

# CITY OF MILTON, WEST VIRGINIA

## Permit Application

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

Cabell County Tax Map and Parcel #: \_\_\_\_\_

Owner's Name and Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Contractor's Name and Address: \_\_\_\_\_

WV Contractor's Number: \_\_\_\_\_

Contractor's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Description of Proposed Construction:      New \_\_\_\_\_      Addition \_\_\_\_\_      Remodel \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

Construction Cost (Total Cost of Labor, Materials, Sub-Contractors): \_\_\_\_\_

**ATTACH COPY OF CONTRACT BETWEEN OWNER AND CONTRACTOR FOR ALL PROJECTS OVER \$10,000**

\_\_\_\_\_

The following is **REQUIRED** with this application:

Floodway / Floodplain:      No \_\_\_\_\_      Yes \_\_\_\_\_ (Submit Elevation Certificate)

Pertinent information for compliance with Floodplain Article 1731.06.

Residential Structures- All new construction, relocation, substantial improvements, including repair of substantial damage, of residential structures shall have the lowest floor, including basement, ductwork and utilities, elevated to two feet above the Base Flood Elevation.

(over)

**\*\*THIS SECTION APPLIES TO NEW CONSTRUCTION ONLY\*\***

**The following items are required with application**

Detailed plans for compliance of stormwater management with development equal to or greater than one (1) acre of site property. (Reference Article 932)

Two (2) sets of Residential and/or Commercial Construction Plans. Commercial plans over \$50,000 must have the signature *and* seal of a WV registered architect or engineer.

Two (2) site plans showing location of proposed structure on lot, distance from all lot lines, and location of any existing structures on lot. Proposed parking locations. Location of proposed sanitary sewer taps. Location of storm sewer tap for downspouts and driveway drainage.

Determination of Floodway or Floodplain Designation.

Detailed list of **ALL** sub-contractors. (All contractors and sub-contractors need to be licensed through the State of WV and the City of Milton)

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Work on the proposed construction shall begin within 6 months after the date of issuance of the permit or the permit shall expire unless a time extension is granted in writing by the code official.

All work will be done in accordance with the plans submitted to the City of Milton. All work must follow the adopted WV State, ICC Codes, City of Milton Ordinance, Floodplain and Stormwater Ordinances. All required inspections must be made. Any changes made other than those listed on this permit must be reported and approved by building official in advance.

I hereby certify that I have read and examined this document and know the same to be true and correct. All the provisions of laws and ordinances governing this type of work will be complied with whether specified or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**SIGNATURE:** \_\_\_\_\_  
(Owner/Contractor or Representative Requesting Permit)

**DATE:** \_\_\_\_\_

**TOTAL PERMIT FEE \$**\_\_\_\_\_