



CITY OF PLEASANT VALLEY DEVELOPMENT (BUILDING) PERMIT APPLICATION *

* Per Ordinance No. 28 of the City of Pleasant Valley passed May 20 of 2009, and as amended by Ordinance No. 28-B on February 19, 2019, this permit application is for planning and zoning purposes only.

All new development (building) within the incorporated areas of the City of Pleasant Valley requires application for a permit. This application is for planning and zoning purposes only. The property owner/contractor is responsible for all other aspects of building and inspection processes, including but not limited to securing utility services and any review/approval necessary per any local Homeowner Association covenants/agreement (if applicable) and other federal, state, or local laws regulating construction or the performance of construction. The City of Pleasant Valley assumes that prior to applying for this development permit, the property owner/contractor has coordinated with all other necessary interested and involved parties to secure reviews, inspections, and approvals as may be required and has secured all necessary utilities and utility services.

Whether you are a residential homeowner, commercial contractor, or an excavator, we seek safety first. You are also responsible for contacting the WV811 (call before you dig program). This is 'FREE' but required by law. It allows for utility companies to mark utility lines so projects can be planned and implemented without loss of service or loss of life. Go to [WV811 – Call Before You Dig! \(wv811.com\)](http://WV811 - Call Before You Dig! (wv811.com)) or Dial 811 for a representative.

Complete all applicable areas of this permit application package in as much as possible for all work planned to include a site plan sketch (*exact scale not required*). Upon receipt of your completed permit application package, our City Zoning/Code Enforcement Officer will contact you to schedule an onsite review. Prior to this meeting please also clearly mark and/or physically stake all corners of the proposed development project at the exact location where the proposed work is expected to take place; be as precise as possible.

NO WORK MAY BEGIN PRIOR TO REVIEW, APPROVAL, AND ISSUANCE OF A VALID CITY OF PLEASANT VALLEY DEVELOPMENT (BUILDING) PERMIT. The City of Pleasant Valley Zoning/Code Enforcement Officer will typically attempt to contact you for an onsite review of your development (building) project within three business days (72 hours). **Return this completed Development (Building) Permit Application (PV0006) package with appropriate 'non-refundable' application fee (see fee schedule details) to: City of Pleasant Valley; Attn: Zoning/Code Enforcement; 2340 Kingmont Road; Pleasant Valley, WV 26554. Email contact@cityofpleasantvalley.com; Phone 304-263-2400; Fax 304-363-7212. Make check payable to: CITY OF PLEASANT VALLEY (no cash or credit cards).**

To download/print additional forms, go to [City Forms & Ordinances - Welcome! \(cityofpleasantvalley.com\)](http://City Forms & Ordinances - Welcome! (cityofpleasantvalley.com)). Walk-in City Hall (Municipal Building) Office Hours: M – F; 10 – 2 pm (*except holidays/special occasions*).

Generally, a City of Pleasant Valley development permit is *not* required if working within the footprint of an existing structure, such as replacing windows, a new roof, painting, etc. For any development where the proposed project would not meet current setback or zoning standards, a proposal may be presented to the City of Pleasant Valley/Board of Zoning Appeals (BZA) for review and consideration. Upon review, if approved, City of Pleasant Valley/BZA will issue a statement of the terms and conditions as approved. Questions specific to City of Pleasant Valley zoning and code enforcement may be directed via email to: zoningenforcement@cityofpleasantvalley.com.



Complete all applicable areas of this permit application package in as much as possible.

PROPERTY OWNER CONTACT INFORMATION

Name(s): _____

Address where work will be taking place: * _____

* This needs to be the official complete 911 address; permit cannot be processed with without. New construction residential or commercial may require City of Pleasant - 911 Address form (PV008).

Mailing address (if different): _____

Phone: _____ Alternate Phone: _____

Email: _____

SITE INFORMATION (Be sure to include a preliminary site plan sketch of the work planned (does not have to be to scale.)

Current Zoning (check one); See Pleasant Valley Ordinance [#28A – Planning & Zoning w/Amended Part #28B](#)

R1 (Residential/Single-Family); R2 (Residential/Multiple-Family); Mixed Use; Commercial

Intended property use (briefly explain): _____

Homeowner’s Association (name; if applicable): _____

Lot # _____ Tax Map # _____ Parcel # _____

CONTRACTOR INFORMATION (if applicable)

Business Name: _____

Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Contractor Certification/License # (if applicable): _____

WATER/SEWER INFORMATION (if applicable)

Is property serviced by public water: No; Yes, if ‘yes’ – utility service name (e.g., City of Fairmont Water Dept):

• Service approval/start date: _____

Is property serviced by public sewer: No; Yes, if ‘yes’ – utility service name (e.g., Kingmill Valley):

• Service approval/start date: _____

Is property serviced by a private well and/or sewage disposal system: No; Yes, if ‘yes’ Marion County Health Department (304-366-3360) approval is required PRIOR to submitting this permit application.

