

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Zoning Permit Application
(304) 472-1651

Identification	Owner/Lessee	Phone	Zoning Receipt	Date
	Street Address		Building Receipt	Date
	City State Zip		Zoning District	Flood Zone
	Contractor Name	License No	Lot Size	Off Street Parking Spaces
	Contractor Address		Phone	District/Map/Parcel

Improvement:	Proposed Use:	Estimated Value:		Permits Required:	
<input type="checkbox"/> new building	<input type="checkbox"/> single family	Building	\$	<input type="checkbox"/> building	#
<input type="checkbox"/> new addition	<input type="checkbox"/> multi-family	Electrical	\$	<input type="checkbox"/> electrical	#
<input type="checkbox"/> replacement	<input type="checkbox"/> garage/carport	Plumbing	\$	<input type="checkbox"/> water tap	#
<input type="checkbox"/> razing	<input type="checkbox"/> fence	Heating	\$	<input type="checkbox"/> sanitary tap	#
<input type="checkbox"/> relocation	<input type="checkbox"/> hotel/motel	A/C	\$	<input type="checkbox"/> storm sewer tap	#
<input type="checkbox"/> sign(s)	<input type="checkbox"/> commercial *	Other	\$	<input type="checkbox"/> drainage permit	#
<input type="checkbox"/> other (identify)	<input type="checkbox"/> other (identify)	Total Dollar Value	\$	<input type="checkbox"/> solid waste	#
				<input type="checkbox"/> asbestos	#
<p>* Commercial property requires a full set of sealed plans be submitted to the WV State Fire Marshal's Office for code approval. Drainage permit required before any surface disturbance or construction activity is commenced. Failure to comply may delay permit approvals.</p>				<input type="checkbox"/> elevation certificate	
				<input type="checkbox"/> state fire marshal approved	

Certification	I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and as such agree to conform to all applicable laws of the City of Buckhannon and the State of West Virginia regarding this proposed project.		
	Signature	Address	Date

Validation	Approved by	Reason for denial
	_____ Zoning Officer	
	Date	
		Initials _____ Date _____

Site Plan: In the space below prepare a diagram showing the lot dimensions, existing buildings, sidewalks and driveways. Clearly indicate the location, size, and height of the proposed structure(s) with distances to property lines in all directions. When required, show landscaping, parking spaces, surface water control, and/or sign locations. This site plan does *not* need to be drawn to scale but does need detail sufficient to support your application for a zoning permit. Failure to provide sufficient and accurate information may cause a delay in the processing of this application. If desired, a site plan may be furnished as an attachment to this application.

Please Note: This is an application for a zoning permit – it is NOT a building permit or an electrical permit. There will be a separate fee for and approval of those permits based upon the value of the work done and/or the number of circuits involved in the inspection process. There may also be fees due for razing which requires an asbestos inspection by a West Virginia State Certified Asbestos Inspector. Questions? Call City Hall 304-472-1651

A large grid area for drawing a site plan. The grid consists of 20 columns and 20 rows of small squares, providing a space for the applicant to draw lot dimensions, existing buildings, sidewalks, driveways, and proposed structures.