Section 2.3 Applicability

(a) This ordinance shall be applicable to all unincorporated areas of Harrison County. On and after passage and approval of this ordinance it shall be unlawful for any person, firm, association, group, partnership, business or corporation to construct or cause to construct any building or structure or make or cause to be made any substantial improvement, addition or modification thereto; or make or cause to be made any change in land usage; or make or undertake to make any land altering activity, unless a permit shall have first been obtained from the designated Land Development Coordinator.

(b) No permit shall be necessary for: (1) Use of land for agricultural purposes; (2) improvement or additions to a building or structure costing $1000.00 or less; (3) the addition of windows, doors, or steps to a building; (4) normal maintenance and repair of a building or structure; (5) construction of a private driveway, patio, or walkway that is not enclosed or cover by a roof; (6) construction to a fence or clothesline; (7) location of an on-site sign nine (9) square feet or less in area; and (8) for construction of farm buildings or structures such as barns, sheds, livestock pens, and similar buildings or structures used for agricultural purpose, provided however, the residential dwellings, mobile homes, garages, and related structures constructed on agricultural lands shall not be exempt from the permit requirement.

THINGS NEEDED BEFORE YOU OBTAIN A LOCATION IMPROVEMENT PERMIT

☐ Tax receipt for property you wish to obtain a permit for:
  - Obtained at the Sheriff’s office 304-624-8685.
  - If the property does not belong to you or is co-owned, you need a notarized statement from property owner or co-owner that gives permission to construct.

☐ Proper documentation such as sales receipt, contractor estimate or agreement on cost of construction (ex. mobile, modular home, or stick build). If owner is constructing, submit a cost of materials.
  - If using a contractor, you must provide their name, a copy of their West Virginia License, and a Certificate of Insurance.

☐ If you are constructing in a subdivision:
  - You need to submit the name and location of subdivision
  - Check your deed to see what is permissible within the subdivision.
  - If applicable, a notarized letter of approval for the construction from the Home Owners Association.
Call before you dig! It’s the law in WV, confirmation number from Miss Utility of West Virginia 1-800-245-4848. You must give them a minimum of forty-eight (48) business hours notice before you dig.

If your driveway will access a public roadway you need to obtain a driveway permit from Department of Highways
- Print out WV Department of Highways permit application.
- Encroachment Permit Form MM-109*
- Address: P.O. Box 4220 Clarksburg, WV 26302-4220, on Meadowbrook Road, across from the Meadowbrook Mall
- Phone: 304-842-1575

Obtain a permit from the Health Department if you are installing a septic system and/or well water.
- Print out Health Department Verification for Harrison County Location Improvement Permit Involving Installation or Modification of Sewage System following this check off list.
- Address: 330 West Main Street, Clarksburg WV
- Phone: 304-623-9308

Verification of water and sewage
- If you are getting water and sewage from a city or a PSD, you must submit a receipt verifying that you have tapped into their line.

IF YOU HAVE ANY QUESTIONS PLEASE CALL THE HARRISON COUNTY PLANNING DEPARTMENT @ 304-624-8690.
Health Department Verification For
Harrison County Location Improvement Permit
Involving Installation or Modification
Of Sewage System

Section A: To be completed by applicant

Name:_______________________________________________________________________________
Mailing Address:_______________________________________________________________________
________________________________
Phone#:______________________________________________________________________________
District/Map/Parcel:____________________________________________________________________
Nature of Project:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
______________________________________________

Do Not Write Below This Line

Section B: To be completed by Health department 304-623-9308
The project specified above_______does_______does not require a permit from the Harrison Clarksburg Health Department.

Check which of the following applies:

_____New system to be installed; permit required
_____Modification to existing system; permit required
_____Subdivision required
_____Existing system installed prior to July 1, 1970; No permit on record
_____Existing system installed since July 1, 1970; Permit must be obtained
_____Existing system installed since July 1, 1970; Permit on record
Septic Permit No.__________________Date Issued_____________________________
Name issued under:_______________________________________________________________
Comments:_________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

____________________
_________________________________                              ______________________________________
Date                                                                                                   Health Department Official
Location Improvement Fee Schedule

1. **Minimum Permit Fee**
   Applicable to all structures, buildings, demolition, changes in land use or land altering activities not otherwise provided for………………………………………………………………………………………………………………………….. $15.00

2. **Additions or Renovations to Single Family Residential Structures**
   This includes mobile homes and manufactured homes, the total cost of which additions or renovations do not exceed $50,000.00, Fee plus $1.00 per every $1,000.00 in total costs over $10,000.00………………………………………………………………………………………………………………..$20.00
   This includes mobile homes and manufactured homes, the total cost of which additions or renovations exceed $50,000.00, Fee plus $1.00 per every $1,000.00 in total costs over $50,000.00………………………………………………………………………………..$100.00

3. **New Single Family Residential**
   Fee plus $1.00 per every $1,000.00 in total costs over $50,000.00………………………………………………………………………………………………………………..$100.00

4. **New Multi-Family Residential and Additions or Renovations to Existing Multi-Family Residential**
   Fee plus $1.00 per every $1,000.00 in total cost over $50,000.00…………………………………………………………………………………………………………………………..$250.00

