



City of Glen Dale

402 Wheeling Ave • Glen Dale, WV 26038-1537

Phone: (304) 845-5511 • Fax: (304) 845-3475

BUILDING PERMIT APPLICATION

A building permit is only issued after the zoning officer/permit technician has approved the application, which has been submitted. The zoning officer/permit technician notifies you if there are any questions on the permit. For a new structure, additions, or fence, the building permit will not be approved until the following is submitted by a drawing: size of lot(s) and dimensions, and drawings of proposed new structures or additions, including distance from existing and new structures to property lines. All new structures must comply with B.O.C.A. codes.

It is mandatory that all contractors, sub-contractors, etc., who are hired for the job are licensed as a contractor in the state of West Virginia and must have a Glen Dale city license. It is the responsibility of the property owner or general contractor to provide the city with a complete list of all contractors and/or subcontractors that will be working on the job. The list must include the total cost which will be paid to each for the job that they are to perform. Pursuant to subsection 733.09 Business of Contracting (b) (1) & (2), the Business and Occupational Tax is to be paid at the time of or before the building permit is issued. In lieu of paying the Business and Occupational Tax, a surety bond is to be delivered to the city guaranteeing payment as stated in Amendment to Subsection 733.09 Business of Contracting (b)(3).

All construction work involving water lines, sanitary sewers, and storm drains (driveway, downspout, foundation, etc.) must be approved by the Glen Dale Water/Sanitary department prior to beginning construction. After project completion, the job must be inspected by a Water/Sanitary department employee prior to covering up the installation. If your job will affect any of the above, you must go to the Glen Dale Water Department at 201 7th Street for project approval in addition to your building permit. For questions, please call (304) 845-4740.

The property owner must ensure that each building or other man-made structure he or she owns is inspected for the presence of asbestos by a licensed asbestos inspector prior to any renovation or demolition activities. If no asbestos-containing materials are identified, you may proceed with renovation or demolition activities, after receiving an approved building permit, provided that you have also complied with the applicable requirements of WV Code of State Rule 45 CSR - Emission Standards of Hazardous Air Pollutants pursuant to 40 CFR Part 61, administered by the WV Department of Environmental Protection - Division of Air Quality. If asbestos-containing materials are present, you may not proceed until those materials are abated by a West Virginia-licensed abatement contractor.

If found by any means that any information on this application is false or incorrect, the permit is automatically denied. The city is mandated to monitor each job to its completion. If compliance is not followed, further action may be taken by the city.

FILING AN APPLICATION AND PAYING THE FEE DOES NOT AUTOMATICALLY MEAN APPROVAL. If you begin work prior to receiving the permit, there is a possibility the job may be ordered stopped.

SIGNATURE OF PROPERTY OWNER: _____

SIGNATURE OF CONTRACTOR: _____

DATE: _____

DATE OF APPLICATION: _____

PROPERTY ADDRESS: (where the work is being done in the city)

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S ADDRESS: _____

CITY: _____ STATE: _____

PROPERTY OWNER'S PHONE: _____

CONTRACTOR'S NAME: _____

CONTRACTOR'S ADDRESS: _____

CITY: _____ STATE: _____

CONTRACTOR'S PHONE: _____

DESCRIBE IN DETAIL WHAT WORK WILL BE DONE:

ESTIMATED TOTAL AMOUNT OF WORK BEING DONE: \$ _____

\$0.00 to \$499.00 (Homeowner) \$0.00

\$0.00 to \$499.00 (Contractor) \$0.00

\$500.00 to \$4,999.00 \$10.00

\$5,000.00 to \$25,000.00 \$25.00

\$25,000.00 and above \$1.00 per \$1,000.00

Total Amount of Building Permit Fees \$ _____

SIGNATURE OF APPLICANT: _____

APPROVED BY: _____ PERMIT #: _____

DATE OF APPROVAL: _____ DATE PAID: _____

GENERAL CONTRACTOR AND SUBCONTRACTOR LISTING

GENERAL CONTRACTOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ WV CONTRACTOR'S LICENSE #: _____

NAME OF SUB-CONTRACTOR	WV STATE CONTRACTOR'S LICENSE NUMBER	GLEN DALE CITY LICENSE NUMBER	COST OF WORK BEING DONE

Remit completed form and payment to Glen Dale City Building or
email to forms@glendalewv.gov and make payment at glendalewv.gov/payments.