

Application for a Permit to Construct

This form is authorized under Section 1721 of the Codified Ordinances of the Town of Eleanor.

For use by the Town of Eleanor	
Application number:	Permit number (if different):
Date received:	Receipt number:

Application submitted to: **ADDRESS:** TOWN OF ELEANOR, P.O. Box 185, Eleanor, West Virginia 25070 **PROJECT COST:** _____

A. Applicant		Applicant is: ☐ Owner or ☐ Authorized agent of owner	
Last name	First name	Business Name	
Street address		Mailing Address	
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
B. Main Contractor			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
C. Sub-Contractor - (Masonry)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Sub-Contractor - (Roofing)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
E. Sub-Contractor - (Siding)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
F. Sub-Contractor - (Electrician)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	

G. Sub-Contractor – (Plumber)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
H. Sub-Contractor – (Drywall)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
I. Sub-Contractor – (Painting)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
J. Sub-Contractor – (Flooring)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
K. Sub-Contractor – (Concrete)			
Last name	First name	Business Name	
Mailing address			Unit number
City	State	Zip Code	E-mail
Telephone number ()	Fax ()	Cell number ()	
L. Purpose of application			
☐ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit			
Description of proposed work			

M. Flood Plain

- i. Are there enclosed areas below Base Flood Elevations – Stairwells, sheds, garages, storage areas, crawl spaces? ☐ Yes ☐ No
- ii. Site plan or sketch shows location and size of building on the lot ☐ Yes ☐ No

N. Attachments

- i. Attach Plat Plan if new construction is for home or business.
- ii. Attach List of all Sub-Contractors along with copy of West Virginia Contractors License.

O. General Information – Eleanor Ordinance**1721.03 BUILDING PERMIT REQUIRED; ISSUANCE.**

(a) It shall be unlawful for any person, partnership, business, or corporation to undertake or cause to be undertaken, the construction, reconstruction, enlargement, alteration, relocation or demolition of any dwelling or structure unless an approved building permit has been obtained from the Municipal Building Inspector, signed by the Mayor.

1721.04 APPLICATION PROCEDURES.

(b) All applications for new construction of a single family dwelling, multi-family dwelling or commercial building shall be accompanied by a site plan showing actual dimensions of the structures, size and shape of the lot to be built upon, to include size and location of all surface drains and culvert drains, and shall be based upon an actual survey by a licensed land surveyor or civil engineer licensed by the State of West Virginia, said survey to be provided by the applicant.

1721.18 START OF CONSTRUCTION.

(a) Work on the proposed construction shall begin within sixty (60) days after the date of issuance of the building permit or the permit shall expire, unless a time extension is granted in writing, by the Town Council.

(b) Construction shall be considered to have started with the first placement of permanent construction of the site, such as the pouring of slabs or footings or any work beyond the stage of excavation.

(c) For a dwelling or structure without a basement or poured footings, the start of construction includes the first permanent framing or assembly of the structure of any part thereof on its pilings or foundations, or the affixing of any prefabricated structure or mobile home to permanent site.

(d) Permanent construction does not include land preparation, land clearing, grading, filling, excavation for basement, footings, piers or foundations, erection of temporary forms, the installation of piling under proposed subsurface footings, or electric or other service lines from the street.

(e) All exterior construction of the dwelling shall be completed within twelve (12) months after the issuance of a building permit.

1. All Sub-Contractors categories will be completed above before a building permit will be issued for all new construction, reconstruction, enlargement, alteration, relocation of any dwelling or structure.
2. To prevent a building permit from being revoked, the applicant must notify the Town of Eleanor if a Sub-Contractor has been changed or replaced.

Date

Signature of applicant