

CITY OF WHEELING – BUILDING PERMIT APPLICATION INSTRUCTIONS

Please refer to these instructions to properly complete your Application for Building Permit.

STEP 1:

Res 1 Family
 Res 2 Family
 Res Multi Family
 Commercial
 Industrial

Application Date:	Is Applicant Owner?	Located in Flood Plain?	Is Building Vacant?
Mar 1, 2015	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
		Asbestos Present?	If Yes, How Long?
		<input type="radio"/> Yes <input checked="" type="radio"/> No	2 yrs 4 mo

Work Location: 1234 Project Parkway, Wheeling, WV 26003

Owner Name: John Q Resident Owner Phone: (304) 232-0000

Owner Address: 5678 Residential Road, Wheeling, WV 26003

1. Project type – select one of the 5 choices.
2. Enter the date this application form will be submitted to the City. (use the dropdown arrow and associated calendar for ease of use).
3. If a contractor working for the property owner, select NO.
4. Is the property located in a flood hazard area? You can call the Building Dept, 304-234-3601, or use this link: <http://www.mapwv.gov/flood/> for assistance. ALSO, indicate if any asbestos is present in the building.
5. If the building is currently occupied, select NO. If the building is currently vacant, select YES, AND also enter how long this building has been vacant in years and months. (use the dropdown arrows for ease of use).
6. Provide the complete address for the location where the work will be performed.
- 7, 8, 9 Provide the property owner’s Name, Phone Number and complete Address. (address may be the same as the work location for some projects)

STEP 2:

CONTRACTOR INFORMATION	Contract Value	Contractor Name, Address, City, ST, Zip Code	WV Lic	City Lic
Property Owner			<input type="checkbox"/>	<input type="checkbox"/>
General Contractor	\$35,000.00	ABC Construction, 12345 Structural Street, Wheeling, WV 26003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excavation			<input type="checkbox"/>	<input type="checkbox"/>
Concrete / Masonry			<input type="checkbox"/>	<input type="checkbox"/>
Electrical	\$15,000.00	XYZ Electrical, 5678 Arc Fault Avenue, Steubenville, OH 43952	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mech / HVAC	\$20,000.00	XYZ Mechanical, 1234 Ductwork Drive, St Clairsville, OH 43950	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Plumbing	\$10,000.00	XYZ Plumbing, 3456 Cleanout Court, Moundsville, WV 26041	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sprinkler			<input type="checkbox"/>	<input type="checkbox"/>
Demolition			<input type="checkbox"/>	<input type="checkbox"/>
Signage	\$5,250.00	XYZ Signs, Inc., 7890 Advertising Avenue, Pittsburgh, PA 15332	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other:		Provide separate attached list of all OTHER Sub-Contractors not listed above.		
TOTAL VALUE:	\$85,250.00	Fee = \$4.00 per (\$1,000 rounded up to nearest \$1,000)	Contract Permit Fee:	\$344.00
<input type="radio"/> N/A	<input type="radio"/> Temp = \$25.00	<input type="radio"/> Residential = \$25.00	<input checked="" type="radio"/> Commercial = \$50.00	Elec Service Permit Fee: \$50.00
<input type="radio"/> N/A	<input type="radio"/> Temp = \$5.00	<input type="radio"/> Non-Electric = \$15.00	<input checked="" type="radio"/> Electric = \$1.00 per sq ft	Signage Permit Fee: \$32.00
TOTAL PERMIT FEE (Contract + Elec Service + Signage)				\$426.00

1. Enter the Contract Value, Contractor Business Name, Address, City, ST and Zip Code for EACH Contractor / Subcontractor covered under this Permit. If some Subcontractors have not been selected at the time of Permit Application, enter the budgeted value for the trade and enter TBD (to be determined) for address information. For property owners doing their own work, list this information on the “Property Owner” line.
2. For EACH contractor listed, indicate that they possess a CURRENT / VALID WV State Contractor License AND a CURRENT / VALID City of Wheeling License.
3. If there are other specialty trades (not listed above) on the project, enter the total contract value of all these trades and provide a separate subcontractor list attached to the Application, identifying ALL the specialty contractors, with Contract Value, Name, Address and License status as above.

4. Sum of all contract values listed above. This must equal the total project cost.
5. Calculate the Contract Permit Fee at \$4.00 per \$1,000 of contract value. Round the contract value up to the nearest \$1,000. Ex. \$2,050 = \$3,000 = \$12.00, \$14,325 = \$15,000 = \$60.00, \$8,796 = \$9,000 = \$36.00.
6. There is an additional permit fee for work on any Electrical Service equipment. Select if the application is a temporary service, residential service or commercial service. If the scope of work does not include a Service select "N/A".
7. Enter the Electric Service Permit Fee amount based on the type of electric service selected in item 6.
8. There is an additional permit fee for all signage work. Select if the signage work will involve electric or not. If non-electric, there is a flat fee of \$15.00. If the signage involves electrical work, the fee is \$1.00 per square foot of signage area. There is a flat fee of \$5.00 for all temporary signage. If the scope of work does not include Signage select "N/A". ALL SIGNAGE WORK MUST BE PRE-APPROVED THRU ZONING.
9. Enter the Signage Permit Fee based on the type of signage selected in item 8.
10. Enter the total Permit Fee amount. This is the sum of items 5, 7 and 9 above.

STEP 3:

Scope of Work to be Completed:

1 Provide a detailed scope of work description in this space.
 The more information you can provide here will help the understanding of your project.
 For smaller projects, hand sketches are very helpful.
 For larger projects, more detailed sketches and drawings are required.
 For any new construction, drawings and specifications prepared by a registered design professional are required.
 For any new construction, report results from COMcheck (commercial) or REScheck (residential) are required.

2 Zoning Approved: Yes No N/A 3 Smoke / CO Upgrade? Yes No 4 Plans Attached? Yes No

1. Enter a detailed description of the Scope of Work for this Application. There is ample space in this text box to enter a lot of wording. The better the description, the easier the Permit approval process will be.
2. Has the project been approved by Zoning? Select YES or NO. If there are no Zoning Ordinance issues related to this project, then select N/A
3. FOR RESIDENTIAL PROJECTS: Will Smoke and Carbon Monoxide Alarms be Upgraded to Code compliance? Refer to the 2009 International Residential Code Sections R314 and R315 for Code requirements.
4. Are any Plans, Sketches, or other supporting documentation provided? Select YES and be sure to attach ALL relevant documentation to this Application submittal.

STEP 4:

I hereby certify that I am the owner of record of the named property, or 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 his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to this permit.

Applicant Name: Mary M Manager 1 Address: 12345 Structural Street, Wheeling, WV 26003

Phone: (304) 639-5555

Applicant Signature: 2 Building Insp Approval: 5

3 Reset Form 4 Print Form 6 REV 05/2015

1. Enter the Name, Address, and Phone Number for the person submitting this Application.
2. The person listed above submitting this Application is to sign the Form here.
3. Use this RESET button to clear all information entered on this digital form and start again with a blank sheet.
4. Use this PRINT button to print a hardcopy of this Form after all information has been entered. If you choose to submit a hand written version of this Application, PRINT a blank form with blank fields. Information can then be hand written or typed as the user chooses.
5. Approval by the City of Wheeling, Division of Building Code Services.
6. Revision date of this Application Form.

Should there be any questions or problems with completion of this Application Form, call the City of Wheeling, Division of Building Code Services at 304-234-3601 for assistance.