

# KANAWHA COUNTY BUILDING PERMITS

## GUIDELINES AND PROCEDURES

**IN ALL UNINCORPORATED AREAS OF KANAWHA COUNTY, ANY NEW STRUCTURES, IMPROVEMENTS OF 50% OR MORE IN MARKET VALUE TO EXISTING STRUCTURES, RELOCATION OR PLACEMENT OF ANY BUILDING OR MOBILE HOME OR OTHER EARTH DISTURBING ACTIVITY REQUIRE A BUILDING PERMIT TO BE OBTAINED FROM THE COUNTY. THE NECESSARY STEPS INCLUDE:**

1. Submit building permit application to the Kanawha County Planning and Community Development Office, 407 Virginia Street East, 2<sup>nd</sup> Floor, Kanawha County Courthouse, Charleston, West Virginia.
2. Submit building application along with:
  - A. Real Estate Tax Receipt for the property that you are applying for.
  - B. Copy of Purchasing Agreement or Bill of Sale for Mobile or Manufactured Home.
  - C. Copy of contract if you are using a Contractor.
  - D. If completing the work yourself as the property owner, submit a itemize complete project cost from Lowes, Home Depot, 84 Lumber.
3. Domestic waste disposal permits for septic tanks or individual aeration systems must be acquired then submitted to the Kanawha-Charleston Health Department, 108 Lee Street East, Charleston West Virginia 304-348-8050.  
\*\* Note 10,000 sq. ft. of lot space required for individual septic tank system\*\*
4. If structure is located in the 100-year floodplain, you must provide an elevation certificate approved by a certified surveyor or engineer. Elevation certificate requires the lowest finished floor (finished basement, if included) be 2' foot above the 100-year base flood elevation.
5. A site plan (to scale) is required for any development within the floodplain with directional flow of the stream.
6. A mobile or modular home must be installed by a licensed manufactured home installer.

Any questions concerning permitting procedures or your flood zone call 304-357-0570.

**KANAWHA COUNTY COMMISSION**

407 Virginia Street East  
Charleston, West Virginia 25301  
Telephone (304) 357-0570  
FAX (304) 357-0572

**BUILDING PERMIT APPLICATION**

**Floodplain Management Program**

**NON-REFUNDABLE**

<b>FEES:</b>	
From \$0 to \$30,000	\$25.00
\$30,001 (+\$2.50 per \$1,000)	
Floodplain	\$300.00

<b>FOR OFFICE USE</b>	
District	_____
Map #	_____ Parcel # _____
Firm Map #	_____
Permit #	_____

**Date of Application:** \_\_\_\_\_

**Property Owner/Applicate Information**

NAME: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

Contractor Information & License Number (if applicable) License #: \_\_\_\_\_

NAME \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**TYPE OF STRUCTURE:** (CIRCLE ONE)

- \_\_\_\_\_ Single Family Residential (Mobile Home/Frame Construction)
- \_\_\_\_\_ Multi-Family Residential – Number of Units \_\_\_\_\_
- \_\_\_\_\_ Commercial/Industrial
- \_\_\_\_\_ Excavation/Fill Activities
- \_\_\_\_\_ Garage/Detached Structure
- \_\_\_\_\_ Other \_\_\_\_\_

Water Service Provided By: \_\_\_\_\_

Sewage Disposal Provided By: \_\_\_\_\_

Trash Disposal Provided By: \_\_\_\_\_

**FOR OFFICE USE**

Is property located in Floodway?	(F-1)	_____
Floodway Fringe (100 yr. Flood)	(F-2)	_____
Approximated Floodplain	(F-3)	_____
Zone X		Flood Elevation: _____
<b>OUTSIDE FLOODPLAIN</b>		

- 
1. WHAT IS THE ESTIMATED CONSTRUCTION COST OF THE PROPOSED IMPROVEMENTS? PROPER DOCUMENTATION OF THIS FIGURE MUST BE ATTACHED.
- 

COMMENTS:

---

---

CERTIFICATE:

I hereby certify that I have title to the property in question or that I am the authorized agent for the said property and that all information requested by the Building Permit Officer has been provided to the best of my knowledge.

I agree to pay any and all fees associated with the permitting process. I hereby grant permission to the Kanawha County Planning and Community Development office or their designated representative's access to the property to inspect for compliance of Kanawha County Ordinances.

These things I certify under penalty of law.

---

(Signature of Applicant)

Building Permit Fee

\$ \_\_\_\_\_

**Make check payable to the KANAWHA COUNTY COMMISSION**

# KNOW BEFORE YOU START YOUR PROJECT IN A FLOODPLAIN AREA

## Useful Information on Some Floodplain Requirements for Kanawha County

### **FILL**

Placement of fill in the floodplain is restricted to functional purposes such as elevating a structure. Placement of fill to dispose of soil from excavation or to elevate yards, parking lots, or fields will not generally be considered a functional purpose. Fill shall extend beyond a structure for a sufficient distance to provide acceptable access. For residential structures, fill shall extend laterally fifteen (15 feet) beyond the building line from all points before the start of sloping required in the required subsection. For non-residential structures, fill shall be placed to provide access acceptable for intended use. At grade access, with fill extending laterally fifteen (15 feet) beyond the building line shall be provide to a minimum of twenty-five (25) percent of the perimeter of a non-residential structure.

### **Placement of Structures**

All buildings and structures shall be constructed and placed on the lot as to office the minimum obstruction to the flow of water and shall be designed to have a minimum obstruction effect upon the flow and height of floodwaters. Structures shall be constructed with the longitudinal axis parallel to the direction of flood flow. All work being performed in a flood zone area must be performed by a licensed contractor or a licensed manufactured home installer until the project reaches the 2 feet above the base elevation of the first floor living space.

### **Flood Protection Setback**

The flood protection setback is equal to twice the width of the watercourse channel measuring from top of bank to top of opposite bank or 50 feet, whichever is less, shall be maintained from top of the banks of all watercourses. This must be reflected on the site map.

### **Utility and Facility Requirements**

**All** new or replacement water systems whether public or private, shall be designed to minimize or eliminate infiltration of floodwaters into the systems.

**All** new or replacement sanitary disposal systems, whether public or private shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges, a back-flow valve such be used preventing discharge into floodwaters.

**All** electrical and HVAC systems and equipment must be located 2 feet above the base elevation as required on your elevation certificate.

### **Certificate of Compliance & Finished Construction Elevation Certificates**

In floodplain areas, when required as a condition of permit approval the issuance of the Certificate of Compliance shall be based upon the completion of the finished construction elevation certificate and all inspections completed as prescribed in the Kanawha County Floodplain Ordinance which is available at [www.kanawha.us/planning](http://www.kanawha.us/planning) or upon request. When an elevation certificate is required as a condition of permit approval a Certificate of Compliance will not be issued to American Electric Power Company until the Floodplain Administrator receives the elevation certificate marked finished construction and all required forms have been completed.

You may contact the Floodplain Manager regarding the above requirements if you have additional questions at 304-357-0570.

By signing below, I am acknowledging that I have received and read this information sheet.

---

Applicant Signature