



Corporation of Harpers Ferry

Listed on the National Registry of Historic Places

1000 Washington Street • PO Box 217 • Harpers Ferry, WV 25425

304-535-2206

ZONING COMPLIANCE PERMIT APPLICATION

New Construction Only

Instructions for New Construction Building Permit Application & Inspections

TO OBTAIN A PERMIT:

1. For all work to be performed, provide one printed copy of this application with all information completely filled in and supporting documents as noted on page 6 to the Town Hall.
2. The permit fees and any deposit amounts required must accompany the application (check or money order) made payable to the entities noted on page 5 before the application is considered. As an alternative the fees may be paid online at www.harpersferrywv.us and click on the payment tab at the top of the page.
3. For new construction, provide one full set of original architectural/construction drawings with WV architect's/engineer's seal & signature to the office and submit one set of drawings in digital format.
4. For new construction, please provide a letter of water availability from Harpers Ferry Water Works and a copy of sewer availability from the Public Service District.
5. For new construction, on a current approved survey, site plans must show the building setbacks, the distance from the structure the property lines, the maximum building height, and the location of water and sewer lines. *Survey date must not be older than 1 year of submission.*
6. For new construction, you must submit stormwater management plans and landscaping plans.
7. You must comply with the current Historic District Standards and Guidelines (Part 13 Appendix A, copies are available at the Town Hall and on the Town website).
8. The permit holder is required to pay any necessary Jefferson County impact fees directly to the county before the Corporation of Harpers Ferry will issue the applicant their occupancy permit. Proof of payment is required to be submitted to the Town. The Jefferson County Department of Impact Fees may be reached at 304-728-3331.
9. Newly constructed homes require a '911' address which is assigned by Jefferson County. The Town will obtain this address once the permit is issued.

Your permit will be considered only after the Zoning Compliance Permit Application is deemed complete and all applicable fees are paid. Allow approximately ten (10) business days for the administrative review after all of the above items are received by this office. An application which cannot be approved administratively by the Code Enforcement Officer or Mayor's designee will be forwarded to the Board of Zoning Appeals.

NOTE: The review will begin only after all the information is 100% complete and accepted by the Code Enforcement Officer. Your permit will only be issued once it has been reviewed and approved. The timeframe for review may vary due to potential review of BZA, Historic Landmarks Commission and/or the Planning Commission.

POSTING OF THE PERMIT: The building permit shall be posted in such a way that it is visible and accessible by the inspector during the duration of the project and until the final inspection is complete and approved.

TYPICAL INSPECTIONS REQUIRED: At this time, the Town inspections do not cover fire, safety or building codes. However, for any change of use, the WV Fire Marshall's Office shall be contacted 30 days prior to starting any interior work. For those inspections not required by the Town, we request the applicant to enlist the services of a professional inspector. To schedule electrical inspections with a third-party electrical inspector, approved by the State Fire Marshal's Office, and payment of the inspection fee to the electric inspector, please contact George Samuel, 304-671-0443. Please provide the Town with a copy of the inspections for our records.

SCHEDULING AN INSPECTION: To schedule an inspection, call the Town Hall, 304-535-2206, ext. 4, during regular business hours. Please have the following information ready before calling for the appointment.

- Owner name, address and/or block & lot number, permit number.
- Type of inspection required (footers, framing, removal, foundation, final, etc.).
- Name and phone number of the person scheduling the inspection.

All work scheduled for inspection must be completed and ready for inspection by 8:00 am the following day of scheduling the appointment. Incomplete work is subject to rejection and payment of a reinspection fee prior to rescheduling of the inspection.

All provisions of state and municipal laws and ordinance governing this application will be complied with, whether specified herein or not. I understand that Town staff may (1) visit and photograph the subject property, (2) perform reasonable site inspections as required to determine compliance, and (3) that this application, including all submitted documents and staff photos relating to this request, is public information and can be made available upon request. Further, I understand that any deviation from the application as requested requires the express written approval of the Code Enforcement Officer and that all building contractors and sub-contractors are required to have a Corporation of Harpers Ferry and State of WV business license while working in the Town of Harpers Ferry and to remit required B&O tax for work performs (see Article 735).

NOTE: If your project is in the flood plain, additional requirements may be required. Please check with the Code Enforcement Officer for further information.

I/We have read and understand these instructions and all the information provided is correct:

Property Owner's Signature: _____

(Original signature/no copies accepted.)

Print Name: _____ Date: _____

Property Co- Owner's Signature: _____

(Original signature/no copies accepted.)

