CITY OF BRIDGEPORT

515 WEST MAIN STREET
BRIDGEPORT, WV 26330-6310
COMMUNITY DEVELOPMENT
304-842-8218
Please Contact When Job is Completed

BUILDING PERMIT

PERMIT #:

DATE ISSUED:

JOB ADDRESS:
ZONING:

PROJECT DESCRIPTION:

ISSUED TO:
ADDRESS:
CITY, STATE, ZIP:
PHONE:

PROPERTY OWNER:
GENERAL CONTRACTOR:
ADDRESS:
CITY, STATE, ZIP:
PHONE:

PROP.USE
VALUATION:
PERMIT FEE:
SQ FOOTAGE EXCLUDING BASEMENT AND GARAGE:

PROCEDURES FOR BUILDING PERMITS

1. ALL CONTRACTORS SHALL BE REGISTERED W ITH THE CITY AND STATE. THE CITY'S REGISTRATION FEE IS $15.00. A $50.00 PENALTY IS IMPOSED FOR W ORKING W ITHOUT REGISTRATION.
2. BUILDING PERMIT FEES - $20.00 FOR FIRST TWO THOUSAND OR PORTION THEREOF. $10.00 PER THOUSAND OR FRACTION THEREOF OF TOTAL CONSTRUCTION COSTS INCLUDING LABOR AND MATERIALS BETW EEN $2001.00 AND $200,000.00 AND $7.00 PER THOUSAND OR FRACTION THEREOF OF TOTAL CONSTRUCTION COSTS INCLUDING LABOR AND MATERIALS OVER $200,000.00. THE MAXIMUM BUILDING PERMIT FEE IS $175,600.00.
3. ONE SCALED SITE PLAN ALONG WITH TWO SETS OF DETAILED BLUEPRINTS SHALL BE PRESENTED AT TIME OF PERMIT APPLICATION.
4. ALL CITY FEES FOR PERMITS, (AND W HEN APPLICABLE) WATER OR SEWER CONNECTION FEES SHALL BE PAID IN FULL AT TIME OF APPLICATION.
5. THIS IS AN APPLICATION FOR A BUILDING PERMIT ONLY. A CITY REPRESENTATIVE W ILL VISIT THE PROJECT SITE AND DELIVER THE PERMIT CARD AT W HICH TIME THE PERMIT IS APPROVED AND CONSTRUCTION CAN COMMENCE.
6. REQUESTS FOR INSPECTIONS MUST BE MADE 24 HOURS IN ADVANCE BY PHONING 304-842-8218. INSPECTIONS W ILL BE PERFORMED BETW EEN 8:30 A.M. AND 3:00 P.M. MONDAY THROUGH FRIDAY. DO NOT COVER OR BURY ANY ITEMS BEFORE INSPECTION. YOU W ILL UNCOVER AT YOUR EXPENSE.
7. NO CONSTRUCTION ACTIVITY CAN COMMENCE PRIOR TO 6:30 A.M. W ITHIN THE CITYLIMITS.
8. APPLICANT SHALL POST PERMIT CARD VISIBLE FROM THE STREET AT ALL TIMES DURING CONSTRUCTION.
9. ONCE A PERMIT IS APPROVED, (WHEN APPLICABLE) THE GENERAL CONTRACTOR SHALL MAINTAIN A SINGLE INGRESS AND EGRESS AREA THAT SHALL BE USED FOR ALL TRAFFIC ENTERING AND LEAVING THE SITE. IT SHALL BE A MINIMUM OF 10 FEET W IDE BY 20 FEET DEEP AND CONTAIN A 4-INCH GRAVEL BASE. THIS GRAVEL BASE MUST BE MAINTAINED DURING ALL CONSTRUCTION.
10. DURING CONSTRUCTION, THE GENERAL CONTRACTOR/PERMIT HOLDER IS RESPONSIBLE FOR EXCESSIVE DAMAGE TO CITY STREETS. THE RESPONSIBILITY RUNS THE LENGTH OF THE PROPERTY, W HICH ABUTS THE STREET. ANY EXCESSIVE DAMAGE AS DETERMINED BY THE CITY SHALL BE REPAIRED TO CITY SPECIFICATIONS PRIOR TO A CERTIFICATE OF OCCUPANCY PERMIT BEING GRANTED.
11. "SEDIMENT EROSION CONTROL" – PRECAUTIONARY MEASURES NECESSARY TO PROTECT ADJACENT W ATERCOURSES AND PUBLIC OR PRIVATE PROPERTY FROM DAMAGE BY WATER EROSION, FLOODING, MUD OR DEBRIS ORIGINATING FROM THE SITE SHALL BE MAINTAINED DURING CONSTRUCTION.
12. OWNER OF PROPERTY BUSINESS & OCCUPATION (B&O) W ITHHOLDING INFORMATION: (PROJECTS $50,000 AND OVER) OWNER IS TO W ITHHOLD TWO PERCENT (2.0%) FOR B&O TAXES FROM THE FINAL PAYMENT TO ANY CONTRACTOR(S) ON THE CONSTRUCTION PROJECT. PLEASE CONTACT TAX AND LICENSE DEPARTMENT FOR RELEASE PRIOR TO SETTLEMENT AT 304-842-8230.
13. GENERAL CONTRACTOR B & O TAX W ITHHOLDING INFORMATION: GENERAL CONTRACTORS ARE TO W ITHHOLD TWO PERCENT (2.0%) FOR B&O TAXES FROM THE FINAL PAYMENT TO ANY SUB-CONTRACTORS. IF FOR SOME REASON A SUB-CONTRACTOR THAT THE GENERAL CONTRACTOR HIRES FOR THE PROJECT DOES NOT PAY THE B&O TAXES DUE, THEN THE GENERAL CONTRACTOR W ILL BE REQUIRED TO PAY THESE TAXES. PLEASE CONTACT TAX AND LICENSE DEPARTMENT FOR RELEASE PRIOR TO SETTLEMENT AT 304-842-8230.
14. THIS PERMIT IS ISSUED W ITHIN THE FOLLOW ING REGULATIONS: THE CITY OF BRIDGEPORT ENFORCES THE STATE BUILDING CODE W HICH IS PUBLISHED BY THE ICC AND ALL APPLICABLE REFERENCES.
15. IF PROJECT IS LOCATED W ITHIN THE CITY'S DESIGNATED FLOODPLAIN, AN ENGINEERED STUDY CERTIFYING COMPLIANCE TO THE FLOODPLAIN ORDINANCE (ARTICLE 1731) SHALL BE SUBMITTED AND MADE PART OF THE BUILDING PERMIT APPLICATION PRIOR TO ISSUANCE OF THE PERMIT.

