

**How much does a permit cost?**

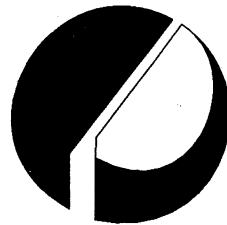
The cost of the permit is calculated from the estimated cost of the project based on the following formula:

<b>Construction cost</b>	<b>Permit fee</b>
\$00.00 - \$50.00	\$5.00
\$51.00 - \$500.00	\$10.00
\$501.00 - \$1,000.00	\$20.00
Each additional \$1 over \$1,000	\$0.005

**Who can answer my questions?**

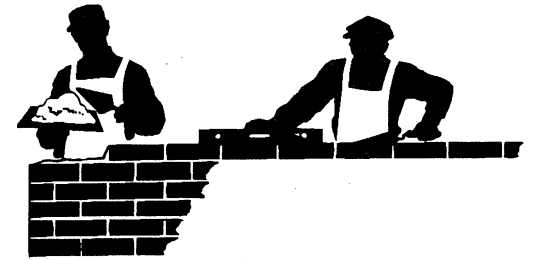
Please do not hesitate to contact the City Clerk or the Inspector with any questions you might have.

**Just call: 457-3700**



City of Philippi  
Office of the City Clerk  
P.O. Box 460  
Philippi, West Virginia 26416

(304)457-3700



**City of Philippi**

**Guide  
to  
building  
permits**



**What is a building permit?**

A building permit is a license which grants permission to start construction of a building project. It insures that your project will benefit public health, safety, and welfare by meeting local, state and national standards in design, installation and materials.

**Do I need a building permit?**

A building permit is required when constructing or altering any building or structure within the City limits at a cost which exceeds \$100.00 or where the capacity, bearing walls, or roof will be altered.

**Can I begin construction before a permit is issued?**

No. A building permit must be obtained prior to the commencement of construction activity.



**How can I obtain a permit application?**

A permit application can be obtained from the City Clerk located at the City offices or by calling 457-3700.

**What kind of information will be required?**

The application asks for owner information, contractor information, type of alterations and construction, structural, electrical, plumbing and mechanical information. In addition, the plans, plot layout and sketches may be needed. You will need to provide the approximate cost of construction.

**Can I do the work myself?**

You may do your own work on a building that you own. Any contractor which you use must be registered with the City. If the project cost is \$1,000 or more the contractor must also be registered with the state.

**Can I have help in filling out the application?**

Yes. The City Clerk and the Inspector will be happy to assist you in filling out the application.

**Are the regulations the same for all areas of Philippi?**

No. Certain areas like flood prone areas, fire districts or historic districts have particular regulations.

**Can I have a copy of the regulations?**

The City Code is available for review during normal business hours at the City office. Applicable sections may be requested for your use.

**How long does it take to get a permit?**

Permits are usually approved the week of the submittal depending on the complexity of the project and the completeness of the application. You should allow ample time for the process when planning your project.

**How long is a permit active?**

The permit is active for 6 months unless construction constraints dictate otherwise.