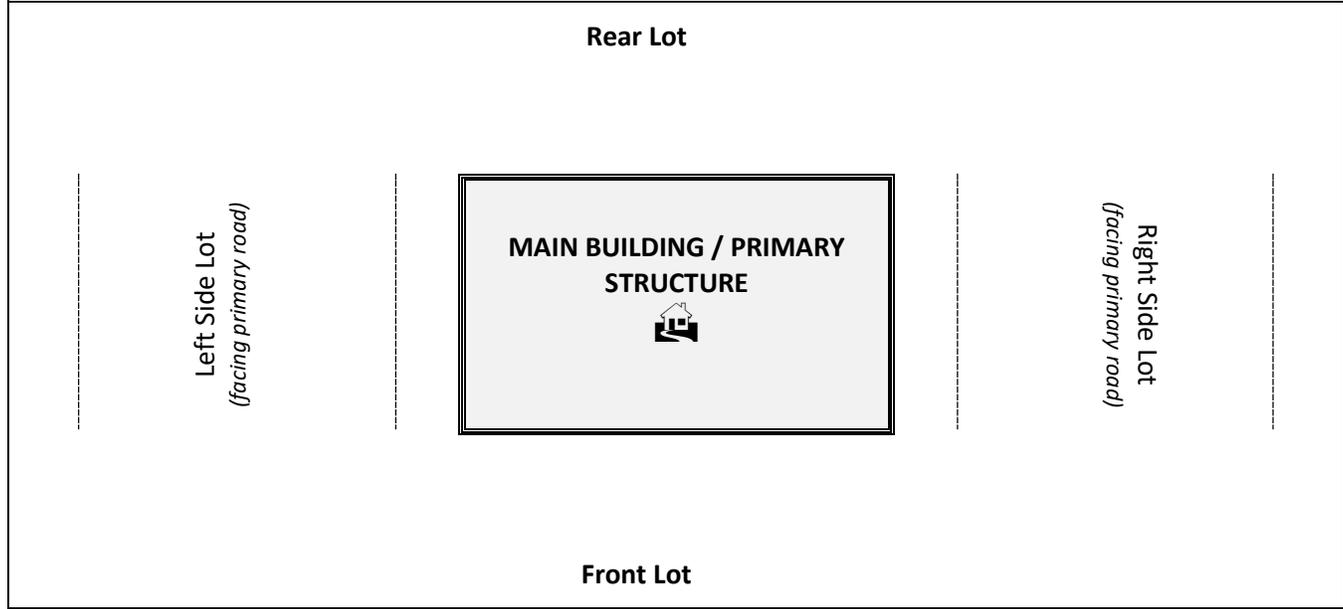
• Service approval/start date: _____



Development (building) Site Plan Information

Note: Please have all corners of the proposed development (building) project clearly marked and/or physically staked on the actual property at the site where the development (building) project will be taking place prior to scheduling a meeting with our City Zoning/Code Enforcement Officer an onsite visit for review. **No** work may begin prior to our review, approval, and issuance of a valid City of Pleasant Valley development (building) permit.

In as much as possible, include a site plan sketch (*exact scale not required*) of proposed development (building) project to indicate any existing as well as proposed new structures, additions, etc. Include setback information, and all applicable measurements (square feet, length, width, etc.).



Primary Access Road (*street name: _____*)

Provide a summary of any existing structure use, as well as proposed or changed use due proposed development (building) project and/or addition/accessory:

Enter proposed size details (<i>use "N/A" if not applicable</i>):	Proposed size (<i>total sq ft; length; width; setbacks, etc.</i>)
Commercial – Addition/Accessory Project	
Commercial – New Construction	
Residential [R1] Single-Family – Addition/Accessory Project	
Residential [R1] Single-Family – New Construction	
Residential [R2] Multi-Family – Addition/Accessory Project	
Residential [R2] Multi-Family – New Construction	

Reminder: This application is for a planning and zoning purposes only. The property owner/contractor is responsible for all other aspects of building and inspection processes, including but not limited to securing utility services and any review/approval necessary per any local Homeowner Association covenants/agreement (if applicable) and other federal, state, or local laws regulating construction or the performance of construction. The City of Pleasant Valley assumes that prior to applying for this development permit, the property owner/contractor has coordinated with all other necessary interested and involved parties to secure reviews, inspections, and approvals as may be required and has secured all necessary utilities and utility services. You are also responsible for contacting the WV811 (call before you dig program). Go to [WV811 – Call Before You Dig! \(wv811.com\)](http://www.wv811.com) or Dial 811 for a representative.