INSPECTION PROCEDURES – **(GUIDELINE ONLY – SOME PERMITS MAY NOT REQUIRE ALL LISTED INSPECTIONS)**

1. SITE ZONING INSPECTION
2. EROSION SEDIMENT CONTROL
3. FOOTING
4. FOUNDATION
5. DAMP PROOF FOUNDATION DRAINS
6. INTERIOR CONCRETE
7. FRAMING
8. UNDERSLAB ELECTRIC
9. UNDERSLAB PLUMBING
10. UNDERSLAB GAS
11. ROUGH PLUMBING
12. ROUGH ELECTRICAL
13. ROUGH MECHANICAL
14. ROOF
15. ELECTRIC SERVICE
16. WATER SERVICE
17. SEWER SERVICE
18. STORM WATER DISCHARGE
19. GAS SERVICE
20. EXTERIOR CONCRETE
21. INSULATION
22. DRYWALL
23. FOUNDATION AND ROOF DRAINAGE DISCHARGE
24. EXTERIOR COVERING
25. SIDEWALKS
26. DECKS
27. DRIVEWAYS
28. PARKING
29. LANDSCAPING
30. BACKFLOW PREVENTION CERT
31. FIRE SUPPRESSION CERT
32. FIRE ALARM CERT
33. ELEVATOR CERT
34. MANUFACTURE SPEC CERTS
35. USE & OCCUPANCY

TEMPORARY CONSTRUCTION WATER CONNECTION (WHERE APPLICABLE)

ON ALL NEW CONSTRUCTION PROJECTS THE WATER AND SEWER CONNECTIONS W ILL BE CONSIDERED TEMPORARY UNTIL SUCH TIME A CERTIFICATE OF OCCUPANCY IS ISSUED. THE GENERAL CONTRACTOR, HOMEOW NER OR PERSONS IN CHARGE OF THE CONSTRUCTION PROJECT W ILL BE RESPONSIBLE TO CONTACT THE CITY AT 304-842-8218 TO SCHEDULE THE USE AND OCCUPANCY INSPECTION. ALL MUNICIPAL REGULATIONS MUST BE COMPLETED AND APPROVED AND A COPY OF CONTRACTOR/SUBCONTRACTOR REPORT FORM MUST HAVE BEEN RECEIVED BY THE CITY'S TAX AND LICENSE DIVISION PRIOR TO SCHEDULING OF INSPECTION. IF A USE AND OCCUPANCY INSPECTION HAS NOT BEEN SCHEDULED AND CONSTRUCTION IS COMPLETED OR APPEARS TO BE COMPLETED BY VISUAL INSPECTION FROM A PUBLIC RIGHT-OF-WAY, A 10 DAY NOTICE W ILL BE ISSUED TO THE RESPONSIBLE PARTY INFORMING THEM THAT THE CITY OF BRIDGEPORT RESERVES THE RIGHT TO DISCONNECT THE TEMPORARY W ATER SERVICE. IF AT THE END OF THE 10 DAYS, COMPLIANCE HAS NOT BEEN MET, THE W ATER UTILITY DEPARTMENT W ILL DISCONNECT THE TEMPORARY W ATER SERVICE.

THE PURPOSE OF INSPECTIONS IS TO PROVIDE PERIODIC CHECKS TO ENSURE MINIMUM BUILDING CODE STANDARDS ARE MET FOR THE W ELFARE OF ALL PROPERTY OW NERS IN BRIDGEPORT. THE CITY IS NOT RESPONSIBLE FOR THE CONSTRUCTION PERFORMED AND IS NOT ACTING AS AN AGENT FOR THE PROPERTY OW NER TO GUARANTEE COMPLETION AND OR AESTHETIC COMPLIANCE. ANY PERSON OBTAINING A PERMIT HAS THE RIGHT TO EMPLOY PRIVATE INSPECTION SERVICES TO OVERSEE THE CONSTRUCTION AT THEIR DISCRETION. HOW EVER, PLEASE NOTE HAVING A PRIVATE INSPECTION SERVICE W ILL NOT WAIVE THE REQUIREMENTS FOR CITY INSPECTIONS.

I ACKNOW LEDGE THE RECEIPT OF THE ABOVE INFORMATION AND FULLY UNDERSTAND THE CONDITIONS.

(SIGNATURE OF OWNER/CONTRACTOR OR AUTHORIZED AGENT)

DATE

Andrea E Kerr

(APPROVED BY – Andrea E. Kerr – BUILDING CODE OFFICIAL)

DATE

THIS BUILDING, STRUCTURE OR USE MUST NOT BE OCCUPIED UNTIL A FINAL INSPECTION HAS BEEN MADE AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.