



RESIDENTIAL BUILDING PERMIT (RBP-1)

for Construction Activity within the City of Charleston, West Virginia
(304) 348-6833 – (304)348-6836 fax



REQUEST FOR A PERMIT TO DO REPAIRS, REMODELING, NEW CONSTRUCTION, OR DEMOLITION

APPLICANT INFORMATION

Property Owner Name:		Phone No:
Property Owner Address:		
City, State, ZIP:	Cell Phone No:	E-Mail Address:
Contractor or Representative Name:	Phone No:	WV Contractor's License No.
Contractor Address:		Charleston Registration No.
City, State, ZIP:	Cell Phone No:	E-Mail Address:

PROJECT INFORMATION

Project Location:	Estimated Starting Date:
Kanawha County Tax Map and Parcel No. (From Tax Ticket):	

TYPE OF CONSTRUCTION (as defined by the WV State Code (IRC 2009. 1 & 2 Family Dwellings))

<input type="checkbox"/> Residential							
<input type="checkbox"/> Single Family				<input type="checkbox"/> Multi-Family			
<input type="checkbox"/> Renovation	<input type="checkbox"/> New const.	<input type="checkbox"/> Demolition	<input type="checkbox"/> Excavation	<input type="checkbox"/> Renovation	<input type="checkbox"/> New const.	<input type="checkbox"/> Demolition	<input type="checkbox"/> Excavation
<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> Addition		<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> Addition	

Description of work to be performed: _____

Total Estimated Cost (all labor & materials) \$ _____
(Attach copy of contract between Owner and Contractor for all Projects valued at \$10,000.00 or more)

Permit Fee \$ _____

LAND DISTURBANCE ACTIVITY INFORMATION

Estimated Project Duration:	Tentative Start Date:	
Estimated Area to be Disturbed (sq. ft.):	Estimated Additional Impervious Area to be added (sq. ft):	Estimated distance to and name of nearest water body or watershed (ft):
Is disturbance within 100 year Flood Plain? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, Submit Elevation Certificate)	Disturb Riparian Area (vegetative area 25 feet from stream, creek, or river): Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, submit plan for approval)	
Is Erosion and Sediment Control Plan attached? Yes <input type="checkbox"/> No <input type="checkbox"/>		

STORMWATER DIVERSION (If applicable)

Location of Diversion (street address):	
Provide detailed information on type of diversion _____	
Will the Diversion be: <input type="checkbox"/> temporary <input type="checkbox"/> permanent	Water Diverted by: <input type="checkbox"/> open ditch/ channel <input type="checkbox"/> installation of pipe



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ITEMS REQUIRED WITH APPLICATIONS:

1. (2) Sets of construction plans, **2.** (2) Site Plans showing location of proposed structure or excavation on lot, distances from all lot lines, location of any existing structures on lot, proposed parking locations, location on purposed sanitary sewer tap, plan for stormwater discharges, and/or diverting water by installing underground pipe, constructing ditches or swells to channel water to a new location, **3.** Kanawha County Tax Map and Parcel Number, **4.** Zoning permit form the Municipal Planning Commission, **5.** Determination of Floodway/Flood Plain Designation, **6.** List of all contractors and sub-contractors.

Signature:

Date:

PROJECT SITE OWNER RESPONSIBILITY STATEMENT

The owner of this building and the undersigned, do hereby covenant & agree to comply with all the laws of the State of West Virginia and the ordinances of the City of Charleston pertaining to the building, and to construct the proposed renovation, repair, or remodeling in accordance with the plans and specifications submitted herewith, and in accordance with the building codes, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge true an correct. According to West Virginia Legislative Rules, Division of Health, Title 64, Series 63, 1998, Article 10.1.a. it is the responsibility of the Owner to ensure that "Each building or other man-made structure he or she owns is inspected for the presences of asbestos by a licensed asbestos inspector prior to any renovation or demolition activates". The owner of this building and undersigned, do Hereby covenant and agree to comply with all the laws of the State of West Virginia and the ordinances of the City of Charleston pertaining to the building, and to construct proposed renovations, repairs or remodeling in accordance with the plans and specifications submitted herewith, and in accordance with building codes, and certify that the information and statements given on the applications, drawings and specifications are to the best of their knowledge true an correct.

