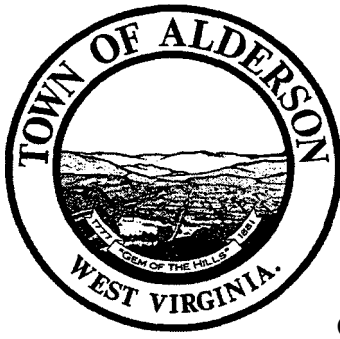


## BUILDING PERMIT APPLICATION PROCESS

### APPLYING FOR THIS PERMIT DOES NOT GUARANTEE APPROVAL

1. Make application for the permit. A permit is required for any new or remodel in the municipality of Alderson, regardless of cost, company or person performing the work.
2. Upon presentation for the permit to be considered the following information must accompany the permit request at the time of submission:
  - a. Property Owner Validation – County tax parcel
  - b. A detailed drawing showing the project, area involved, and setbacks as proven based on property line with a photograph of any additions or buildings to be erected or additional build staked accordingly.
  - c. Contractor must be identified, and their proof of WV Contractor's License and Insurance must be submitted at this time, prior to construction. If they do not have a valid Tow Business license it must be obtained prior to construction or renovation.
  - d. B and O tax is based on the pre-construction cost of the project. If the project runs over or under the pre-construction cost estimates adjustment of the tax reimbursed or remitted based on the change.
  - e. No permit will be granted with no submission of the cost of the project.
3. The Code Enforcement Officer will perform a compliance/code inspection prior to the approval of the permit. This inspection will verify/ validate any zoning requirements. It will also give the officer the opportunity to validate any information submitted in the application for the permit. It will be the determining visit to justify or deny the need for an inspection by a licensed building/ electrical inspector. If the need for inspection is met, it is the property owner's responsibility to provide proof of inspection. The officer may give special instructions according to zoning ordinances as it applies to property designation, floodplain, and/or any applicable local ordinance (s).
4. The Code Enforcement Officer will, after these violation/ verifications, approve or deny the permit.
5. If the permit is approved, construction may begin. Once the project is completed, the property owner is responsible to notify the officer of the need for a post inspection after completion of the project. If there was not compliance with the project plans the officer will then institute civil/criminal charges accordingly.
6. If the permit is denied, the applicant may make request to the Board of Zoning Appeals for the request of a variance based on the denial.



**TOWN OF ALDERSON  
PO BOX 179  
311 MONROE STREET SOUTH  
ALDERSON, WEST VIRGINIA 24910  
304-445-2916**

General Provision of the Zoning/ Floodplain Permit Terms

All applicants must read, sign, and submit this back with their construction application.

The building permit is a mechanism by which the Town of Alderson evaluates any and all impacts of activities in the Town of Alderson regulated areas both in and out of the floodplain. All activities must be in compliance with the Town of Alderson Zoning Ordinance which includes the floodplain ordinance.

Any party undertaking development within the municipality must obtain a permit prior to the work commencing. FEMA defines development in Title 44 of the Code of Federal Regulations part 59.1 as "Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or material."

Other human activities that are considered development include but are not limited to: alterations of a structure through additions, demolition and remodeling, fences, retaining wall, moving/placement of remanufactured or mobile homes, campgrounds, storage of equipment, vehicles (storage yards, salvage yards).

1. No work may start until permit has been issued.
2. The permit may be revoked if:
  - A. Any false statements are made in the permit application
  - B. The effective Flood Insurance Rate Map has been revised
  - C. The work is not done in accordance with the Town of Alderson Zoning/Floodplain permit application or other local, state and federal regulatory requirements.
  - D. The work is different than what is described and submitted to the Town of Alderson as part of the permit application.
  - E. A property dispute arises between affected property owners by the filing of an appropriate action in a court of competent jurisdiction.
3. If revoked, all work must cease until permit is reissued.
  - A. If the permit cannot be reissued, applicant acknowledges that they will be responsible to correct the issue which may require removal of any development that may have occurred.
4. The permit will expire if no work has commenced within 3 months of issuance or if the permit expires you are responsible for re-application and filing fees.

5. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements and acknowledges that it is their responsibility to ensure that all necessary permits are obtained.
6. Applicant hereby gives consent to the local Zoning Officer and his/her representative (including state and federal agencies) to make reasonable inspections required to verify compliance.
7. Applicant acknowledges that the project will be designed to minimize any potential drainage onto surrounding properties and will be responsible for any drainage issues that may rise.
8. I, the applicant, certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. Furthermore, I have read and understand the Town of Alderson Zoning/Floodplain ordinance and will adhere to the ordinance and will or have already obtained all necessary local, state, and federal permits for the proposed development.

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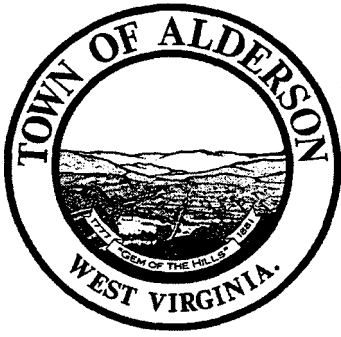
Applicant's Printed Name

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Date

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Applicant's Signature



**TOWN OF ALDERSON**  
**PO BOX 179**  
**311 MONROE STREET SOUTH**  
**ALDERSON, WEST VIRGINIA 24910**  
**304-445-2619**

**CONSTRUCTION PERMIT APPLICATION**

Pursuant to the Code of the State of West Virginia, Ordinances of the Town of Alderson, and the National Flood Insurance requirements, a permit shall be required prior to the erection or alteration of any building, structure, or portion thereof, prior to the use or change of use of a building or land to include any fuel tanks, above ground and below ground, and prior to the change or extension of a non-conforming use.

Application for her permit does not guarantee that the permit will be granted. All plans for consideration or permit shall have included a site plan and a building plan (drawn to scale) showing the location of the structure, improvements, or use to be altered, changed, placed, erected, or located and all information on pages of this application.

Property lines must be marked, and shown to the Zoning Officer, the Zoning Officer may require a land survey to prove property boundaries before a permit is issued. The Town of Alderson assumes no liability in the case of a boundary line dispute. In the event a boundary line dispute arises, no permit shall be issued, and any work already begun may be required to stop until the dispute is resolved by the parties or a court of competent jurisdiction.

Applicant Name, Address, and Phone number:

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Physical Address of property requested:

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Monroe/Greenbrier County Tax Map Parcel #

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Applicants' liability insurance provider: Name of insurance provider:

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Telephone # \_\_\_\_\_ Policy number \_\_\_\_\_

Project information: Project description (please be specific, attach pages in necessary):

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**Section A: Structural development (check all that apply):**

Type of Structure

- ☐ Residential (1 to 4 families)
- ☐ Residential (more than 4 families)
- ☐ Combined use (Residential and Non-residential)
- ☐ Non-residential or commercial
- ☐ Elevated
- ☐ Floodproofed (attached certification)
- ☐ Manufactured Home
- ☐ Located on individual lot
- ☐ Located in manufactured home park

Type of Structural Activity

- ☐ New Structure
- ☐ Demolition of existing structure
- ☐ Replacement of existing structure
- ☐ Relocation of existing structure
- ☐ Addition to existing structure
- ☐ Alteration to existing structure
- ☐ Accessory Building
- ☐ Other: \_\_\_\_\_

**Section B: Other development activities (check all that apply):**

- ☐ Clearing of trees, vegetation, or debris
  - ☐ Connection to public utilities or services
  - ☐ Drainage improvement (including culvert work)
  - ☐ Dredging
  - ☐ Drilling
  - ☐ Grading
  - ☐ Mining
  - ☐ Other development not listed (specify): \_\_\_\_\_
- ☐ Paving
  - ☐ Placement of fill material
  - ☐ Roadway or bridge construction
  - ☐ Watercourse alteration (attach description)
  - ☐ Excavation (not related to a structured development in Section A)
  - ☐ Fence or wall construction
  - Type of Fence \_\_\_\_\_

Type of contractor service (Please specify): \_\_\_\_\_

Contractor Name, Address, and Phone #:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WV Contractor's License Number:

\_\_\_\_\_  
Contractor representative name and phone #  
for this project: \_\_\_\_\_

A copy of the contractor's current WV license number and liability insurance policy must be attached with this document upon return.

