

KANAWHA COUNTY BUILDING PERMITS

GUIDELINES AND PROCEDURES

KANAWHA COUNTY COMMISSION COMMUNITY & DEVELOPMENT DEPARTMENT
407 VIRGINIA STREET EAST 2ND FLOOR
CHARLESTON, WV 25301
304 357-0570

YOU WILL REQUIRE A BUILDING PERMIT AMONG ANY AREA OF THE UNINCORPORATED AREAS OF KANAWHA COUNTY IF YOU HAVE PREVIOUSLY, CURRENTLY OR PLAN TO DO ANY OF THE FOLLOWING:

BUILD RELOCATE OR PLACE ANY TYPE OF STRUCTURE NEW OR USED
PLACE A MOBILE HOME NEW or USED
EARTH DISTURBING ACTIVITY OR ACTIVITIES SUCH AS EXCAVATION and/or FILL DIRT WORK
SEPTIC TANK and/or AERATION SYSTEM ACTIVITIES
CLEAR LAND/PREP LAND
REMODEL/IMPROVEMENTS, THAT ARE MORE THAN 50% OF MARKET VALUE
FENCING PROJECTS OR BASEMENT PROJECTS
SOLAR PANEL PROJECTS *(Ground or Roof Mounted)*
SIGNS *(Involving a new Pole(s) or New Ground Mount)*

YOU CAN OBTAIN A PERMIT FROM THE KANAWHA COUNTY PLANNING & COMMUNITY DEVELOPMENT OFFICE
(Address & Phone listed above)

1. PLEASE COMPLETE ENTIRE BUILDING PERMIT APPLICATION
2. SUBMIT BUILDING PERMIT APPLICATION WITH ANY OR ALL OF THE SUPPORTING DOCUMENTAION *(See A through D)*
 - A. PURCHASING AGREEMENT and/or BILL OF SALE FOR MOBILE HOMES / MANUFACTURED HOME.
 - B. COPY OF CONTRACT IF YOU HAVE A CONTRACTOR *(Must be on contractor's letterhead)*
 - C. REAL ESTATE TAX RECEIPT FOR THE PROPERTY WHICH YOU ARE SUBMITTING THIS APPLICATION
 - D. IF YOU ARE COMPLETING THE WORK YOURSELF, PLEASE INCLUDE AN ITEMIZED DESCRIPTION AND COST OF YOUR ENTIRE PROJECT. YOU CAN OBTAIN THIS INFORMATION FROM PLACES SUCH AS LOWES, HOME DEPOT, 84 LUMBER.
3. DOMESTIC WASTE DISPOSAL PERMITS FOR SEPTIC TANKS OR INDIVIDUAL AERATION SYSTEMS MUST BE ACQUIRED, THEN SUBMITTED TO THE KANAWHA-CHARLESTON HEALTH DEPARTMENT LOCATED AT:
108 Lee Street Charleston, WV 25301 Phone# 304 348-8050
*** Please note you will require 10,000 sq ft of lot space for individual Septic Tank Systems***
4. IF THE STRUCTURE IS IN THE 1% OR 100-YEAR FLOODPLAIN, YOU MUST PROVIDE AN ELEVATION CERTIFICATE COMPLETED BY A LICENSED SURVEYOR OR ENGINEER, ELEVATION CERTIFICATES REQUIRE THE LOWEST FINISHED FLOOR (FINISHED BASEMENT, IF INCLUDED) TO BE 2 FT ABOVE BASE FLOOD ELEVATION
5. A SITE PLAN TO SCALE IS REQUIRED FOR ANY DEVEOPMENT WITHIN THE FLOODPLAIN WITH DIRECTIONAL FLOW OF THE STREAM
6. A MOBILE OR MODULAR HOME BEING PLACED IN A FLOODPLAIN, MUST BE INSTALLED BY A LICENSED MANUFACTURED HOME INSTALLER

IF YOU HAVE ANY QUESTIONS CONCERNING PERMITTING PROCEDURES OR YOUR FLOOD ZONE, PLEASE CONTACT OUR OFFICE AT KANAWHA COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
407 VIRGINIA STREET EAST 2ND FLOOR
CHARLESTON, WV 25301
(304) 357-0570

**KANAWHA COUNTY PLANNING AND COMMUNITY DEVELOPMENT
407 VIRGINIA STREET EAST
CHARLESTON, WV 25301
PHONE 304 357-0570
FAX 304 357-0572**

