

# Corporation of Harpers Ferry

"Listed on the National Registry of Historic Places"

1000 Washington Street

P.O. Box 217

Harpers Ferry, West Virginia 25425

(304) 535-2206 Fax: (304) 535-6520

## BUILDING OR REMOVAL PERMIT APPLICATION

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Name of Applicant (if different than Property Owner)

\_\_\_\_\_  
Mailing address (street or PO)

\_\_\_\_\_  
Mailing address (street or PO)

\_\_\_\_\_  
Mailing address (city, state and zip)

\_\_\_\_\_  
Mailing address (City, state and zip)

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
E-mail address

Evening: \_\_\_\_\_

Evening: \_\_\_\_\_

Daytime: \_\_\_\_\_

Daytime: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Telephone numbers

Telephone numbers

\_\_\_\_\_  
Block and lot number

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Tax map and parcel number

\_\_\_\_\_  
Mailing address (street or PO)

\_\_\_\_\_  
Most recent deed book & page number

\_\_\_\_\_  
Mailing address (City, state and zip)

Who will be performing the work?  
 Property Owner       Contractor

\_\_\_\_\_  
E-mail address

All building contractors and sub-contractors are required to have Town of Harpers Ferry and State of West Virginia business licenses while working in the Town of Harpers Ferry.

Evening: \_\_\_\_\_

Daytime: \_\_\_\_\_

Mobile: \_\_\_\_\_

Telephone numbers

WV License Number \_\_\_\_\_

Harpers Ferry License Number \_\_\_\_\_

Under Article 1705 [Building Permits], Article 1709 [Building Restriction Lines and Lot Lines/Boundaries], and Article 911 [Electrical Communications Utilities, Underground Regulations], I hereby make application for a building or removal permit for work as follows:

Submissions not in compliance with the Building Permits ordinance will not be considered by the Commissions and will delay the application.

### Schedule of Fees:

(see attached worksheet)

Estimated Project Cost \$ \_\_\_\_\_

Date fees received \_\_\_\_\_

Removal Permit Fee \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_

Received by \_\_\_\_\_

Building Inspection Fee \$ \_\_\_\_\_

Flood Hazard Fee \$ \_\_\_\_\_

Total amount of fees \$ \_\_\_\_\_

By this signature I acknowledge (1) I have read and will abide by all the rules and regulations of the Harpers Ferry town building permit ordinances, and have reviewed the document entitled **Historic District Guidelines**; (2) I agree to pay all fees associated with the permitting process set forth in section 7(j) of Article 1711 [Floodplain Ordinance]; and (3) I agree to allow authorized representatives of floodplain management programs access to the development to inspect compliance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Historic Landmarks Commission Recommendation:**

Approval on (date) \_\_\_\_\_ Disapproval on (date) \_\_\_\_\_  
Review Comments: \_\_\_\_\_

\_\_\_\_\_  
Chair signature

**Planning Commission Recommendation:**

Property  is located in an identified Floodplain, Floodway or other flood hazard area.  
 is not

Approval on (date) \_\_\_\_\_ Disapproval on (date) \_\_\_\_\_  
Review Comments: \_\_\_\_\_

\_\_\_\_\_  
President signature

**Harpers Ferry Town Council Action:**

Permit granted on (date) \_\_\_\_\_ Permit denied on (date) \_\_\_\_\_  
Permit denied (state reason) \_\_\_\_\_

By: \_\_\_\_\_  
Mayor of Harpers Ferry

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**Schedule of Fees Worksheet**

Estimated Project Cost \$ \_\_\_\_\_  
Removal Permit Fee \$ \_\_\_\_\_ (\$25.00)  
Building Permit Fee \$ \_\_\_\_\_ (\$10.00 for every \$1,000. Minimum \$25.00)  
Building Inspection Fee \$ \_\_\_\_\_ (see guidelines below)  
Flood Hazard Fee \$ \_\_\_\_\_ (see guidelines below)

**Guidelines for Building Inspection Fee charges:**

- (A) For an application with an estimated cost less than \$500.00, the inspection fee shall be \$25.00;
- (B) For an application with an estimated cost from \$500.00 to \$2,000.00, the inspection fee shall be 0.05 times the estimated cost;
- (C) For an application with an estimated cost of over \$2,000.00, the inspection fee shall be \$100.00;
- (D) Permits are valid for three years. Upon written application to the Town Council, extensions for permits about to expire may be granted. There is a fee of \$25.00 for each permit extension.

