7
- Contact made with Building Inspector David Friend?
- Contact made with CTL Engineering regarding Stormwater (if necessary)?
- Prepared to attend council meeting when application will be considered?

If you need to explain any of your answers above or other special circumstances, please feel free to add additional sheets.

I understand that my application cannot be considered without all of the requested information. I understand that my application may be denied by the Building Inspector, the Town of Star City Council, or both. I understand that if denied, I have the right to request a hearing before the Board of Appeals.

\_\_\_\_\_  
Name of Applicant (PLEASE PRINT)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Received By: \_\_\_\_\_  
Representative of the Town of Star City

\_\_\_\_\_  
Date

## What is a "*plat plan*" and why do I need one?

### Star City Code 1309.03 PLATS.

All applications for building permits shall be accompanied by a plat in duplicate, drawn to scale, showing the actual dimensions of each lot to be built upon, the size and location of each building to be erected upon each lot and such other information as may be necessary to enable the Mayor and Council to determine that the proposed building and use of land will conform to the provisions of this chapter. A record of such applications and plats shall be kept in the office of the Mayor. (*emphasis added*)

(Passed 6-17-57; 8-8-78.)

The American Heritage<sup>®</sup> Dictionary of the English Language: Fourth Edition defines plat as: **1.** a piece of land; a plot. **2.** A map showing actual or planned features, such as streets and building lots.

# APPLICATION FOR BUILDING PERMIT

APPLICANT INSTRUCTIONS: For all applicants, COMPLETE 1,2,3,4,5 of this form. If electrical work, complete also Part 6. If plumbing work, complete also Part 7. If Mechanical work, complete also Part 8. For other permits, complete also Part 9. Site Plan (Part 10) is to be shown on Page 4 or attached hereto.

PERMIT # \_\_\_\_\_

App. Date ____/____/____	Type Of Permit <input type="checkbox"/> Building <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Excavation <input type="checkbox"/> Demolition <input type="checkbox"/> Other	Is Owner the Applicant?
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### 1. PROPERTY INFORMATION

Street Address	Apt.	Zip	Map#	Parcel #	Block#	Lot#
Subdivision	<b>Zoning</b> Parcel Type: <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial					

### 2. OWNER INFORMATION

First Name	Last Name or Business Name	Phone #
Street Address	City	State    Zip Code

### 3. CONTRACTOR INFORMATION

	Name of Contractor	Address	City, State	License Number
Applicant (not Owner)				
Architect/Engineer				
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Other				

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant	Address	Phone Number
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Person in Charge of Work, Title	Phone Number	PERMIT <b>MUST BE</b> RETURNED TO THIS OFFICE NO LATER THAN _____ FOR COUNCIL MEETING ON _____
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**5. BUILDING PERMIT APPLICATION**

