



## 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

### Instructions for Building Permit Application & Inspections

#### TO OBTAIN A PERMIT:

1. For any work to be performed ***that is not like for like***, 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 required as noted on page 5 must accompany the application (check or money order) made payable to the Corporation of Harpers Ferry before the application is considered. As an alternative, the fee can be paid online at [www.harpersferrywv.us](http://www.harpersferrywv.us) by clicking on the payment tab at the top of the page.
3. 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.

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 building 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 electrical inspection 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).
- 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: \_\_\_\_\_

Rev 1/26



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### ZONING COMPLIANCE PERMIT APPLICATION

**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:

- ☐ Enlargement/On-site Relocation (enlarges or moves an existing structure)  
☐ Alteration/Reconstruction (changes in exterior materials, design or existing appearance from a street or public way)  
☐ Disturbs 5,000 sq. ft. of land or more

*For Demolition (removal of existing structure) refer to the Board of Zoning Appeals Application.*

Briefly describe the work to be performed:

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

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**For Official Use Only**

Date Received \_\_\_\_\_ Received By: \_\_\_\_\_  
Fees Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_  
Deposits Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

ZONING COMPLIANCE APPROVAL STAMP
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Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Rational for Denial \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HLC APPROVAL STAMP
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Planning Commission APPROVAL STAMP
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BZA APPROVAL STAMP
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## FEE SCHEDULE

Application Fee..... \$ 25.00  
 ZCPA Fee (see chart below)..... \$ \_\_\_\_\_  
 Inspection Fee (see fee schedule below)..... \$ \_\_\_\_\_  
**Total amount of fees payable to the Corporation**  
**Of Harpers Ferry..... \$ \_\_\_\_\_**

### ZCPA Fees:

TYPE OF PROJECT	FEE
Renovation Plan Review	\$150.00 + \$.75 per sq. ft.
<u>Review of the following:</u> Boundary Line Adjustment, Decks, Fence, Garage, Porches, Retaining Wall, Roofing, Sidewalk/Driveway, Signs, Swimming Pool, Window Replacement	\$50.00 each

### Inspection Fees:

TYPE OF PROJECT	FEE
New Home Construction	\$300.00
<u>Inspection of the following:</u> Decks - 2 inspections Fence – 2 inspections Garage – 2 inspections Porches – 2 inspections Retaining Wall – 2 inspections Roofing – 1 inspection Sidewalk/Driveway – 1 inspection Swimming Pool – 2 inspections Window Replacement – 1 inspection	\$50.00 each inspection

### Board of Zoning Appeals Fees:

*Applicants must submit a separate  
BZA Hearing Request Form.*

Hearing request for the following:

- Appeal of Ruling
- Conditional Use
- Demolition Review
- Variance

For each 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 unless waived by the Code Enforcement Officer:	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"/>
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"/>
Any other pertinent documents that may be requested by the Code Enforcement Officer.	<input type="checkbox"/>

For Official Use Only		
<b>Authorized Town Official (person granting the waivers shown above and recording the inspections below)</b> 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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