DEVELOPMENT (BUILDING) PERMIT APPLICATION 'FEE SCHEDULE' (non-refundable; due at time of application) *

- Commercial: New Construction or Addition/Accessory Project (total \$1.00 - \$500,000) = \$200.00
- Commercial: New Construction or Addition/Accessory Project (total \$500,001+ [plus]) = Total \$'s X .0004/dollar
- Residential: Single-Family [R1]/Multi-Family [R2] - Additions/Accessory Project (e.g., buildout; extension; fence; deck; porch, patio, ramps, pool; garage; shed; carport, etc.) = \$50.00
- Residential: Single-Family [R1]/Multi-Family [R2] - New Construction (manufactured/mobile homes included) = \$100.00

* For complete/additional fee schedule, see **Development (Building) Permit Application & Related Fees** attached to this packet. For signs, use Sign Permit Application (PB007). New construction residential or commercial may require City of Pleasant - 911 Address form (PV008), and if property is located within a flood zone, complete an Elevation Certificate (FEMA Form 086-0-33).

DEVELOPMENT (BUILDING)/PROJECT	CHECK TYPE	ESTIMATED TOTAL PROJECT COST
Commercial – Addition/Accessory Project * <i>(Describe):</i>	<input type="checkbox"/>	\$
Commercial – New Construction * <i>(Describe):</i>	<input type="checkbox"/>	\$
Residential [R1] Single-Family – Addition/Accessory Project ** <i>(Describe - buildout; extension; fence; deck, porch, patio, ramps, pool; garage; shed; carport, etc.):</i>	<input type="checkbox"/>	\$
Residential [R1] Single-Family – New Construction ** <i>(Describe):</i>	<input type="checkbox"/>	\$
Residential [R2] Multi-Family – Addition/Accessory Project <i>(Describe - buildout; extension; fence; deck, porch, patio, ramps, pool; garage; shed; carport, etc.):</i>	<input type="checkbox"/>	\$
Residential [R2] Multi-Family – New Construction <i>(Describe):</i>	<input type="checkbox"/>	\$

* **Total project cost = labor + materials (excluding land purchase price, if applicable).** Example: If a commercial development estimated total project cost (excluding land purchase) equals \$1,500,000, the permit application fee is calculated as such: *Initial cost up to the first \$500,000 is a flat rate of \$200, with all additional cost \$500,001(+) requiring that each additional construction/project dollar be multiplied by ('X') .0004. In this example, the calculated charge would be: \$200 + 400 = \$600.* ** R1 & R2 (Manufactured/Mobile homes included).

APPLICANT ACKNOWLEDGEMENT:

I have read and examined this permit application and I have this completed it to the best of my knowledge, ability and understanding. I acknowledge and understand provisions of laws and ordinances governing this type of work are to be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction. Applicant hereby gives the City of Pleasant Valley, and its agents consent to enter property to review and inspect for compliance.

Applicant Acknowledgement (name): _____ Application Date: _____

FOR CITY OF PLEASANT VALLEY OFFICIAL USE ONLY

Date received: _____ Fee Amount Received: \$ _____ Permit Log # _____

Approved; Rejected; if rejected – reason(s): _____

City of Pleasant Valley Review Authority Name/Title _____ Date _____

Comments: _____



CITY OF PLEASANT VALLEY Development (Building) Permit Application & Related Fees

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Development (Building) Permit Application & Related Fees <i>Note: All fees are non-refundable and due at time of application</i>	FEE(s) *
Commercial - Conditional Use Permit Public Hearing	1% of construction cost or \$500; whichever is greater
Commercial - New Construction or Addition/Accessory Project \$500,001+ (Total project cost \$500,001+ [plus]) = Total \$'s X .0004/dollar * Total project cost = labor + materials (excluding land purchase price, if applicable). Example: If a commercial development estimated total project cost (excluding land purchase) equals \$1,500,000, the permit application fee is calculated as such: <i>Initial cost up to the first \$500,000 is a flat rate of \$200, with all additional cost \$500,001(+) requiring that each additional construction/project dollar be multiplied by ('X') .0004. In this example, the calculated charge would be: \$200 + 400 = \$600.</i>	\$200+ [plus]
Commercial - New Construction or Addition/Accessory Project <\$500,000 (Total project cost between \$1.00 - \$500,000)	\$200
Commercial - Rezoning Public Hearing	1% of construction cost or \$500; whichever is greater
Commercial - Variance Public Hearing	1% of construction cost or \$500; whichever is greater
Home Business Occupation	\$50
Residential [R1**] Single-Family - New Construction	\$100
Residential [R2] Multi-Family - New Construction	\$200
Residential Single-Family [R1**]/Multi-Family [R2] - Addition/Accessory Project (e.g., Buildout; extension; fence; deck, porch, patio, ramps, pool; garage; shed; carport, etc.)	\$50
Residential Single-Family [R1**]/Multi-Family [R2] - Conditional Use Public Hearing	\$50
Residential Single-Family [R1**]/Multi-Family [R2] - Rezoning Public Hearing	\$50
Residential Single-Family [R1**]/Multi-Family [R2] - Variance Public Hearing	\$50

* Commercial permit cost excludes land purchase price, if applicable. ** Residential [R1] includes manufactured/mobile homes.

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