<b>IMPROVEMENT TYPE:</b> <input type="checkbox"/> New Construction  <input type="checkbox"/> Addition  <input type="checkbox"/> Alteration  <input type="checkbox"/> Repair/Replacement  <input type="checkbox"/> Demolition  <input type="checkbox"/> Relocation  <input type="checkbox"/> Foundation ONLY  <input type="checkbox"/> Change of Use ONLY	<b>PROPOSED USE:</b>  <table style="width:100%; border: none;"> <tr> <td style="width:25%;"><b>Assembly</b></td> <td style="width:25%;"><b>Educational</b></td> <td style="width:25%;"><b>Residential</b></td> <td style="width:25%;"><b>Storage</b></td> </tr> <tr> <td><input type="checkbox"/> Theater</td> <td><input type="checkbox"/> School</td> <td><input type="checkbox"/> Single Family</td> <td><input type="checkbox"/> Low Hazard</td> </tr> <tr> <td><input type="checkbox"/> Nightclub</td> <td><input type="checkbox"/> Day Care</td> <td><input type="checkbox"/> Two Family</td> <td><input type="checkbox"/> Mod. Hazard</td> </tr> <tr> <td><input type="checkbox"/> Restaurant</td> <td><b>Institutional</b></td> <td><input type="checkbox"/> Multi-Family</td> <td><b>OTHER</b></td> </tr> <tr> <td><input type="checkbox"/> Church</td> <td><input type="checkbox"/> Group Home</td> <td><input type="checkbox"/> Hotel/Motel</td> <td><input type="checkbox"/> Parking Garage</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td></td> <td><input type="checkbox"/> Carport</td> </tr> <tr> <td><input type="checkbox"/> Business</td> <td></td> <td></td> <td><input type="checkbox"/> Motor Fuel Service</td> </tr> <tr> <td><input type="checkbox"/> Mercantile</td> <td></td> <td></td> <td><input type="checkbox"/> Repair Garage</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Public Utility</td> </tr> </table>	<b>Assembly</b>	<b>Educational</b>	<b>Residential</b>	<b>Storage</b>	<input type="checkbox"/> Theater	<input type="checkbox"/> School	<input type="checkbox"/> Single Family	<input type="checkbox"/> Low Hazard	<input type="checkbox"/> Nightclub	<input type="checkbox"/> Day Care	<input type="checkbox"/> Two Family	<input type="checkbox"/> Mod. Hazard	<input type="checkbox"/> Restaurant	<b>Institutional</b>	<input type="checkbox"/> Multi-Family	<b>OTHER</b>	<input type="checkbox"/> Church	<input type="checkbox"/> Group Home	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Parking Garage	<input type="checkbox"/> Other			<input type="checkbox"/> Carport	<input type="checkbox"/> Business			<input type="checkbox"/> Motor Fuel Service	<input type="checkbox"/> Mercantile			<input type="checkbox"/> Repair Garage				<input type="checkbox"/> Public Utility
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**STRUCTURAL: (Check All That Apply)** Are any **structural assemblies** fabricated off-site?  Yes  No

FRAME

Steel  Concrete  Wood  Masonry  Other (Identify) \_\_\_\_\_

Street Frontage (Feet)	Stories (Number)	Lot Area (Sq. Feet)
Front Setback (Feet)	Bed Rooms (Number)	Building Area (Sq. Feet)
Rear Setback (Feet)	Full Baths (Number)	Parking Area (Sq. Feet)
Left Setback (Feet)	Partial Baths (Number)	Living Area (Sq. Feet)
Right Setback (Feet)	Garages (Number)	Basement Area (Sq. Feet)
Height Above Grade (Feet)	Windows (Number)	Garage Area (Sq. Feet)
New Residential Units (Number)	Fireplaces (Number)	Office/Sales (Sq. Feet)
Existing Residential Units (Number)	Enclosed Parking (Number)	Service (Sq. Feet)
Elevators/Escalators (Number)	Outside Parking (Number)	Manufacturing (Sq. Feet)
		Est. Value \$

**6. ELECTRICAL PERMIT APPLICATION**

TOTAL SERVICE _____AMPS	Number of Circuits <input type="checkbox"/> 2 Wire <input type="checkbox"/> 3 Wire <input type="checkbox"/> 4 Wire	Number of Service Outlets <input type="checkbox"/> 110V <input type="checkbox"/> 220V
Power Devices	No.	OUTPUT/LOAD
Power Devices		OUTPUT/LOAD
1		7
2		8
3		9
4		10
5		11
6		Total # of Motors
Utility Service Revisions		
Est. Start Date	Est. Finish Date	Electrical Work Est. Value \$



**7. PLUMBING PERMIT APPLICATION**

**Plumbing Work**

**YES**

**NO**

Enter the Number of Fixtures Being Installed, Replaced, or Repaired

Tubs/showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Standpipes (Y/N) (Number Hose Outlets)	
Dishwashers				Fire Sprinklers (Y/N) (Numbers of Heads)	
Garbage Disposals					
Public Water (Y/N)		Public Sewer (Y/N)			
Water Service Size	INCHES				
Utility Service Revisions					
Est. Start Date		Est. Finish Date		Plumbing Work Est. Value \$	