APPLICABILITY: Pursuant to Division II of Article VIII, Chapter 102 of the City of Charleston City Code no person shall alter land or engage in any activity which causes or contributes to stormwater runoff discharge, without first having obtained a Building Permit with Land Disturbance Activity Approval for proposed activities, or which will be affected by such activity. The owner will be required to obtain such permit prior to undertaking any action. This requirement shall apply to any activity that will disturb or impact a land area greater than 5,000 cumulative square feet or increases impervious area by 1,000 square feet or greater, unless specifically exempted by the ordinance.



COMMERCIAL BUILDING PERMIT (CBP-1)

Application for Review of Commercial Construction Plans
within the City of Charleston, West Virginia
(304)348-6833 – (304)348-6836 fax



PROJECT INFORMATION

Project Location (address):		Kanawha County Tax Map and Parcel No.
Date Submitted:	Estimated Starting Date:	Anticipated Completion:

Provide (3) sets of stamped plans including civil drawings and stormwater design with calculations for new construction. Include interior and exterior renovations, site work, clearing, grading, and excavations.

Check Types(s) of Site Civil Architectural Mechanical Plumbing Electrical Sprinkler Fire Alarm
 Drawings Submitted: Stormwater Special Agent Extinguishing Systems Hood and Duct Exhaust System

APPLICANT INFORMATION

Property Owner Name:		Phone:
Property Owner Address:	City:	State: ZIP:
Cell Phone:	Fax:	E-Mail Address:
Lessee Name:		Phone:
Lessee Address:	City:	State: ZIP:
Cell Phone:	Fax:	E-Mail Address:

Attach permission from Property Owner for work done under lease (or provide copy of signed lease).

Contractor or Representative Name:		WV Contractor License No.
Contractor Address:	City State ZIP:	City of Charleston License No.
Phone:	Fax:	Cell Phone No: E-Mail Address:

Attach a list of all sub-contractors working on project.

Architect/Engineer:		WV State License No.
Address:	City State ZIP:	City of Charleston Business No.
Phone:	Fax:	Cell Phone: E-Mail Address:

(Plans must be stamped by a WV registered Architect or Engineer for Commercial Work costing \$50,000.00 or more)

TYPE OF CONSTRUCTION (as Defined by the WV State Code (IBC 2012))

<input type="checkbox"/> New Construction	<input type="checkbox"/> Renovation	<input type="checkbox"/> Addition / Alteration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Excavation
Occupational Type as Defined by NFPA 101, Life Safety Code:		Total Square Footage:	Is the structure currently sprinkled? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Description of Project: _____

Construction Cost (all labor & materials): \$ _____ Total Contract Cost of Labor and Materials (including all sub-contractors). Attach copy of contract between owner and contractor for all projects costing \$10,000.00 or more)



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Is disturbance within 100 year Flood Plain? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, Submit Elevation Certificate)		Disturb Riparian Area (vegetative area 25 feet from stream, creek, or river): Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, submit plan for approval)	
Did the property to be disturbed receive site plan approval from the planning department? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If so, when: (date of approval) _____			
Is Erosion and Sediment Control Plan attached? Yes <input type="checkbox"/> No <input type="checkbox"/>			

STORMWATER DIVERSION (If applicable)

Location of Diversion (street address):	
Provide detailed information on type of diversion _____	
Will the Diversion be: <input type="checkbox"/> temporary <input type="checkbox"/> permanent	Water Diverted by: <input type="checkbox"/> open ditch/ channel <input type="checkbox"/> installation of pipe

I have reviewed and am familiar with the City of Charleston's Stormwater Management Program. I agree to allow appropriate officials from the City of Charleston on the property referenced in this permit to review and monitor compliance.

Signature:	Printed Name:	Date:
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REQUIRED WITH APPLICATIONS:

1. (3) Sets of construction plans. **2.** (3) Site Plans showing location of proposed structure or excavation on lot, distances from all plot lines, location of any existing structures on lot, proposed parking locations, location on purposed sanitary sewer tap, plan for stormwater discharges, and/or diverting water by installing underground pipe, constructing ditches or swells to channel water to a new location,. **3.** Kanawha County Tax Map and Parcel Number. **4.** Zoning permit from the Municipal Planning Commission. **5.** Determination of Floodway/Flood Plain Designation. **6.** List of all contractors and sub-contractors.

