



*Town of Capon Bridge*  
*PO Box 183, Capon Bridge WV 26711*

Phone: 304-856-3625 Fax: 304-856-2495

E-mail: [townclerk@townofcaponbridgewv.gov](mailto:townclerk@townofcaponbridgewv.gov)

EQUAL OPPORTUNITY PROVIDER & EMPLOYER

## **BUILDING APPLICATION**

**Failure to obtain a building permit prior to construction/installation will result in a work stop order and/or fine.**

Fences, pools, prebuilt sheds, and any other items which do not require inspections may be installed **only after** permit is approved by council and received by homeowner.

Decks, porches, additions, remodeling, garages, and carports will require inspections by Middle Department Inspection Agency, which is the Town's inspection agency. Middle Department Inspection Agency, Inc., 3078 Shawnee Drive, PO Box 1626, Winchester, VA 22604, Office 540-667-8484.

Inspections are conducted by Middle Dept. Inspection Agency and a fee will be charged by them based upon the type of construction or building. Checks must be written to MDIA for inspections.

A \$50.00 residential or \$125 commercial fee is required to be submitted along with the Town of Capon Bridge Building Permit application. Checks must be written to the Town of Capon Bridge.

Please provide a plat or drawing of the location of the structure and the location of the structure on the property. A copy of HOA covenant and restrictions for your property must accompany the application. ***Application must not conflict with property restrictions.***

Application will be reviewed by Mayor and Council and must be received before the council meeting. Council meetings are held on the second Tuesday of every month.

Any further question please contact 304-856-3625.

Applicant signature: \_\_\_\_\_ date: \_\_\_\_\_



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**Must include drawing**

## **BUILDING APPLICATION**

CB1983—01

TOWN OF CAPON BRIDGE  
CAPON BRIDGE, WEST VIRGINIA

### **ORDINANCE XV**

The following ordinance was introduced by Gerald B. Moyers who moved its adoption, seconded by Guy Larrick, and by unanimous vote was adopted.

### **AN ORDINANCE PROVIDING FOR REGULATIONS RELATING TO THE ISSUANCE OF BUILDING PERMITS**

**AND COLLECTION OF FEES, THEREFORE FOR THE ERECTION,  
CONSTRUCTION, ENLARGEMENT, ALTERATIONS, REPAIR, MOVING,  
REMOVAL DEMOLITION, AND CONVERSION OF BUILDINGS OR  
STRUCTURES IN THE TOWN OF CAPON BRIDGE AND REPEALING ALL  
ORDINANCES IN CONFLICT THEREWITH.**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CAPON BRIDGE:

SECTION 1: It shall be unlawful for any person or entity to hereafter build or construct within the corporate limits of said town any dwelling, house, stable warehouse, or any annex, or any other structure, or remodel, add to, or alter any such structure until such person or entity shall present to the Council at a regular meeting thereof an application in writing, setting forth the name of such person and a reasonably certain description of the location, size, kind, general plan, and the materials generally to be used in the building or construction of the structure proposed to be built. Council shall consider and act upon such request within a reasonable time and without undue delay, and if the Council find any objection to such request or any portion thereof, it shall take appropriate action to cause the applicant to appear before Council at its next regular meeting for the purpose of discussing and, if possible, correcting any objectionable matter contained therein.

SECTION 2: It shall be unlawful for any person to park, locate, or occupy any house trailer or portable building unless said person complies with the provisions of this ordinance.

SECTION 3: In the instance of removal, demolition, or conversion (from residential to commercial or commercial to residential) of a structure, a building permit will be issued in the manner provided for in the accompanying sections of this ordinance.

SECTION 4: Upon approval of a building permit application, depending on its classification (residential or commercial), a permit shall, upon payment of a fee of FIFTY DOLLARS (\$50.00) for

a residential building permit and ONE HUNDRED DOLLARS (\$100.00) for a commercial building permit, be issued by the Town Recorder.

SECTION 5: In such instances where the approximate cost of erection, construction, enlargement, alteration, remodeling, and repair is in the amount of ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) or less, said instances shall be exempt from the provisions of this ordinance. OR (UPDATED TO FEMA REGULATIONS) Any dirt is moved. And following all FEMA rules and Regulations.

SECTION 6: All building permits shall be issued with the following stipulations applied:

A. The sewerage facilities of any buildings including mobile units must comply with current state health regulations governing the use and construction of septic systems, and the person to whom this permit is issued must have said system inspected by the County Health Inspector. A copy of the approved inspection report must be sent to the Town of Capon Bridge.