**8. MECHANICAL PERMIT APPLICATION**

**Mechanical Work**

**YES**

**NO**

ENTER NUMBER OF NEW OR REPLACEMENT UNITS

Forced Air Furnace		Incinerator		Air Handling Unit	
Unit Heater		Boiler		Heat Pump	
Gas/Oil Conversion		Coil Unit		Air Cleaner	
Space Heater		Window A/C Unit		Kitchen Exhaust Hood	
Gravity Furnace		Split System A/C		Hazardous Exhaust System	
Solid Fuel Appliance		A/C Compressor		Electric Furnace	
Utility Service Revisions					
Type of Heating Fuel ___ Gas ___ Oil ___ Electric ___ Coal ___ Wood ___ Other					
Est. Start Date		Est. Finish Date		Mechanical Work Est. Value \$	

**9. OTHER REQUIRED PERMIT APPLICATION(S)**

Permit Type:
Description of Work:

\*\*\*\*\*TOWN USE ONLY\*\*\*\*\*

Total Price of Job \$ \_\_\_\_\_

Total Fees \$ \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Approved/Building Inspector

Receipt # \_\_\_\_\_

10. SITE PLAN - **MANDATORY**

Show lot lines, easements and work layout and dimensions

A large grid for site plan drawing, consisting of 20 columns and 25 rows of squares. The grid is enclosed in a double-line border. It is intended for drawing lot lines, easements, and work layouts with dimensions.

## **PROCEDURE PRIOR TO OBTAINING A BUILDING PERMIT**

### **\*\*\*\*IMPORTANT, PLEASE READ\*\*\*\***

1. The Town of Star City adopted the International Building Codes in July 1989. A volume of the code book is located in the business office of the town, located at 370 Broadway Avenue, for your convenience
2. Any contractor or authorized agent who wishes to Construct, Enlarge, Alter, Repair, Move, or Change the structure of any dwelling or structure must be registered with the town. This can be done at the business office as well. A business and occupational (privilege tax) fee may apply.
3. If the owner of the building or structure will be doing the work on their OWN building, they need not register with the town for B & O tax, unless they are constructing or remodeling the structure for resale.

### **NEW CONSTRUCTION**

1. All new construction must have a sanitary sewer and water tap approval BEFORE a permit will be considered. A fee is required for BOTH the water and sewer taps.
2. Information concerning these taps can be obtained by calling the Street & Water Foreman at (304) 599-2818 or by visiting the town business office.

### **BUSINESS HOURS**

Monday through Friday  
8:00 am to 4:30 pm  
Star City Municipal Building  
370 Broadway Ave.  
Star City, WV26505

## **ON SIGHT INSPECTIONS**

### **RESIDENTIAL: NEW CONSTRUCTION OR ALTERATIONS, REPAIRS, OR REMODELING**

#### **For NEW CONSTRUCTION :**

**TWO SETS OF PLANS AND SPECIFICATIONS**, drawn to scale, and with sufficient detail and clarity to show the nature and character of the work to be performed. These include: floor plans for each floor including basement, footer to cornice details, wall, ceiling, floor, and roof framing details, diagrams of all plumbing facilities, separate from waste and water. Please make note of materials, sizes, and other essential data where called for. The building inspector may ask for additional information to establish conformity to codes.

The owner or contractor must contact the business office of the Town of Star City (599-3550) AT LEAST twenty-four (24) hours in advance for a **required** inspection of the following items:

1. Preparation for footers BEFORE pouring concrete bulkheads and re-bars in place.
2. French drains and water proofing.
3. Underground plumbing and testing. Water test if necessary.
4. Upon completion of Framing:
  - (a) Rough in plumbing
  - (b) Final plumbing inspection (fixtures MUST be in place)
5. Final Inspection and Approval-all aspects of construction MUST be finished.  
This inspection is for Certificate of Occupancy.

