



BERKELEY COUNTY BUILDING PERMITS AND INSPECTIONS

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838
Telephone: 304-264-1966, Fax: 304-262-3128
Web Page: www.berkeleywv.org

TO OBTAIN A RESIDENTIAL WATER HEATER BUILDING PERMIT, THE FOLLOWING ITEMS ARE NEEDED:

1. Completed application.
2. Manufacturer's details (make, model & serial number)
3. Signed and Notarized owner affidavit (If applicant is not the owner)
4. All fees paid. (\$41.00)

***NOTE: After the above submitted information has been reviewed and approved, your permit will be emailed to you.**

REQUIRED INSPECTIONS: (If applicable)

1. Final

NOTE-If same size unit replacement NO Electrical Inspections required

INTERNATIONAL RESIDENTIAL CODE 2018 APPLIES.

NOTE: Inspectors may make unscheduled visits at any time during normal working hours.

SCHEDULING INSPECTIONS:

To schedule an inspection, please call: 304-264-1966. All inspection requests for next working day must be called in no later than 2:00 pm.

Be prepared to provide the following information:

1. Permit # **Inspections will not be scheduled without Permit #**
2. Type of Inspection
3. Requested inspection date
4. Name of person requesting inspection

NOTE: Inspection will be completed in a timely manner, although no appointments are possible. The earliest date available will be given when scheduled.

Any minor changes to the plans will require an approved plan change. This includes change of contractor. The permit must be available on the job site for any inspection. If the job site is not visible from the road then place a sign that is visible at the driveway entrance.

Failure to contact this office for any inspections within six (6) months of permit issuance or prior inspection will result in the permit being voided.

APPROVED ELECTRICAL INSPECTORS: (third-party inspector, separate fee to be paid directly to electrical inspector)

SEE THE ATTACHED PAGE OF APPROVED BERKELEY COUNTY ELECTRICAL INSPECTORS

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

(Name)

(Date)

APPROVED BERKELEY COUNTY ELECTRICAL INSPECTORS

NAME	ADDRESS	PHONE
Wes Clark Larry Brown Jr. Richard McAllister	Middle Department Inspection Agency PO Box 1626 Winchester, VA 22604	1-800-248-6342
Clifton Bennett	Megco Inspections, Inc. P.O. Box 456 Keyser, WV 26726	304-788-9101
John Talbott	On Point Electrical Inspections LLC 153 Sunken Bridge Lane Inwood, WV 25428	304-886-3229
Benjamin Houdersheldt	Megco Inspections, Inc. 2415 Old Furnace Road Ridgeley, WV 26753	304-303-0405
Samuel George	S W George Electrical Inspections 411 E 7 th Ave. Ranson, WV 25438	304-671-0443
Lawrence Baldwin Jr	Baldwin Electrical Services LLC 1780 Lazzelle Union Road Maidsville, WV 26541	304-680-4287

**** (third-party inspector, separate fee to be paid directly to electrical inspector)**

ITREV: 4/12/13, 10/8/14,11/17/14,3/23/15, 12/15/15, 8/4/16, 9/15/16, 10/27/16,10/30/17,12/7/2017, 12/15/17,
3/19/18,9/10/18,4/12/19,6/10/19,10/7/19,1/11/21,4/15/2021,3/4/22,8/10/2022, 6/22/23, 2/21/24, 3/24/26

DIRECTIONS

(TO BE FILLED IN COMPLETELY BEFORE PERMIT WILL BE ISSUED)

LAST NAME OF OWNER: _____

LOCATION OF PROJECT: **SUBDIVISION NAME:**

LOT NUMBER: _____

DIRECTIONS:_____

(Please note - Inspectors cannot inspect what they cannot find, please make directions clear)

Refund Policy

Voided Application Lose Base Fee + grading fee
+ plan review if already been reviewed.

Voided Permit Lose Base Fee + grading fee
+ % lost will depend on inspections already completed + .06/sq ft for plan review
.09/sq ft for commercial plan review

Application or Permit will be voided if no activity for 180 days no refund will be made.

Signature

Date _____



BERKELEY COUNTY BUILDING PERMITS AND INSPECTIONS
400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838
Telephone: 304-264-1966, Fax: 304-262-3128
Web Page: www.berkeleywv.org

OWNER AFFIDAVIT

I, _____ understanding the importance and solemnity of the oath, do hereby swear and affirm that I am the current legal title owner of the property for which this permit is requested or that I am legally appointed agent or power of attorney for such owner.

Accordingly, I give my permission for _____ to obtain the needed permit(s).

Owner Signature

Owner Signature

Date

MUST BE NOTARIZED

STATE OF _____

COUNTY OF _____

I hereby certify that on this _____ day of _____, 20_____, before the subscribed, a Notary Public of the State of _____, and for the County of _____, _____ for the owners (Name)

did acknowledge the foregoing instrument to be his/her Act.

In testimony whereof,
I have affixed my official seal.

NOTARY PUBLIC

My Commission Expires: _____

SEAL:

APPLICATION FOR BUILDING PERMIT
(RESIDENTIAL WATER HEATER)

Applicant Information:

Is Owner Applicant? _____

NOTE: If applicant is not the property owner, the property owner must complete attached affidavit.

First Name: _____ Last Name: _____

Mailing Address: _____
(Street # and Name or Box #)

(City) (State) (Zip Code) E-mail: _____

Phone Number: _____ Fax: _____

Property Owner Information: (If different from applicant and affidavit is attached)

First Name: _____ Last Name: _____

Mailing Address: _____
(Street # and Name or Box #)

(City) (State) (Zip Code) E-mail: _____

Phone Number: _____ Fax: _____

Building Information:

Physical Address: _____
(Street # and Street Name)

Lot # _____ Subdivision Name: _____ (If Applicable)

Make: _____

Model: _____

Serial Number: _____

Estimated Value: \$ _____

Contractors Name: _____ WV Contr. License # : _____

(If Applicable-If more than one contractor, please continue list on back)

* NOTE: The application applies to property located in Berkeley County, WV. (Not for property located within incorporated areas such as City of Martinsburg or City of Hedgesville).

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE

DATE