



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

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

E-mail: 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 1ST, 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.

259 WHITACRE LANE * CAPON BRIDGE, WEST VIRGINIA 26711

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:

Signature _____

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