



1000 Washington Street
P.O. Box 217
Harpers Ferry, WV 25425
304-535-2206
www.harpersferrywv.com

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

December 3, 2025

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

email: data@constructionmonitor.com

RE: Harpers Ferry FOIA Request #2025-016

Ms. Hoffman,

Our office is in receipt of your FOIA request dated December 3, 2025, requesting copies of or a report of all issued building permits for Residential & Commercial properties from 11/1/2025 – 11/30/2025. Attached please find a copy of the Ordinance Compliance Officer's report for the month of November, 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: November 2025

Permit Applications Received for the Month of November:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Date Approved
11/4/25	S. Rockenbaugh 1081 Putnam Street	ZCPA #2025-033	Installation of an outdoor shed in rear of property.	Permitted 11/11/5

Updates for the month of November 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
10/8/25	J. Wiggington 391 Henry Clary St.	ZCPA #2025-030 Installation of retain wall in rear of property	Approved by Landmarks.	No	11/19/25
10/8/25	S. Leakie 316 Fillmore St.	Demo Permit #2025-031 – Removal of rear addition to home.	Approved by BZA 12/2/25.	No	11/13/25
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.	Yes	
6/26/25	Innovations Community Solutions Washington St. (Weaver Property)	Temporary Sign Permit	No movement on this project.	Yes	Pending
5/29/25	Ehmer Builds Block LL, Lot #4, 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
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