

BUILDING PERMIT APPLICATION
City of Bluefield, WV



200 Rogers Street
Bluefield, WV 24701
Phone: (304) 327-2401
Fax: (304) 325-6494

Building Permit # _____

Submit Form

TYPE OF WORK	
New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Other <input type="checkbox"/>	
CATEGORY OF CONSTRUCTION	
Single Family Dwelling <input type="checkbox"/> Business <input type="checkbox"/> Assembly <input type="checkbox"/> Mercantile <input type="checkbox"/>	
Educational <input type="checkbox"/> Hospital/Nursing Home <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> College <input type="checkbox"/>	
Multi-Family Dwelling <input type="checkbox"/> Factory <input type="checkbox"/> Storage <input type="checkbox"/> High Hazard <input type="checkbox"/>	
Apartments <input type="checkbox"/> Fire Protection <input type="checkbox"/> Misc _____	
JOB SITE , LOCATION AND APPLICANT INFORMATION	
PHYSICAL ADDRESS:	
Name:	
Mailing Address:	
City State Zip Code:	
Phone No:	
Disconnect #	Reconnect #
BRIEF DESCRIPTION OF WORK	
SUBMIT PLANS/COPY OF CONTRACT FOR ALL CONTRACTORS	
IF NO CONTRACTOR, PLEASE COMPLETE PAGE 2	
CONTRACT ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONTRACTOR	
Business Name:	
Contact Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: : ()
Contractor's WV Lic:	City Bus. Lic:
APPROVED BY THE HISTORIC LANDMARK COMMISSION	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A DATE APPROVED / /	

BUILDING PERMIT FEES	
Permit Fees are based on the value of the work performed. Indicate the value (rounding to the nearest dollar) of all materials and labor work indicated on this application.	
Please refer to the Fee Schedule	
TOTAL JOB COST: _____	
NOTES:	
<input type="checkbox"/> Plans or Blueprints Submitted	
Reviewed By	
City Building Official	Date
City Engineer	Date
THIS PERMIT MUST BE POSTED IN A VISIBLE AREA ON THE PROPERTY. WORK MUST BEGIN WITHIN 6 MONTHS OF THIS DATE. PERMITS EXPIRE 6 MONTH AFTER ISSUE DATE.	
Contact Sara Ayers - Admin. Assistant Office: 304.327.2401 x 2462 sayers@bluewv.org	
Kerry Stauffer – Engineering/Stormwater kstauffer@bluewv.org	

APPLICANT SIGNATURE:	DATE:
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Revised 09/24/2020

OWNER/BUILDER FORM (SELF)

NAME

PROJECT PHYSICAL ADDRESS

I have applied for a construction permit for the above-described property. I affirm that I have read the requirements for obtaining permits for the construction of any building, highway, sewer or structure, or any removal, grading or improvement.

PLEASE CHECK APPROPRIATE BOX BELOW:

- I am a person who will be performing or supervising the construction, removal, repair or improvement of no more than one primary residence owned by me and for my own use.

- I have immediate family members (to include: mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law) who are helping with construction and/or repairs.

- I am the Landlord who will be performing or supervising the repair or improvement of residential dwelling units owned by myself that are subject to the West Virginia Residential Landlord and Tenant Act. WV Code §37-6-30.

I understand that any work performed by any person **other than** me, any member of my immediate family, or any employee of any company that I own, **will be** performed by a licensed contractor. Upon hiring an outside individual, I understand that I am required to update this building permit.

Initial _____

Please describe in detail work to be performed, along with material list:

Signature _____ Date _____