

# 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? Is it attached?
- Does proposed structure meet zoning for the area?
- Does proposed structure meet minimum SETBACK requirements?
- Are SETBACKS measured from LOT LINES, not street lines (Appendix 1A)?
- Contractor Information (are 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 5
- A Plan Review must be completed prior to issuance of Building Permit. (The Owner/Contractor may have the Plan review completed prior to submission, or the Town can facilitate the Plan review for an additional fee to be included in the Building Permit Cost. Fees can be obtained by contacting the Code Enforcement Officer at 304-599-3550)
- Total cost of job indicated on page 3?
- Contact made with Code Enforcement Officer Bobby Doyle (304-599-3550)?
- Contact made with Phillip Davis, Star City Public Works (304-599-3550) concerning Stormwater and water/sewer tap requirements?

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 Code Enforcement Officer, 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

# APPLICATION FOR BUILDING PERMIT

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

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> <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Riverfront Overlay					

**2. OWNER INFORMATION**

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

**3. CONTRACTOR INFORMATION**

	Name of Contractor	Address	City, State	License Number
Applicant (if not Owner)				
Architect/Engineer				
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Other				
				B & O Taxes Paid? Yes No

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 (if different), Title	Phone Number
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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"/> 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%;"><u>Assembly</u></td> <td style="width:25%;"><u>Educational</u></td> <td style="width:25%;"><u>Residential</u></td> <td style="width:25%;"><u>Storage</u></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><u>Institutional</u></td> <td><input type="checkbox"/> Multi-Family</td> <td><u>OTHER</u></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>	<u>Assembly</u>	<u>Educational</u>	<u>Residential</u>	<u>Storage</u>	<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	<u>Institutional</u>	<input type="checkbox"/> Multi-Family	<u>OTHER</u>	<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 ___ 2 Wire ___ 3 Wire ___ 4 Wire	Number of Service Outlets 110V _____ 220V _____		
	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 Cost of Job \$ \_\_\_\_\_