*This section to be completed with the assistance of the Zoning Officer and his/her designee*

**SITE DEVELOPMENT INFORMATION:**

A. Flood Zone:

\_\_\_\_ Yes \_\_\_\_ No FIRM Panel \_\_\_\_ Zone \_\_\_\_ Floodway \_\_\_\_ BFE \_\_\_\_

Min. Elev. Of lowest Floor (add freeboard) FIRM PANEL \_\_\_\_

B. Dimensions:

Total Floor Area \_\_\_\_ sq. ft. Lot Width \_\_\_\_ Lot Depth \_\_\_\_ Lot Area \_\_\_\_

C. Setbacks:

Interior Lot \_\_\_\_ ft. Corner Lot \_\_\_\_ ft. Rear Yard \_\_\_\_ ft. Side Yard (R) \_\_\_\_ ft.

Side Yard (L) \_\_\_\_ ft.

D. FAR (FLOOR Area Ratio) \_\_\_\_ DENSITY \_\_\_\_ ELEV. HEIGHT \_\_\_\_

**BUILDING CHARACTERISTICS:**

A. Principal Type of Frame

\_\_\_\_ Masonry (wall bearing) \_\_\_\_ Wood Frame \_\_\_\_ Structural Steel

\_\_\_\_ Reinforced Concrete \_\_\_\_ Other: \_\_\_\_

B. Construction Date

Start \_\_\_\_/\_\_\_\_/\_\_\_\_ Finish \_\_\_\_/\_\_\_\_/\_\_\_\_ Cost \$ \_\_\_\_

**FEES:**

Sign, and electric fence \$5.00

Building cost or remodeling up to \$3,000 = \$20.00, anything after the first \$3,000 is an additional \$5.00 per \$1,000. Plus 1% of the project cost as Business and Occupation Tax if performed by a contractor.

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By signing below, I agree to the terms and conditions of this permit and certify to the best of my knowledge and the information contained in this application is true and accurate.

If the value of an addition or alteration to a structure is equal to or exceeds 50% of the value of the structure before the addition or alteration, entire structure must be treated as a substantially improved structure. A relocated structure must be treated as new construction.

Attach forms if there are additional property owners. This permit application will not be accepted without the signature of all property owners on the current deed of record.

\_\_\_\_\_  
Printed Name of owner/agent making application

\_\_\_\_\_  
Signature of owner/agent making application

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Printed Name of owner/agent making application

\_\_\_\_\_  
Signature of owner/agent making application

\_\_\_\_\_  
DATE

*This section to be completed by the Zoning Officer or his/her designee*

Date application received \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Decision \_\_\_\_/\_\_\_\_/\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_ Special Conditions \_\_\_\_ Attachments

Permit # \_\_\_\_\_ If denied, was the appeals process explained: \_\_\_\_ Yes \_\_\_\_ No

**APPEALS:**

Appealed to the Board of Appeals? \_\_\_\_ Yes \_\_\_\_ No

Hearing date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Member of BZA Present: \_\_\_\_\_

Appeals Board Decision: \_\_\_\_ Approved \_\_\_\_ As applied \_\_\_\_ With modification  
\_\_\_\_ Denied

If denied or approved with modification by the Board of Zoning Appeals, state the reason for denial as given in the hearing or the modifications recommended to obtain approval:

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Date of Decision \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_ Special Conditions \_\_\_\_ Attachments

Permit # \_\_\_\_\_

\_\_\_\_ Completed application and permit or action by the Board of Zoning Appeals carried out.

\_\_\_\_\_  
Eric S. Duff, Zoning and Floodplain Officer

\_\_\_\_\_  
DATE