B. In projects where town water is being installed, an anti-surge valve shall be installed on the meter. As well, all water lines leading into the structure or building are to be inspected by the personnel of the Town of Capon Bridge Water Department before covering.

SECTION 7: In all cases where the provisions of this ordinance are being violated, the Mayor of said town shall have the power to stop the work of building or construction until the matter can be brought before the Council or until an order shall be passed by said Council under the provisions of this ordinance granting permission for same.

Effective from date of passage, March 8, 1983.

Gerald B. Moyers,  
MAYOR

Guy Larrick  
COUNCILMAN

Alton Wolfe, Jr.  
COUNCILMAN

Terry A. Largent  
COUNCILMAN

Irwin Lovett  
COUNCILMAN

Calvin H. Keefer  
COUNCILMAN

ATTEST:  
Robin C. Giffin, Recorder

#### **ORDINANCE CHANGE , JANUARY 11, 2000**

Section 4, Change Town Recorder to Town Clerk

### **AMENDMENT TO ORDINANCE XV**

The Town Council feels the need to increase the charge to obtain a building permit in order to meet the demands of our current revenue intake.

1.) Alter Section 4 of CB1983--01 to read as follows:

A.) RESIDENTIAL - New construction and/or additions consisting of a foundation to residential property will be charged \$50.00.

B.) COMMERCIAL - New construction and/or additions consisting of a foundation to commercial property will be charged \$125.00

EFFECTIVE ON JULY 1<sup>ST</sup>, 2001

All Ordinances in conflict with the changes stated herein, will be deemed inactive upon instatement of these revisions to CB1983--01.

Signed - June 12, 2001

Frederic V. Berkeridge,  
MAYOR

Carol Dickey  
RECORDER

Marilee Lewis  
COUNCILPERSON

Pamela Rannells  
COUNCILPERSON

Edward W. Ladd, Jr.  
COUNCILPERSON

Gerald Dickey, Jr.  
COUNCILPERSON

William Sager  
COUNCILPERSON



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BUILDING APPLICATION

Town of Capon Bridge, Inc.: Ordinance #15 and amended

Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Applicants Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner Information if different from above

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Taxing District: \_\_\_\_\_

Map Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Acres or Lot Size: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Description of work: \_\_\_\_\_

Require New Tap to Water? \_\_\_\_\_

Require New Tap to Sewer? \_\_\_\_\_

Fee based on commercial or residential.

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

Contractors Information

Must have permit to work in Town

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

WV License No. \_\_\_\_\_

Site Location: \_\_\_\_\_

Type of Construction

- Residential
Commercial
Double Wide/Modular
Outbuildings
Addition to existing structure
Demolish
Remodeling
Removal
General Repair

Number of Bathrooms \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only

Date Received: \_\_\_\_\_

\$50 Residential \$125 Commercial

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

One year to start construction, 2 years to finish construction:

After 2 year a 6-month extension can be obtained for \$50.00. A new building permit is required after that.

Please provide a plat or drawing of the location of the structure and the location of the structure on the property. A copy of HOA covenant and restrictions for your property must accompany the application. Application must not conflict with property restrictions.

Application will not be accepted without drawings.

May use this page for drawing.

**FLOODPLAIN DEVELOPMENT PERMIT APPLICATION**  
**Floodplain Management Program**

Date of Application: \_\_\_\_\_

Permit# \_\_\_\_\_

**Application Information**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contractor Information & License Number(if applicable)** WV License #: \_\_\_\_\_ City \_\_\_\_\_  
License# \_\_\_\_\_

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Address:**  
**(Provide directions if no address below)**

**Cost of Improvement:**  
**(Provide Documentation)**

**Type of Structure:** (Check All That Apply)  
\_\_\_\_\_ Residential  
\_\_\_\_\_ Excavation/Fill Activities  
\_\_\_\_\_ Manufactured Home

\_\_\_\_\_ Demolition  
\_\_\_\_\_ Commercial/Industrial  
\_\_\_\_\_ Garage/Detached Structure  
\_\_\_\_\_ Other (explain)

**Description of Work To Be Completed:**

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Signature \_\_\_\_\_

**APPLICANT WILL PROVIDE ONE COPY OF PLANS AND SPECIFICATIONS OF THE PROPOSED CONSTRUCTION.**