Amount of B & O Tax Due \$ \_\_\_\_\_

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

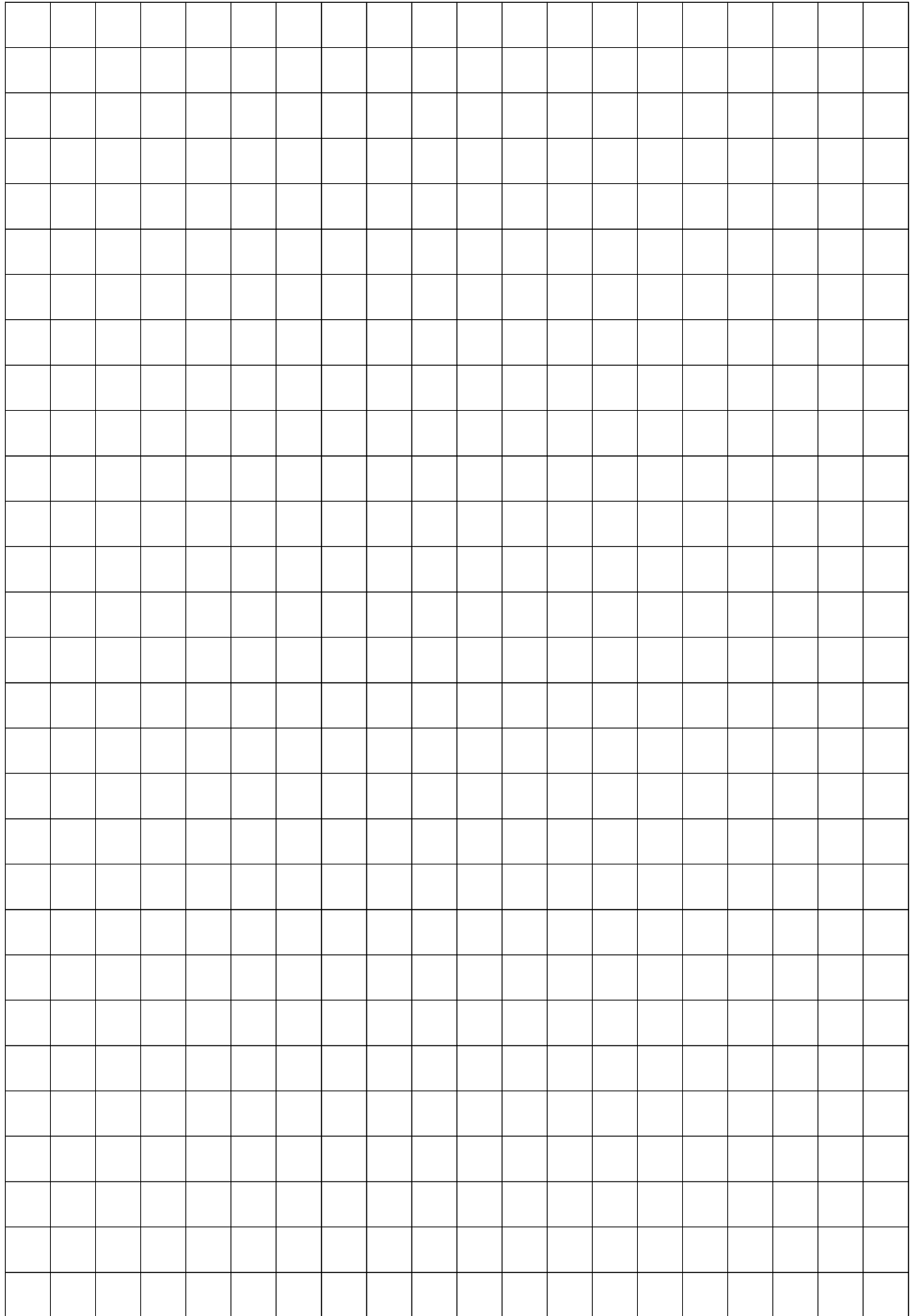
Receipt # \_\_\_\_\_

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date

10. SITE PLAN - **MANDATORY**

Show lot lines, easements and work layout and dimensions



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

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

1. The Town of Star City readopted the 2018 International Building Codes in June 2022. 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 contactor 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 Public Work Director at 304-376-7664 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 SITE INSPECTIONS**  
**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 as appropriate. The building inspector may ask for additional information to establish conformity to codes. In addition, **ALL** plans **MUST** be approved by the WV State Fire Marshall's Office prior to submitting the plans to the Town of Star City.

**REQUIRED INSPECTIONS:**

The owner or contractor **must** provide required inspection reports of the following items:

1. Footing & Foundation (2018 IBC)
2. Main Electrical (2021 NFPA1-2021 NFPA 101)
3. Concrete Slab and Under Floor (2018 IBC)
4. Framing & Electrical (before wall panels installed-2018 IBC)
5. Fire & Smoke Resistant Penetrations (NFPA 101 2021 – NFPA 1 2021)
6. Lath, Gypsum Board and Gypsum Panel Products
7. Plumbing (2018 IPC)
8. Mechanical (2018 IMC)
9. Final Inspection (2018 IBC-includes inspections of all phases above). This inspection allows Certificate of Occupancy to be issued by the Code Enforcement Department. Certificate of Occupancy will be issued only upon receiving all inspection reports as require upon completion of the project.

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

**BUILDING PERMIT MUST BE ON-SITE AND AVAILABLE FOR INSPECTION AT ALL TIMES. POST THE BUILDING PERMIT SO IT IS VISIBLE FROM THE STREET.**

**Note:** On-site inspections for Commercial/Industrial construction, demolition, or re-location of structure, or miscellaneous construction (swimming pools, carports, commercial air conditioners, etc.) must be performed by a licensed IBC professional at the expense of the Owner/Contractor. A listing of certified professionals is shown attached on page 5a for reference. The Town of Star City does not endorse any of these inspectors and is provided as a convenience only.

**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!”**

**LISTING OF LOCAL CERTIFIED, STATE LICENSED INTERNATIONAL BUILDING  
CODE, INTERNATIONAL PLUMBING CODE AND INTERNATIONAL MECHANICAL  
CODE INSPECTORS**

This list is provided as a courtesy only. The Town of Star City **DOES NOT** endorse any of the individuals listed below.

Larry Baldwin:	(304)680-4287	(All IBC and Electrical Inspections)
Timothy Evanoff:	(304)282-1339	(IBC Electrical Inspections Only)
Jack Jamison:	(304)692-9779	(All IBC/IPC/IMC and Electrical Inspections)
Frederick Snider:	(304)692-1110	(IBC Electrical Inspections Only)

In addition, the Mechanical Inspections can be done by any local engineering firm that is certified to do so. You are free to use any inspectors that you choose but must provide proof of certification in any pertinent area as listed in the required inspections section.



## 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® 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.