



1000 Washington Street
P.O. Box 217
Harpers Ferry, WV 25425
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Corporation of Harpers Ferry

Gregory J. Vaughn, Mayor
Kevin Carden, Recorder

Council Members
Chris Craig
Jesse Z. Melton
David Simmons
Greg 'Storm' DiCostanzo
Christian Pechuekonis

November 10, 2025

Kristen Hoffman
Data Collection
PO Box 3356
Glen Ellyn, IL 60138

email: data@constructionmonitor.com

RE: Harpers Ferry FOIA Request #2025-015

Ms. Hoffman,

Our office is in receipt of your FOIA request dated November 6, 2025, requesting copies of or a report of all issued building permits for Residential & Commercial properties from 10/1/2025 – 10/31/2025. Attached please find a copy of the Ordinance Compliance Officer's report for the month of October, 2025.

Please consider this letter as fulfillment of your FOIA request. In compliance with West Virginia law, the Secretary of State's Online FOIA Database will be updated by the Town's Recorder to show that this FOIA request has been completed.

Sincerely,

Pat Morse

Pat Morse
Office Administrator

cc: Mayor, Recorder, Town Council

CORPORATION OF HARPERS FERRY

Ordinance Compliance Officer

Monthly Report

Town Hall • 1000 Washington Street, P.O. Box 217, Harpers Ferry, West Virginia 25425

PH: (304) 535-2206

Report for the Month of: October 2025

Permit Applications Received for the Month of September:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Date Approved
10/8/25	J. Wiggington 391 Henry Clary St.	ZCPA #2025-030 Installation of retain wall in rear of property	Referred to Historic Landmarks for review.	Pending
10/8/25	S. Leakie 316 Fillmore St.	Demo Permit #2025-031 – Removal of rear addition to home.	Referred to BZA for hearing. Hearing scheduled for 11/13/25.	Pending
10/28/25	Andrew Myers 1081 W. Ridge St.	Demo Permit #2025-032 Demolition of old church structure.	Referred to BZA for hearing. Hearing scheduled for 12/2/25.	Pending

Updates for the month of October on open applications:

Date Received	Applicant Name and Address	Type of Application	Actions Taken (sent to BZA, HLC, PC, Legal, TC)	Application in Progress	Date Permit Issued
9/11/25	C Napper 1000 W Ridge St.	ZCPA #2025-029 Installation of driveway	Planning reviewed at their September meeting per Article 909.03 and approved.	No	10/9/25
8/26/25	Harper Cemetery Trustees 395 York Street	ZCPA #2025-028 Window replacement in caretaker house	HLC approved as submitted. BZA sent waiver of fee to Town Council. Council waived at their September meeting.	No	10/7/25
6/26/25	Innovations Community Solutions Washington St. (Weaver Property)	Temporary Sign Permit	No movement on this project.	Yes	Pending
6/30/25	St. Peter's Catholic Church Church St.	Roof replacement	Applicant using like for like – no permit required	No – filed close	10/14/25
5/29/25	Ehmer Builds	New home construction.	Based on PC 's review at their 8/19/25 meeting more	Yes	Pending

	Block LL, Lot #4, Fillmore St.		information is required for erosion/grading review.		
5/29/25	Ehmer Builds Block LL, Lot #9, Fillmore St.	New home construction	Based on PC 's review at their 8/19/25 meeting more information is required for erosion/grading review.	Yes	Pending

Submitted by: Kevin Hamilton
Kevin Hamilton, OCO

Rev 7/10/25