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Construction Sediment Control Plan (SCPSS) Checklist for Small Site



Less than one (1) acre land disturbance

Project Name:

Phone No:

Address:

Erosion and Sediment Control Plans

1. General

- Address, Parcel # and Street names labels
- Erosion and Sediment Control notes

2. Site Plan

- Delineate areas that are to be cleared and graded.

3. Conveyance Systems

- Designate locations for swales, interceptor trenches, or ditches.
- Show all temporary and permanent drainage pipes, ditches, or cut-off trenches required for erosion and sediment control.

4. Location of Stormwater Management Structures

- Identify location of any stormwater management structures.

5. Erosion and Sediment Control Measures

- Show the locations of silt fence, inlet protection, pipes, structures, etc.
- Landscaping and soil stabilization measures

6. Other Pollutant BMPs

- Indicate on the site plan the location of BMPs to be used for the control of pollutants other than sediment, e.g. concrete wash water.

Comments:

Notes:

If development is located in a sensitive area; riparian (river bank), stream, creek, or river then the owner must contact the Corp of Engineers and the Department of Natural Resources (DNR) to obtain approval or permit.

Construction sites greater than 1 acre require additional permit authorization with the West Virginia Department of Environmental Protection (WVDEP).

It is recommended that all materials be submitted to the city at the same time.



Construction Sediment Control Plan (SCPLS) Checklist for Large Site



One (1) acre and greater land disturbance

Project Name:

Phone No:

Address:

Erosion and Sediment Control Plans

1. General

- Vicinity Map
- Address, Parcel # and Street names labels
- Erosion and Sediment Control notes

2. Site Plan

- Legal description of subject property.
- North Arrow
- Indicate boundaries of existing vegetation, e.g. tree lines, pasture areas, etc.
- Identify and label areas of potential erosion problems.
- Identify any on-site or adjacent critical areas and associated buffers.
- Identify FEMA base flood boundaries.
- Show existing and proposed contours.
- Indicate drainage basins and direction of flow for individual drainage areas.
- Label final grade contours and identify developed condition drainage basins.
- Delineate areas that are to be cleared and graded.
- Show all cut and fill slopes indicating top and bottom.

3. Conveyance Systems

- Designate locations for swales, interceptor trenches, or ditches.
- Show all temporary and permanent drainage pipes, ditches, or cut-off trenches required for erosion and sediment control.
- Provide minimum slope and cover for all temporary pipes or call out pipe inverts.
- Show grades, dimensions, and direction of flow in all ditches, swales, culverts and pipes.
- Provide details for bypassing offsite runoff around disturbed areas.
- Indicate locations and outlets of any dewatering systems.

4. Location of Stormwater Management Structures

- Identify location of any stormwater management structures.

5. Erosion and Sediment Control Measures

- Show the locations of sediment trap(s), pond(s), pipes and structures.
- Dimension pond berm widths and inside and outside pond slopes.
- Indicate the trap/pond storage required and the depth, length, and width dimensions.
- Provide typical section views through pond and outlet structure.
- Provide typical details of gravel cone and standpipe, and/or other filtering devices.
- Detail stabilization techniques for outlet/inlet.
- Detail control/restrictor device location and details.
- Specify mulch and/or recommended cover of berms and slopes.



Construction Sediment Control Plan (SCPLS) Checklist for Large Site



One (1) acre and greater land disturbance

- Show the locations of silt fence, inlet protection, pipes, structures, etc.
- Provide rock specifications and detail for rock check dam(s), if applicable.
- Specify spacing for rock check dams as required.
- Provide front and side sections of typical rock check dams.
- Indicate the locations and provide details and specifications for silt fabric.
- Locate the construction entrance and provide a detail.

6. Detailed Drawings

- Indicate on the site plan the location of BMPs to be used for the control of pollutants other than sediment, e.g. concrete wash water.

