

MORGAN COUNTY PLANNING COMMISSION

77 Fairfax Street, Berkeley Springs, WV 25411  
Phone: (304) 258-8540

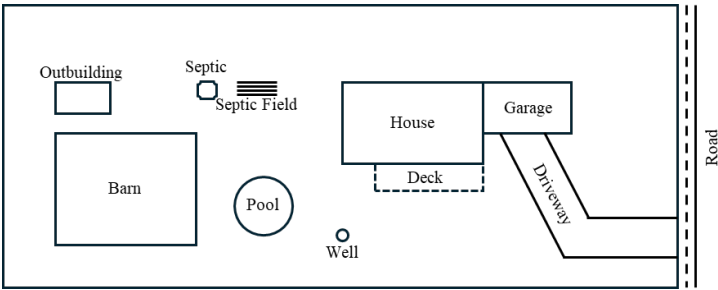
REQUIREMENTS FOR  
MORGAN COUNTY WEST VIRGINIA  
IMPROVEMENT LOCATION PERMITS

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

PRIOR TO THE ISSUANCE OF AN IMPROVEMENT LOCATION PERMIT THE FOLLOWING  
INFORMATION IS NEEDED, IF APPLICABLE:

- A filled-out Morgan County Improvement Location Permit Application.
- An approved Septic Permit from the Morgan County Health Department.
- An approved Well Permit from the Morgan County Health Department.
- An approved hookup letter from Warm Springs Public Service District.
- An approved hookup letter from Berkeley Springs Water Works.
- Blueprints or Floorplan of proposed construction.
- A sketch of the site is required, including driveway, septic and well locations and existing structures. This is done on the Morgan County Improvement Location Permit Application.
- A copy of the Contractors West Virigina Contractor’s License is required. If the work is being done by the property owner, the owner must sign the Legislative Rules Form provided from the Planning Commission.

EXAMPLE OF SKETCH:



- **ADDITIONAL REQUIREMENTS** will be required if the property is located within or near the One Hundred (100) Year Flood Plain Areas. See Morgan County An Ordinance Regulating Flood Plain Area and Improvement Location Permits.
- If the 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. Documentation from the Morgan County Assessor’s Office about classification is needed.

MORGAN COUNTY IMPROVEMENT LOCATION PERMIT  
FEE SCHEDULE

Residential, Recreational, Mod, Prefab, Mobile Homes	.20 Cents per Sq. Ft., \$100 base fee
Outbuildings, Barns, Garages, decks, porches,	.10 Cents per Sq. Ft.
Additions & Improvements: den, sunroom, etc.	.10 Cents per Sq. Ft., \$50 base fee
Pools	.10 Cents per Sq. Ft., \$45 base fee
Renovations: residential solar panels, roof, siding, driveway, etc.	\$50 Flat Fee
Demolition	\$50 Flat Fee
Fence	\$30 Flat Fee
Cell Tower Improvements	\$500 Flat Fee
Commercial Buildings under 2,000 Sq. Ft.	.24 Cents per Sq. Ft., \$125 base fee
Commercial Buildings over 2,000 Sq. Ft.	.24 Cents per Sq. Ft., \$300 base fee
Class II Active Farm Outbuildings	\$25 Flat Fee

There is a minimum fee of \$25 for any permit. There is a fee of \$10 to renew an expired permit.

When any work for which a submission is required by this ordinance is started or proceeded with prior to obtaining approval, the fees specified above shall be doubled.

Fees are rounded to the nearest dollar.

Stormwater Management is required for buildings over 5,000 square feet.

Talk to the Planning Office with any questions.

CALL BEFORE YOU DIG. WEST VIRGINA 811.