**PLANNING & COMMUNITY DEVELOPMENT BUILDING PERMIT APPLICATION
FLOODPLAIN MANAGEMENT PROGRAM**

NON-REFUNDABLE		FOR OFFICE USE
FEES:		DISTRICT: _____
UP TO \$30,000.00	\$ 25.00	MAP# _____
OVER \$30,000.0	+\$ 2.50	PARCEL # _____
Floodplain	+\$300.00	PERMIT # _____

APPLICANT INFORMATION:

DATE: _____

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

PROPERTY OWNER INFORMATION:

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

CONTRACTOR INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____

LICENSE NUMBER: _____

TYPE OF PERMIT: ☐ COMMERCIAL ☐ RESIDENTIAL

PROPERTY ADDRESS LOCATION: _____

IF NO ADDRESS AT THIS TIME, YOUR BEST DESCRIPTION OF THIS LOCATION

(Example: Nearest Address, Tax Map, Parcel Number Etc.)

IS THIS PROPERTY LOCATED IN A FLOOD ZONE: NO ☐ YES ☐

HAS PROJECT ALREADY STARTED: ☐ NO ☐ YES **IF YES START DATE** _____

TYPE OF WORK: NEW _____ ADDITION _____ ALTERATION _____ REPAIR _____

STRUCTURE TYPE: (PLEASE MARK ALL THAT APPLY)

AERATION SYSTEM _____
SEPTIC SYSTEM _____
DETACHED STRUCTURE _____
EXCAVATION/FILL ACTIVITIES _____
GARAGE _____
INDUSTRIAL _____
MODULAR _____
MULTI-FAMILY RESIDENCE _____
SINGLE FAMILY RESIDENCE _____
MOBILE HOME: **Single** _____ **Double** _____ **Triple** _____
SIZE / SQUARE FOOTAGE _____
OTHER _____

WATER SERVICE PROVIDER _____
SEWAGE PROVIDER _____
TRASH DISPOSAL PROVIDER _____

PLEASE PROVIDE A DETAILED DESCRIPTION OF THIS PROJECT (In your words)

FOR OFFICE USE	
FLOODPLAIN MANAGER NOTES:	
ZONE: X _____ AE _____ A _____	FLOODPLAIN FEE: NO ☐ YES ☐ (\$300.00)
BASE FLOOD ELEVATION _____	REQUIRED FIRST FLOOR ELEVATION _____
FLOOD OPENINGS REQUIRED: ☐ NO ☐ YES NUMBER OF FLOOD OPENINGS REQUIRED _____	
ELEVATION CERTIFICATE: ☐ NO ☐ YES	
NONCONVERSION AGREEMENT REQUIRED ☐ NO ☐ YES	
_____ _____ _____ _____ _____ _____ _____ _____	
FLOODPLAIN MANAGER SIGNATURE _____	DATE _____

KANAWHA COUNTY FLOODPLAIN ORDINANCE EFFECTIVE AUGUST 1, 2023 READS AS FOLLOWS:

SECTION 7.10 FEES

APPLICATIONS FOR A BUILDING PERMIT SHALL BE ACCOMPANIED BY A FEE, PAYABLE TO THE KANAWHA COUNTY COMMISSION BASED UPON THE ESTIMATED COST OF THE PROPOSED CONSTRUCTION AS DETERMINED BY THE BUILDING PERMIT OFFICER

COST OF PROJECT	FEES
UP TO \$30,000.00	\$ 25.00 FOR YOUR BUILDING PERMIT
ABOVE \$30,000.00	+ \$ 2.50 FOR EVERY \$1,000.00 OVER \$30,000.00
FLOODPLAIN FEE	+ \$300.00

- A. IN ADDITION, THE APPLICANT SHALL BE RESPONSIBLE FOR REIMBURSING THE KANAWHA COUNTY COMMISSION FOR ANY ADDITIONAL COSTS FOR SERVICES NECESSARY FOR REVIEW AND/OR INSPECTION OF PROPOSED DEVELOPMENT. SERVICES INCLUDE, BUT ARE NOT LIMITED TO, PROFESSIONAL ENGINEERING AND SURVEYING. THE FLOODPLAIN ADMINISTRATOR MAY REQUIRE A DEPOSIT TOWARDS THESE ADDITIONAL COSTS. ADDITIONAL COSTS MAY INCLUDE REIMBURSEMENT FOR CONTRACTED SERVICES.
- B. WHEN ANY WORK FOR WHICH A PERMIT IS REQUIRED BY THIS ORDINANCE HAS STARTED PRIOR TO OBTAINING A PERMIT, THE FEES ABOVE SHALL BE DOUBLED FOR THE FIRST AND SECOND OFFENSES. FOR EACH ADDITIONAL OFFENSE, THE FEE SHALL BE TRIPLED.