Print Name: _____ Date: _____

Application Number: _____

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1. Property Owner(s) Information:

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Company Name (if applicable): _____

Mailing Address: _____ Apt/Ste #: _____

City/Town: _____ State: _____ Zip: _____

Cell Phone #: _____ Other Phone #: _____

Email: _____

2. Applicant Information:

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Company Name (if applicable): _____

Mailing Address: _____ Apt/Ste #: _____

City/Town: _____ State: _____ Zip: _____

Cell Phone #: _____ Other Phone #: _____

Email: _____

3. Contractor: (A copy of the current WV Contractor's License must be submitted with application.)

Company Name: _____

Contact Person: _____

Mailing Address: _____ Apt/Ste #: _____

City/Town: _____ State: _____ Zip: _____

Cell Phone #: _____ Other Phone #: _____

4. Property Information:

Street Address: _____

Block and Lot Number(s): _____

Total Acreage/Lot Size _____ Existing Zoning ☐ Residential ☐ Business

Are there buried utilities or easements on the property? ☐ Yes ☐ No

(When a plat is required, please show all easements.)

Application Number: _____

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5. **Description of Work:** Please check all of the following that apply to this project:

___ New Construction (creates new structures)

___ Disturbs 5,000 sq. ft. of land or more

Briefly describe the work to be performed:

6. Complete Fee Schedule on the following page and submit payment with application.

For Official Use Only

Date Received _____ Received By: _____

Fees Paid _____ Receipt Number _____

Deposits Paid _____ Receipt Number _____

ZONING COMPLIANCE

APPROVAL

STAMP

Conditions of Approval: _____

Rational for Denial _____

HLC

APPROVAL

STAMP

Planning Commission

APPROVAL

STAMP

BZA

APPROVAL

STAMP

Application Number: _____

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FEE SCHEDULE – NEW CONSTRUCTION ONLY

Application Fee.....	\$ 25.00
New Home Construction Fee.....	\$ \$200.00
Zoning Compliance Permit Fee (Based on \$.75 per square footage of building).....	\$
Inspection Fees.....	\$ \$300.00
Total amount of fees payable to the Corporation of Harpers Ferry.....	\$

For New Construction Only - Add:

Water Service: Payable to Harpers Ferry Water Works

Capital Capacity Improvement Fee	\$	(\$2,925.00)
(see 905.04 Rate Schedule 3)		
Water Utility Tap Fee	\$	(\$750.00)

Sewer Service: Payable to HF-B PSD

Sewer Utility Tap	\$	(\$ 350.00)
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Board of Zoning Appeals Fees: Applicants must submit a separate BZA Hearing Request Form for the following circumstances.

Hearing request for the following:

Appeal of Ruling

Conditional Use

Demolition Review

Variance

*For each type of hearing the applicant shall
pay a hearing fee of \$25.00 & a Legal
advertisement fee of \$50.00.*

Code Interpretation – No fee

Application Number: _____

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SUPPORTING DOCUMENTATION

The following are required of all Zoning Compliance Permit Applications:	Provided		
Perspective drawings or photographs	<input type="checkbox"/>		
Exterior views and elevations drawn to scale (1/4" = 1 foot)	<input type="checkbox"/>		
Complete list of building materials including 'spec sheets'	<input type="checkbox"/>		
The following are required of all Site Plans (1303.04 (c)) unless administratively waived:	Provided	Not Provided (Waiver Sought)	Waiver approved when initialed and rationale provided below by Authorized Town Official
Copy of current certified property survey showing where work is to be done on the property. <i>Survey date must not be older than 1 year of submission.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Lot lines and easements	<input type="checkbox"/>	<input type="checkbox"/>	
Roof plan of building (i.e. view of building from above)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing and proposed structures and permanent signs	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing trees 6" or greater diameter at breast height, indicating which trees are proposed to be removed and the area of disturbance (1104)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of off-street parking and any loading spaces	<input type="checkbox"/>	<input type="checkbox"/>	
Location and dimensions of street and right-of-way dedications	<input type="checkbox"/>	<input type="checkbox"/>	
Location of points of entry and exits for vehicles and pedestrians and internal vehicle circulation patterns upon the property.	<input type="checkbox"/>	<input type="checkbox"/>	
Location of any fences and retaining walls and indication of their height and material of construction	<input type="checkbox"/>	<input type="checkbox"/>	
Location of exterior dark skies compliant lighting devices	<input type="checkbox"/>	<input type="checkbox"/>	
Locations of all paved and impervious surfaces and landscaped areas	<input type="checkbox"/>	<input type="checkbox"/>	
Location of all new water and sewer taps and laterals	<input type="checkbox"/>	<input type="checkbox"/>	
Provide a certified engineer's stormwater management plan	<input type="checkbox"/>	<input type="checkbox"/>	

For Official Use Only

Authorized Town Official (person granting the waivers shown above and recording the inspections below)

Name _____ Title _____ Signature _____ Date _____

Inspection Record	Date Completed	Waived
Prior to all removals		<input type="checkbox"/>
Prior to placement of foundation or footers		<input type="checkbox"/>
When framing is completed		<input type="checkbox"/>
At project completion		<input type="checkbox"/>

Application Number _____

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