

Upshur County Addressing and Mapping, Building Permit and Floodplain Office

Judge Jack Dowell Jennings Annex • 38 West Main Street, Room 303, Buckhannon, WV 26201

Phone: (304) 472-1673 • Fax: (304) 473-2801 • www.upshurcounty.org

Floodplain Permit Application

The intention of this permit process is to promote the general health, welfare and safety of Upshur County residents and to encourage the utilization of appropriate construction practices in order to prevent and/or minimize flood damage in flood prone areas of Upshur County. Therefore, it shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development, new construction, substantial improvement, repair of substantial damage, or the placement or relocation of **any** structure within the unincorporated areas of Upshur County unless a floodplain permit application has been completed and permit issued by the Permit Office.

Residential Permit (regardless of the value) - \$75.00

Commercial Permit (up to \$100,000.00) - \$100.00 - (\$100,001.00 and above) – an additional \$0.1%

Due to the increased cost of processing, when any work for which a permit is required by the Upshur County Floodplain Ordinance is started prior to obtaining a floodplain permit, the fee shall be tripled.

Applicant Information

Name _____

Mailing Address _____

Phone _____

Landowner Information (if different than applicant)

Name _____

Mailing Address _____

Phone _____

Physical Address or Driving Directions to site _____

District _____ Tax map _____ Parcel _____ Most recent deed book _____ Page _____

Contractor Information (or signed affidavit)

Name _____

Mailing Address _____

Phone _____

Required information

Copy of the West Virginia Contractor's License

Copy of the Certificate of Insurance

Copy of the Proof of Worker's Compensation

Site plan with construction specifications

Description or Type of Project _____

Estimated value of Finished Project _____

(Check all that apply)

- Residential structure
- Installation of a manufactured home
- Garage/detached structure

- Excavation/fill activities
- Commercial/Industrial structure
- Demolition of a structure
- Other (explain)

I hereby certify that the above information is true and correct to the best of my knowledge and grant permission for officials, employees and/or agents of Upshur County to enter upon said property to review, verify and/or appraise the property. I agree to pay any and all fees associated with compliance of the Upshur County Floodplain Ordinance.

Signature of Property Owner _____

***** INTERNAL USE ONLY *****

Floodplain Permit Number (Assigned) _____

Floodplain Officer _____

Commercial

Residential **AMOUNT PAID \$** _____

Date _____

Cash Check On-Line County Clerk

Building Permit Number (Assigned) _____

UID# _____