



# 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: \_\_\_\_\_ PROJECT DESCRIPTION: \_\_\_\_\_  
ZONING: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_ PROPERTY OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ GENERAL CONTRACTOR: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_

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

### PROCEDURES FOR BUILDING PERMITS

- ALL CONTRACTORS SHALL BE REGISTERED WITH THE CITY AND STATE. THE CITY'S REGISTRATION FEE IS \$15.00. A \$50.00 PENALTY IS IMPOSED FOR WORKING WITHOUT REGISTRATION.
- 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 BETWEEN \$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.
- ONE SCALED SITE PLAN ALONG WITH TWO SETS OF DETAILED BLUEPRINTS SHALL BE PRESENTED AT TIME OF PERMIT APPLICATION.
- ALL CITY FEES FOR PERMITS, (AND WHEN APPLICABLE) WATER OR SEWER CONNECTION FEES SHALL BE PAID IN FULL AT TIME OF APPLICATION.
- THIS IS AN APPLICATION FOR A BUILDING PERMIT ONLY. A CITY REPRESENTATIVE WILL VISIT THE PROJECT SITE AND DELIVER THE PERMIT CARD AT WHICH TIME THE PERMIT IS APPROVED AND CONSTRUCTION CAN COMMENCE.
- REQUESTS FOR INSPECTIONS MUST BE MADE 24 HOURS IN ADVANCE BY PHONING 304-842-8218. INSPECTIONS WILL BE PERFORMED BETWEEN 8:30 A.M. AND 3:00 P.M. MONDAY THROUGH FRIDAY. DO NOT COVER OR BURY ANY ITEMS BEFORE INSPECTION. YOU WILL UNCOVER AT YOUR EXPENSE.
- NO CONSTRUCTION ACTIVITY CAN COMMENCE PRIOR TO 6:30 A.M. WITHIN THE CITY LIMITS.
- APPLICANT SHALL POST PERMIT CARD VISIBLE FROM THE STREET AT ALL TIMES DURING CONSTRUCTION.
- 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 WIDE BY 20 FEET DEEP AND CONTAIN A 4-INCH GRAVEL BASE. THIS GRAVEL BASE MUST BE MAINTAINED DURING ALL CONSTRUCTION.
- DURING CONSTRUCTION, THE GENERAL CONTRACTOR/PERMIT HOLDER IS RESPONSIBLE FOR EXCESSIVE DAMAGE TO CITY STREETS. THE RESPONSIBILITY RUNS THE LENGTH OF THE PROPERTY, WHICH 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.
- "SEDIMENT EROSION CONTROL" - PRECAUTIONARY MEASURES NECESSARY TO PROTECT ADJACENT WATERCOURSES AND PUBLIC OR PRIVATE PROPERTY FROM DAMAGE BY WATER EROSION, FLOODING, MUD OR DEBRIS ORIGINATING FROM THE SITE SHALL BE MAINTAINED DURING CONSTRUCTION.
- OWNER OF PROPERTY BUSINESS & OCCUPATION (B&O) WITHHOLDING INFORMATION: (PROJECTS \$50,000 AND OVER) OWNER IS TO WITHHOLD 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.
- GENERAL CONTRACTOR B & O TAX WITHHOLDING INFORMATION: GENERAL CONTRACTORS ARE TO WITHHOLD 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 WILL BE REQUIRED TO PAY THESE TAXES. PLEASE CONTACT TAX AND LICENSE DEPARTMENT FOR RELEASE PRIOR TO SETTLEMENT AT 304-842-8230.
- THIS PERMIT IS ISSUED WITHIN THE FOLLOWING REGULATIONS: THE CITY OF BRIDGEPORT ENFORCES THE STATE BUILDING CODE WHICH IS PUBLISHED BY THE ICC AND ALL APPLICABLE REFERENCES.
- IF PROJECT IS LOCATED WITHIN 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)

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

### TEMPORARY CONSTRUCTION WATER CONNECTION (WHERE APPLICABLE)

ON ALL NEW CONSTRUCTION PROJECTS THE WATER AND SEWER CONNECTIONS WILL BE CONSIDERED TEMPORARY UNTIL SUCH TIME A CERTIFICATE OF OCCUPANCY IS ISSUED. THE GENERAL CONTRACTOR, HOMEOWNER OR PERSONS IN CHARGE OF THE CONSTRUCTION PROJECT WILL 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 WILL BE ISSUED TO THE RESPONSIBLE PARTY INFORMING THEM THAT THE CITY OF BRIDGEPORT RESERVES THE RIGHT TO DISCONNECT THE TEMPORARY WATER SERVICE. IF AT THE END OF THE 10 DAYS, COMPLIANCE HAS NOT BEEN MET, THE WATER UTILITY DEPARTMENT WILL DISCONNECT THE TEMPORARY WATER SERVICE.

THE PURPOSE OF INSPECTIONS IS TO PROVIDE PERIODIC CHECKS TO ENSURE MINIMUM BUILDING CODE STANDARDS ARE MET FOR THE WELFARE OF ALL PROPERTY OWNERS IN BRIDGEPORT. THE CITY IS NOT RESPONSIBLE FOR THE CONSTRUCTION PERFORMED AND IS NOT ACTING AS AN AGENT FOR THE PROPERTY OWNER 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. HOWEVER, PLEASE NOTE HAVING A PRIVATE INSPECTION SERVICE WILL NOT WAIVE THE REQUIREMENTS FOR CITY INSPECTIONS.

I ACKNOWLEDGE THE RECEIPT OF THE ABOVE INFORMATION AND FULLY UNDERSTAND THE CONDITIONS.

\_\_\_\_\_  
(SIGNATURE OF OWNER/CONTRACTOR OR AUTHORIZED AGENT)

\_\_\_\_\_  
DATE

*Randy L. Spellman*

\_\_\_\_\_  
(APPROVED BY - RANDY L. SPELLMAN - 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.**