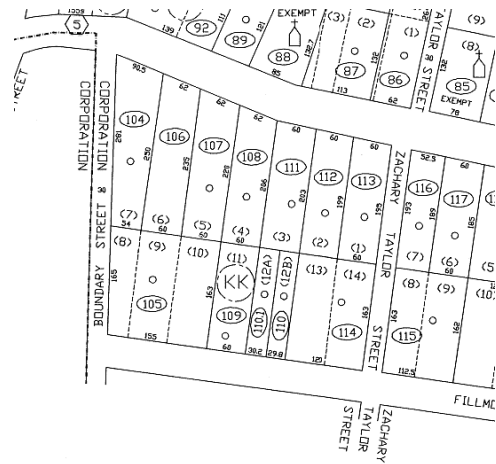
**Guidelines for Flood Hazard Fee charges:**

An application for proposed development determined to be occurring in an identified floodplain, floodway or other flood hazard area shall be accompanied by an additional fee based upon the estimated value of the proposed construction as determined by the Floodplain Administrator at the following rate:

Type of Development	Fee
1 & 2 family dwelling	\$1.00 per \$1,000.00
Accessory structures	\$1.00 per \$1,000.00
Any other structure	\$1.00 per \$1,000.00
Site plans, grading & filling (additional fee)	\$50.00 per acre or part thereof
Floodway development reviews	\$1.00 per \$1,000.00

## General Building or Removal Permit Information

1. No building or removal permit application review will be scheduled for either the Historic Landmarks or Planning Commissions' consideration unless the permit application is deemed complete by the chair of the respective commission. Please comply with the attached ordinances so that your permit application will not be delayed.
2. Applicants may present preliminary plans for discussion and guidance from the commissions (see Article 1705.03 (a) attached).
3. An exterior alteration to an existing structure may not require some or all of the documentation requirements if a waiver of such is requested by the applicant (see Article 1705.03 (e) attached).
4. Your completed application must be received by the town office at least **fourteen (14) days** before a regularly scheduled meeting of the Planning Commission.
5. The permit fee (check or money order) payable to the Corporation of Harpers Ferry must accompany the application before the application will be submitted to either commission. Upon completion of any construction work, the permit holder shall furnish the Mayor and Town Council with a final statement of construction costs. In the event the costs shown on the final statement are in excess of those estimated on the permit application, the applicant shall be charged an additional fee based upon final costs.
6. The permit holder is required to pay any necessary Jefferson County impact fees directly to the county before the Town of Harpers Ferry will issue the applicant their final building permit. Proof of payment is required by the town. The Jefferson County Department of Impact Fees may be reached at (304) 728-3331.
7. Newly constructed homes require a "911 address" be assigned to them by Jefferson County. Information about 911 addresses may be obtained at (304) 724-6759.
8. Block and lot numbers can be found on the Howell Brown maps in the Town Hall or at the county clerk's office in Charles Town. Tax map and parcel number can be found on the tax assessor's map. A parcel is composed of one or more lots. In the assessor's map, block numbers are shown in a dashed circle and lot numbers are in parentheses. The parcel number is inside a solid oval. Dashed lot lines indicate lots included in a larger parcel, bounded by solid lines. Deed book and page number can be found by clicking on the Jefferson County Document Inquiry link at <http://jeffersoncountyclerkqv.com>.
9. If a licensed contractor is used and the work is of an aggregate value of ten thousand dollars (\$10,000.00) or more including materials and labor, the contract and all addenda shall be presented to the Floodplain Administrator for review within five (5) business days of contract signing.



## Harpers Ferry Building or Removal Permit Application Document Check List

*Six (6) copies of each checked document have been submitted. Documents 1 and 2 listed below are required of all building and removal permit applications. Documents 3-5 are required only for building permits.*

**1. Site plan**

- Site plan showing distance from property lines and existing buildings (plat with scale 1" = 60', 1" = 40', or 1" = 20'). For construction, substantial improvement or relocation, the site plan shall also include all adjacent roads and watercourses with direction of flow, the lowest adjacent grade to the proposed foundation and/or toe of fill, the Base Flood Elevation and the location of the floodway boundary when applicable.

**OR**

- Request requirement be waived because:
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**2. Perspective drawings or photographs**

- Drawings or photographs showing in perspective how the existing or proposed building/structure appears in relation to others in visual vicinity

**OR**

- Request requirement be waived because:
- 

**3. Floor Plans**

- Dimensional drawings of floor plans drawn to scale (1/4" = 1 foot)

**OR**

- Request requirement be waived because:
- 

**4. Exterior views and elevations**

- Dimensional drawings of exterior views and elevations drawn to scale (1/4" = 1 foot)

**OR**

- Request requirement be waived because:
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**5. Materials List**

- Building materials list (including all materials, textures and exterior architectural features)

**OR**

- Request requirement be waived because:
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**6. Supplemental Information applicant may wish to provide:**

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\_\_\_\_\_  
Signature of Town Hall Staff Member

\_\_\_\_\_  
Date

## Regulations Applicant Should Know

1. One single family structure per residential lot.
  2. To preserve the historic 19<sup>th</sup> century character of Harpers Ferry, proposed exterior structural changes or construction shall be harmonious with the surrounding buildings and structures as set out in the ***Historic District Guidelines*** of Harpers Ferry (attached to this application). Please read!
  3. Underground wiring is required for any exterior building construction.
  4. **Building inspections by the town's Building Inspector are required** during construction and upon completion of the project.
  5. Building permits are not required for repairs or replacing exterior architectural features in such a manner to be the same as the original in scale, appearance and materials. The Town of Harpers Ferry does not require the approval or review of exterior paint colors.
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## Questions – Assistance

Harpers Ferry Town Hall staff: (304) 535-2206