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APPLICATION FOR RESIDENTIAL OR COMMERCIAL  
CONSTRUCTION OR BUILDING PERMIT 2024-2025

(New Construction, Remodeling, Additions, Accessory Structures, Excavation, and Demolition)

Construction Address: \_\_\_\_\_

\_\_\_\_\_

Property Tax Map and Parcel Number: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

\_\_\_\_\_

WV Contractor's License Number: \_\_\_\_\_

License Classification: \_\_\_\_\_

Contractor's Telephone Number: \_\_\_\_\_

Description of the Proposed Construction: \_\_\_\_\_ New \_\_\_\_\_ Remodel \_\_\_\_\_ Repair

\_\_\_\_\_ Addition \_\_\_\_\_ Demolition \_\_\_\_\_ Porch \_\_\_\_\_ Deck

\_\_\_\_\_ Accessory Structure \_\_\_\_\_ Excavation Work \_\_\_\_\_ Other

Size: \_\_\_\_\_ x \_\_\_\_\_ Square Footage: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Use Group of Structure: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Total Cost of Construction: \_\_\_\_\_

**\*\* Please provide an attached list of vendors and/or subcontractors who will be contributing to the construction. \*\***

(If the cost of construction is over \$10,000.00, attach a copy of the contract between the owner and contractor to this application) (28-4-3 WC Contractor's Licensing Act) OR (Use a form provided by this office.)

Other Items Required With This Application:

1. A site plan showing a footprint of the proposed structure. Show the distance to the property lines, show the size of the lot, and show the water and sewer tap or lines, existing or proposed driveway, or other structures on the lot.
2. Flood Zone Determination – if you know your property is in a flood zone, you MUST also obtain a floodplain permit.
3. Two (2) sets of Construction Drawings with a materials list. Home drawn plans may be approved if we can read them. Please feel free to ask for assistance if you need help with your construction documents. We will be glad to help you.

All plans will be reviewed for code compliance and once set will be retained in the permit file for 180 days past the close of the project. See – IRC 106.3 Examination of Construction Documents and ICR 106.5 Retention of Construction Documents.

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Submitted

The owner or their Authorized Representative signed above do hereby agree to comply with all the laws of the State of West Virginia and the City of Richwood adopted ordinances and that all the information on this application and the construction documents are true and correct.

I plan to start this project by \_\_\_\_/\_\_\_\_/\_\_\_\_ and complete all the work by \_\_\_\_/\_\_\_\_/\_\_\_\_

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Application Received By: _____	Date Received: ____/____/____
Floodplain Manager Approval: _____	Date Approved: ____/____/____
Code Official Approval: _____	Date Approved: ____/____/____
Mayoral Approval: _____	Date Approved: ____/____/____