5. **New Commercial Structures or Renovations to Existing Commercial Structures, Commercial Land Use Changes and Land Altering Activities (Includes Buildings Used For Business Purposes)**
   The total costs of which does not exceed $50,000.00…………………………………………………………………………………………………………………………..$250.00
   The total cost of which does exceed $50,000.00, Fee plus $2.00 per every $1,000.00 in costs over $50,000.00…………………………………………………………………………………………………………………………..$350.00

6. **New Industrial Structures or Additions or Renovations to Existing Industrial Structures, changes in Land Use and Land Altering Activities for Industrial Purposes**
   the total cost of which does not exceed $100,000.00 ……………………………………………………………………………………………………………………………………….. $500.00
   Fee plus $5.00 per every $1000.00 in costs over $100,000.00……………………………………………………………………………………………………………………………………..$1000.00
Location Improvement Permit Application
Harrison County Planning Department
301 West Main Street, Clarksburg, WV 26301
Sixth Floor Office (304)-624-8690

Permit No. __________________
FIRM Panel No. __________________
Date Permit Issued__________________
Flood Prone ________Yes_________No
Date Permit Started ___________
Floodplain Management Ordinance:  
Conditional______Yes_______No  
Complies  
Conditions:_______________________________________  
Does Not Comply  
_______________________________________________________  
Not Applicable

Construction Amount ___________________
Fee Amt:____________ Date Start:______________________________
Receipt No:____________ Date Finish:____________________________
Proposed Construction or Land Use Code:

Employee Signature

---

Do Not Write Above This Line

Identification:
Name:_______________________________________________
Address:________________________________________________________________
Phone#:________________________________________________________

Identification of Property: If you are not the property owner, you need to bring in a notarized statement from the property
owner(s) allowing you to proceed with construction or land use activities.
District:__________
Date/From Whom Purchased/Leased:________________________________________________________________
Deed Book/Page:____________________________________________________________________________________
Tax Map/Parcel:____________________________________________________________________________________
Subdivision Name and Lot No.:_______________________________________________________________________
Describe existing buildings/usage:


Proposed Construction/ Land Use (ex. building a new home, setting a mobile home or modular home, commercial buildings
or putting in utilities)
Describe your project

_________________________  __________________________________________

_________________________  __________________________________________

Additions (ex. addition to existing home or demolition)
Describe your project:

Demolition projects must provide a hazardous material inspection and a mediation plan for any hazardous materials, including but
not limited to asbestos, heavy metals, etc.
**Contractors/General & Sub:** (copy of contractor’s license or verification of current and valid license from Division of Labor is required before a permit can be issued). Must list all subcontractors and submit a copy of their WV License

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**Construction Amount** _______________ **Date Start:** _______________ **Date Finish:** _______________

**List and Attach All Required Permits**

- Ms. Utilities Confirmation #_____________________________
- Sewage- Tap Receipt_______________________or/Septic Permit____________________________________
- Tap Water- Receipt___________________ or/ Well Water Permit___________________________________
- Department Of Highways _____________yes_____________no
- Other_____________________________________________________________________________________

**Applicant Certification:**

1. I (we), the owner(s) of the property on which the intended improvements are to be constructed, hereby certify: The information is true and accurate;

2. It is understood that construction must be started within six (6) months from the date of the approved application permit;

3. It is understood that the County personnel may inspect the property and/or activities identified on this application to ensure compliance;

I (we) ensure that this construction and intended use complies with all restrictive covenants applying to the subject real estate and understand and acknowledge that I (we) assume full responsibility for compliance with any such private land use covenants and that a violation thereof may result in legal sanctions by court injunction and damages irrespective of the issuance of this permit by the Harrison County Planning Department.

Applicant __________________________ Date ______________________

Applicant __________________________ Date ______________________
State of West Virginia, County of ___________________, to-wit:

I, ____________________________, the applicant in connection with that certain “Improvement Location Permit Application”, being over the age of (18) years and, after being first duly sworn, do depose and say:

That I am exempt from the “West Virginia Contractors Licensing Act”, as defined in West Virginia Code 21-11-1, for the following reason(s): (check as applicable)

____ 1. Work done exclusively by employees of the United States Government, the State of West Virginia, a county, municipality, or municipal corporation, and any governmental subdivision or agency thereof;

____ 2. The sale or installation of a finished product, material or article or merchandise which is not actually fabricated into and does not become a permanent fixed part of the structure;

____ 3. Work performed personally by an owner or leaser of real property on property the primary use of which is for agricultural or farming enterprise;

____ 4. Work performed by a public utility company and its employees regulated by the West Virginia Public Service Commission.

____ 5. Repair work contracted for the owner of the equipment on an emergency basis in order to maintain or restore the operation of such equipment;

____ 6. Work performed by an employer’s regular employees, for which the employees are paid regular wages and not a contract price, on business property owned or leased by the employer;

____ 7. Work personally performed on a structure by the owner or occupant thereof, and

____ 8. Work performed when the specifications for such work have been developed or approved by the owner of a facility by registered professional engineers licensed pursuant to the laws of this State when the work to be performed because of its specialized nature or process cannot be reasonably or timely contracted for within the general area of the facility.

______________________________________________
Affiant

Taken, subscribed and sworn to before this ______________ day of __________________________

My commission expires: ____________________________________________________________________

_________________________________________
Notary Public