

Application For Occupancy Permit

Corporation of Shepherdstown
P.O. Box 248
Shepherdstown, WV 25443
(304)876-2312

Fee: \$35.00

PRINT OR TYPE CLEARLY:

Applicant's Name: _____ Applicant's Address: _____ _____ Day Time Phone Number: _____

Property Owner's Name: _____

Property Owner's Address: _____

Day Time Telephone Number: _____

Street Address of Proposed Work: _____

Lot Number/Legal Description: _____

Current Zoning: _____ **Current Land Use:** _____

Note: See zoning maps at Town Hall for correct zoning classification

Cost Estimate _____ **Contractor's Name** _____

Contractor's Address _____

Office Use Only

Comments from Zoning Officer:

Fee Paid _____ Date Paid _____

[SEE NEXT PAGE FOR CHECKLIST](#)

Application for Occupancy Permit

Detailed Description of Work:

CHECKLIST FOR OCCUPANCY PERMIT:

1. ARE YOU CHANGING THE USE OF THIS BUILDING OR ANY PART THEREOF?

FROM RESIDENTIAL TO COMMERCIAL _____

FROM COMMERCIAL TO RESIDENTIAL _____

2. PRIOR TO YOUR APPLICATION BEING ACCEPTED YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:

(APPLICANT MUST INITIAL EACH ITEM INDICATING IT HAS BEEN PROVIDED)

1. _____ Written permission from owner of property
2. _____ Platt of Property showing location of building with Setbacks from boundaries.
3. _____ Proposed required off street Parking. (See 9-207).
4. _____ For Change of Use from Residential to Commercial, A Scale drawing of building showing exact dimensions of Proposed commercial floor space.

SIGNATURE _____ **DATE** _____

NOTE:

ANY PROPOSED CHANGES OR ALTERATIONS TO THE EXTERIOR APPEARANCE INCLUDING BUT NOT LIMITED TO, SUCH AS PAINT, ROOF, SIDING, WINDOWS, AWNINGS, SIGNS, LIGHTS, DOORS, ETC...REQUIRES A SEPARATE APPLICATION(S) WITH APPLICABLE FEES. FOR BUILDING PERMIT.

Section Applicable to Occupancy Permits of the Shepherdstown

Planning and Zoning Ordinance is as Follows:

Section 9-903 Occupancy permit (Amended April 12, 2005)

Required – An occupancy permit shall be required before any building may be occupied or used, wholly or partially, or changed in use from residential to commercial or commercial to residential. Applications for such permits shall be made, in duplicate, by the owner of the premises or his authorized agent, to the Planning Commission. Such permits shall be granted or refused within sixty (60) days from the date of application.

Section 9-905 Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist on the back of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time in order to determine compliance with the Commission’s approval. Application must be signed by owner or his/her agent.

Date: _____ Applicant’s Signature: _____

Print Name: _____

If you are a tenant, you must obtain the owner’s signature acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: _____ Owner’s Signature _____

Print Name _____

Application Number _____ - _____
AN ORDINANCE AMENDING CHAPTER 8 OF TITLE 9 OF
THE CODE OF SHEPHERDSTOWN RELATING TO
BUILDING PERMIT FEE SCHEDULE

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

Category I: Minor projects such as painting, awnings, porch railings, window boxes, air conditioner units, satellite dishes, propane tanks, window replacement, or other minor changes
20.00

Category II: Accessory buildings, sidewalks, decks, fences, driveways, garages, storage buildings, carports or signs
\$35.00

Category III: Single family dwelling major changes excluding additions, non-profit tax exempt organizations
100.00
Plus \$1.00 per \$1,000.00 value over \$50,000.00

Category IV: Additions, commercial-industrial, multi-family residences
\$250.00
Plus \$1.00 per \$1,000.00 value over \$50,000.00

Category V: Demolition and permit extensions
\$25.00

The Planning Commission shall categorize any request not specifically listed in the above categories.

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit would be charged.

Application Number _____ - _____

**Application for Extension of Building Permit
Corporation of Shepherdstown, West Virginia**

Applicant's Name _____

Address _____

Day Telephone Number _____

Property Owner's Name _____

Address _____

Day Telephone Number _____

Date of Approval Original Building Permit _____

Date of Approval of Any Extensions _____

Will the project be 25% complete within one year of date of original permit? _____

Submit this form with a \$25.00 fee to the Corporation of Shepherdstown Planning Commission

Applicant's Signature

The Planning Commission has reviewed this request for extension and has taken the following action.

Approve extension until _____

Disapprove

Date _____

Chair _____

SHEPHERDSTOWN PLANNING COMMISSION

**CERTIFICATE OF BUILDING PERMIT
COMPLETION**

- **Permit Number** _____
- **Name** _____
- **Physical Address** _____
- **Mailing Address** _____
- **Date of Original Approval** _____ **Date of Completion** _____
- **Dates of extensions issued** _____

I, _____, do hereby certify that the above permit has been completed in accordance with the building permit issued by the Shepherdstown Planning Commission.

Applicant Signature Date

Zoning Officer Date