**DO NOT BURY OR COVER UP ANY OF THE ABOVE ITEMS BEFORE INSPECTION IS COMPLETED!!!!**

**POST THE BUILDING PERMIT SO IT IS VISIBLE FROM THE STREET.**

**Note:** On sight inspections for Commercial/Industrial construction, demolition or re-location of structure, or miscellaneous construction (swimming pools, carports, commercial air conditioners, etc) will be given by the Building Inspector.

**BEFORE DIGGING OR OTHERWISE DISTURBING THE EARTH, CALL 1-800-245-4848 TO NOTIFY BURIED FACILITY OWNERS (ELECTRIC, PHONE, ETC.), A FREE SERVICE.**

**“IT’S THE LAW IN WEST VIRGINIA!”**

SPECIFICATIONS	Dwelling Type	DISTRICT, "A" Residence	DISTRICT, "B" Residence	DISTRICT, Retail Business
Minimum Lot Size, sq. feet per dwelling unit	Single	7,200	6,000	5,000
	Double		3,000	2,500
Multiple Dwelling	Dormitory		195	120
	Efficiency		700	500
	One Bedroom	1050	800	
	Two Bedroom	1400	900	
	Three + Bedroom	1800	1100	
Minimum Lot Width, in feet	Single	72	60	40
	Double		60	40
	Multiple		60	40*

\* When building a multiple dwelling in a retail business district or light or heavy industrial district the specifications and requirements of "B" residences shall govern where applicable.

Maximum Building Height, in Feet	Single	35	35	35
	Double		35	35
	Multiple		35	35
Minimum Front Yard in Feet	Single	25	25	15
	Double		25	15
	Multiple		25	15
Minimum Side Yard in Feet	Single	10	5	5
	Double		5	5
	Multiple		5	5
Minimum Rear Yard in Feet	Single	25	15****	15
	Double		15****	15
	Multiple		15****	15

\*\*\*\*If the rear yard opens into an alley, no portion of the alley shall be used in computing the fifteen feet, as permitted in subsection 1321.07(b)

Minimum Ground Floor Area, (Living Space) in sq. ft. **	Single	960	960	672
	Double		960	672
	Multiple		960+ 400***	672 + 300***

\*\*In addition to the minimum square feet, neither the length nor the width of the structure shall be less than eighteen feet.

\*\*\* Additional ground floor area per dwelling unit.

#### Parking Spaces:

Regarding multiple dwellings, in any eligible district, there shall be provided two paved and

marked off street parking spaces for each unit in such dwelling. These spaces shall be eight feet by twenty feet and shall be able to be fully utilized. There shall also be provided at least one off street parking space for single family dwellings in any eligible district.

Specifications	Retail Business	Riverfront Overlay
Maximum Building Height, in feet	35	100**
Minimum Front Yard, in feet	15*	5
Minimum Side Yard, in feet	5	5
Minimum Rear Yard, in feet	15*	5
Maximum Lot Coverage on % of lot	90	90***

\*The minimum yard requirement may be entirely waived when not adjoining a residential district ("A" or "B" residence)

\*\* The minimum distance between the first or ground floor and the second floor of any newly-constructed structure in the Riverfront Overlay District shall be ten (10) feet.

\*\*\*10% of the area MUST BE greenspace.

Parking spaces: regarding businesses, there shall be provided spaces of an eight foot by twenty foot dimension, capable of being fully utilized, based on the following uses and specifications:

Motel and hotel: one parking space for each sleeping unit.

Business of a retail or service nature: one parking space for each one hundred twenty-five square feet of floor space.

Business of a professional nature: one parking space for each five hundred feet of floor space.

In addition to the above specifications

1. There shall also be provided one parking space for each three employees employed on the premises.
2. Parking for any specific business in a B, Retail, or Overlay district may not be more than three hundred feet from the specific business or residence.