PAYMENT OF THE DOUBLED OR TRIPPLED FEE SHALL NOT RELIEVE ANY PERSON FROM COMPLYING FULLY WITH THE REQUIREMENTS OF THIS ORDINANCE IN THE EXECUTION OF THE WORK OR FROM OTHER PENALTIES PRESCRIBED HEREIN.

CERTIFICATION:

I HEREBY CERTIFY THAT I HAVE TITLE TO THE PROPERTY IN QUESTION OR THAT I AM THE AUTHORIZED AGENT FOR THE SAID PROPERTY AND THAT ALL INFORMATION REQUESTED BY THE BUILDING PERMIT OFFICER HAS BEEN PROVIDED TO THE BEST OF MY KNOWLEDGE. I AGREE TO PAY ANY AND ALL FEES ASSOCIATED WITH THE PERMITTING PROCESS. I HEREBY GRANT PERMISSION TO THE KANAWHA COUNTY PLANNING AND COMMUNITY DEVELOPMENT OFFICE OR THEIR DESIGNATED REPRESENTATIVE(S) ACCESS TO THE PROPERTY TO INSPECT FOR COMPLIANCE OF KANAWHA COUNTY ORDINANCES.

THESE THINGS I CERTIFY UNDER PENALTY OF LAW.

(SIGNATURE)

(DATE)

FOR OFFICE USE	
BUILDING PERMIT FEE	\$ _____
FLOODPLAIN FEE	\$ _____
TOTAL COST OF THIS BUILDING PERMIT	\$ _____

KNOW BEFORE YOU START YOUR PROJECT IN A FLOODPLAIN AREA

Useful Information on Some Floodplain Requirements for Kanawha County

Fill

Placement of fill in the floodplain is restricted to functional purposes such as elevating structure.

Placement of fill to dispose of soil from excavation or to elevate yards, parking lots, or fields will not generally be considered a functional purpose and is not permitted without a Hydraulic and Hydrological Study. Fill shall extend beyond a structure for a sufficient distance to provide acceptable access for residential structures, fill shall extend laterally 15 feet beyond the building line from all points before the start of sloping required in the required subsection. For non-residential structures, fill extending structures, fill shall be placed to provide access acceptable for intended use. At grade access, laterally (15 feet) beyond the building line shall be provided to a minimum of 25% of the perimeter of a non-residential structure.

Placement of Structures

All buildings and structures shall be constructed and placed on the lot as to offer the minimum obstruction to the flow of water and shall be designed to have a minimum obstruction effect upon the flow and height of floodwaters. Structures shall be constructed with the longitudinal axis parallel to the direction of flood flow all work being performed in a flood zone area must be performed by a licensed contractor or a licensed, manufactured home installer until the project reaches 2 feet above the base flood elevation of the first floor living space.

Flood Protection Setback

The flood protection setback is equal to twice the width of the watercourse channel measuring from top of the bank to the top of the opposite bank or 50 feet, whichever is less. This shall be maintained from top of the banks of all watercourses. This must be reflected on the site map.

Utility and facility requirements

All new or replacement water systems whether public or private, shall be designed to minimize or eliminate infiltration of floodwater into the systems.

All new or replacement sanitary disposal system, whether public or private shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges, back-flow valve such be used preventing discharge into floodwaters.

All electrical and HVAC systems and equipment must be located 2 feet above the base elevation as required on your elevation certificate.

Certificate of Compliance & Finished Construction Elevation Certificates

In floodplain areas, when required as a condition of permit approval the issuance of the certificate of compliance shall be based upon the completion of the finished construction elevation certificate and all inspections completed as prescribed in the Kanawha County Floodplain Ordinance. Available at www.kanawha.us/planning or upon request. When an elevation certificate is required as a condition of permit approval, a certificate of compliance will not be issued to American Electric Power Company until the Floodplain Administrator receives the elevation certificate marked finished construction, and all required forms have been completed.

You may contact the floodplain manger regarding the above requirement if you have additional questions at (304) 357-0570

By signing below, you acknowledge that you have received this information sheet.

(Applicant Signature)

(Date)