MORGAN COUNTY PLANNING COMMISSION

Courthouse Complex
77 Fairfax Street
Berkeley Springs, West Virginia 25411
Phone: (304) 258-8540 Fax: (304) 258-7305

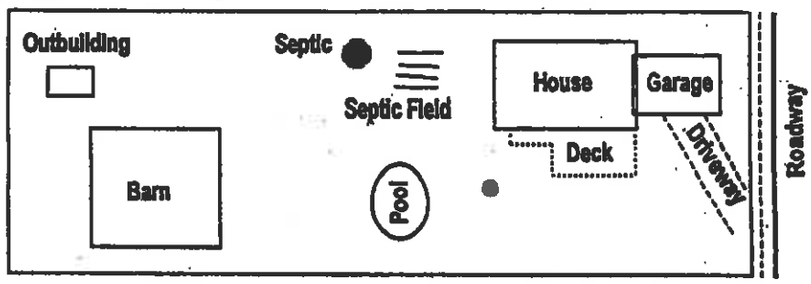
REQUIREMENTS FOR MORGAN COUNTY WEST VIRGINIA IMPROVEMENT LOCATION PERMITS

Note: Commercial Permits require a Pre-Application process to determine if project needs to be reviewed by the Planning Commission.

PRIOR TO ISSUANCE OF AN I.L.P. THE FOLLOWING INFORMATION IS NEEDED:

1. Written approval for Septic (Copy of Septic Permit) from the Morgan County Health Dept.
2. Written approval for Well (Copy of Well Permit) from the Morgan County Health Department.
** If water and sewer are on central systems, a letter verifying approval for hookup from the WARM SPRINGS PUBLIC SERVICE DISTRICT and BERKELEY SPRINGS WATER WORKS is required.
3. SKETCH of proposed construction (Floor Plan).
4. SKETCH of Site, Including driveways, septic and well locations and existing structures.

EXAMPLE OF SKETCH:



5. **Placement of Mobile Home:** Year, Make and Model of home is required.
Note: Any tract of land on which more than one mobile home is situated shall constitute a mobile home park and **MUST** comply with the Morgan County Subdivision Regulations.

6. A Copy of the Contractors West Virginia Contractor's License is Required. If the work is being done by the property owner, the owner must sign the Legislative Rules Form provided at the time of application.

** ADDITIONAL REQUIREMENTS will be required if property is located within or near the One Hundred (100) Year Flood Plain Area. See Morgan County Flood Plain Area and Improvement Location Permit Ordinance for guidelines.

** If property is located within the Town of Bath or the Town of Paw Paw, their permitting regulations apply.

** CLASS II (ACTIVE) FARM shall include land currently being used primarily for farming purposes; the utilization of land to produce for sale, consumption or use, any agricultural product and is currently classified by the Morgan County Assessor's Office as being an Active Farm.

MORGAN COUNTY IMPROVEMENT LOCATION PERMIT FEE SCHEDULE

Recreation/Residential/Mod/Pre-Fab/Dblwide	.10 Cents per Sq. Ft., $50.00 base fee
Mobile Homes – Single wide	.05 Cents per Sq. Ft.
Outbuildings, Barns, unattached Garages	.03 Cents per Sq. Ft.
Decks, porches, pools, attached garages	.03 Cents per Sq. Ft.
Additions & Improvements/den,sunrm.,ect.	.05 Cents per Sq. Ft.
Renovations/ fence,roof,siding,driveway,etc.	$20.00 Flat Fee
Commercial Buildings under 2,000 sq.ft.	.15 Cents per Sq. Ft., $50.00 base fee
Commercial Buildings over 2,000 sq.ft.	.15 Cents per Sq.Ft., $250.00 base fee
Class II Active Farm Outbuildings	$20.00 Flat Fee

There is a minimum fee of $10.00 for any permit.
Fees are rounded to the nearest dollar.

Storm Water Management for buildings over 3,000 square feet.
Talk to Alma Gorse in the Planning Office

CALL BEFORE YOU DIG
MISS UTILITY OF WEST VIRGINIA
1-800-245-4848