7. Other Pollutant BMPs

- Any structural practices used that are not referenced in the Manual should be explained and illustrated with detailed drawings.

8. Monitoring

- Describe inspection reporting responsibility, documentation, and filing.

Comments:



STORMWATER BEST MANAGEMENT PRACTICES (CSWBMP)

for New and Remodel Commercial Construction Activity Within the City of Charleston



This checklist is designed to give a list of the minimum stormwater requirements for a set of plans that will be submitted for review. It can be used for a guideline to write you Storm Water Pollution Prevention Plan (SWPPP).

Project Name:	Primary Contact:	Phone:
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Item	BMP Plan Element
Site Description	<input type="checkbox"/> Nature and type of construction activity <input type="checkbox"/> Sequence of major soil disturbing activities (clearing, grading) <input type="checkbox"/> Estimates of the total project area and the total disturbed area <input type="checkbox"/> Post construction runoff coefficient <input type="checkbox"/> Existing data describing soil condition, discharges, etc. <input type="checkbox"/> Receiving water name and location (distance) <input type="checkbox"/> Soil types and locations <input type="checkbox"/> Construction area, time period, and general schedule <input type="checkbox"/> Location of BMPs and schedule for installation
Site Map	<input type="checkbox"/> Legend; property lines; existing/proposed contours; utilities <input type="checkbox"/> Ditches, streams, sinkholes, wetlands, lakes <input type="checkbox"/> Limits of construction and areas of no disturbance <input type="checkbox"/> Trees to be preserved <input type="checkbox"/> Existing and proposed buildings <input type="checkbox"/> Existing and proposed paved areas <input type="checkbox"/> Proposed pipes, inlets, and open channels <input type="checkbox"/> Location of runoff discharges and streams/lakes/wetlands <input type="checkbox"/> Construction entrances <input type="checkbox"/> Location of equipment storage areas <input type="checkbox"/> Location of soil stockpiles <input type="checkbox"/> Sediment basins and sediment traps <input type="checkbox"/> Silt fence and other sediment barriers <input type="checkbox"/> Diversion channels or berms upgradient of site <input type="checkbox"/> Other BMPs to be used on site <input type="checkbox"/> Inspection and maintenance notes
Erosion Prevention & Sediment Control Measures	<i>Soil Stabilization (seed, mulch, etc)</i> <input type="checkbox"/> Seed and mulch specifications <input type="checkbox"/> Bare areas idle for 21 days to be seeded/mulched <input type="checkbox"/> Perimeter Controls (silt fence, sediment ponds, etc.) <input type="checkbox"/> Drawings and specifications showing dimensions and materials <input type="checkbox"/> Design criteria and calculations <input type="checkbox"/> Sediment basin for all areas draining 2 acres of disturbed area. (Sediment storage capacity must equal 3600 cubic ft per disturbed acre) <i>Stormwater Management Devices after construction is completed</i> <input type="checkbox"/> Measures to prevent erosion at culvert outlets and in channels/ditches <input type="checkbox"/> Measures to remove 80% of the TSS that exceeds predevelopment levels
Other Control Measures	<input type="checkbox"/> Measures to prevent discharge of debris and building materials <input type="checkbox"/> Measures to prevent off-site tracking of sediment <input type="checkbox"/> Measure to prevent dust generation <input type="checkbox"/> Other good housekeeping measures
Other State and Local Plans	<input type="checkbox"/> Identify local or other regulatory requirements <input type="checkbox"/> Demonstrate compliance with local requirements
Maintenance	<input type="checkbox"/> Description of BMP maintenance program
Inspections	<input type="checkbox"/> Frequency of inspection (every 7 days and after every rainfall of 0.5" or greater) <input type="checkbox"/> Documentation procedures for inspections <input type="checkbox"/> Documentation procedures for making repairs to BMPs
Non-Stormwater Discharges	<input type="checkbox"/> Pollution prevention controls (e.g. gasoline or diesel fuel spills) <input type="checkbox"/> Good housekeeping measures <input type="checkbox"/> Disposal procedures for trapped sediment
Contractor and Subcontractor	<input type="checkbox"/> Name, address, and phone number of contractor & subcontractors <input type="checkbox"/> Certification statement from each subcontractor