

KANAWHA COUNTY BUILDING PERMITS

GUIDELINES AND PROCEDURES

IN ALL UNINCORPORATED AREAS OF KANAWHA COUNTY, ANY NEW STRUCTURES, RELOCATION OR PLACEMENT OF ANY BUILDING OR MOBILE HOME, EARTH DISTURBING ACTIVITY, OR IMPROVEMENTS THAT COST MORE THAN 50% OF THE CURRENT MARKET VALUE OF THE STRUCTURE 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, 2nd Floor, Kanawha County Courthouse, Charleston, West Virginia.
- 2. Submit building application along with:**
 - A. Real Estate Tax Receipt for the property for which you are applying.**
 - 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 an itemized complete project cost from Lowes, Home Depot, 84 Lumber, etc.**
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 the structure is located in the 1% (or 100-year) floodplain, you must provide an elevation certificate completed by a certified surveyor or engineer. Elevation certificates require the lowest finished floor (finished basement, if included) to be 2' foot above the 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.

If you have any questions concerning permitting procedures or your flood zone, please 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

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

FOR OFFICE USE	
District	_____
Map #	_____ Parcel # _____
Firm Map #	_____
Permit #	_____

Date of Application: _____

Property Owner/Applicant 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 Residence
- _____ Multi-Family Residence -- Number of Units _____
- _____ Mobile Home -- Single/Double/Triple
- _____ Modular
- _____ Commercial/Industrial
- _____ Excavation/Fill Activities
- _____ Garage
- _____ Detached Structure
- _____ Septic System
- _____ Aeration System
- _____ Other _____

Water Service Provided By: _____
Sewage Disposal Provided By: _____
Trash Disposal Provided By: _____

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 provided 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 offer 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 2 feet above the base flood 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 floodwater 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 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