



Application for Exterior Improvement Permit

206 Winchester Avenue, Moorefield, WV 26836
Telephone: (304) 530-6142 - Email: zoningofficer@townofmoorefield.com

***All fees and design plans must accompany this application. If work begins without an approved permit, the cost of the permit will be doubled.**

For projects located within the Town of Moorefield Historic Landmark District, allow up to 30 days for permit approval. For projects in all other districts allow up to 10 days for permit approval.

PRINT OR TYPE CLEARLY

Street Address of Project: _____

Classified Zone: _____ Within Floodplain? _____ Within Moorefield Historic District? _____

Applicant's Name: _____

If Business/Organization, Contact Person's Name: _____

Applicant's Mailing Address: _____

Applicant's Telephone: _____ E-mail: _____

Will this project require new water or sewer connections? Yes _____ No _____

Individual Performing Work (check one): Self _____ Contractor _____

It is the Applicant's responsibility to assure all Contractors have a valid Town of Moorefield Business License and provide the city business license number for each. Any work started by a contractor without a current town business license will result in a stop-order of the project and/or a fine.

List ALL Contractors Performing Work:

Business Name	Mailing Address	Telephone	Town License #

Total Cost Estimate: \$ _____ **Start Date:** _____ **Finish Date:** _____

Type of Construction:

Single Family Residential _____ Multi-Family Residential _____ Commercial _____
New Construction _____ Addition _____ Renovation _____ Demolition _____

Description of Work: _____

It is the Applicant's responsibility to know the survey of all property lines. Additionally, it is a law that Applicant's must call Miss Utility at 1-800-245-4848 BEFORE digging.

Exterior Improvement Permit Fees

New Construction:

Industrial, Commercial, Multi-Family Dwelling \$150
(after 4 units, \$25 per unit)

Single Family Dwelling \$100

Accessory Structure, Garage, Deck, Porch, \$25
Gazebo, Fence, Sidewalk, Driveway,
Swimming Pool, Flue

Exterior Remodel or Repair:

Industrial/Commercial/Multi-Family Dwelling \$50

Single Family Dwelling \$25

Accessory Structure, Garage, Deck, Porch, \$15
Gazebo, Fence, Sidewalk, Driveway,
Swimming Pool, Flue

Addition to Existing Structure:

Industrial/Commercial/Multi-Family Dwelling \$75

Single Family Dwelling \$50

Demolition:

Industrial/Commercial/Multi-Family Dwelling \$100

Single Family Dwelling \$75

Garage, Accessory Building \$25

** I certify all information provided is accurate and authorize inspection of the premises by authorized agents of the Town of Moorefield to determine compliance with the Town of Moorefield's ordinances.

Date: _____ Applicant's Signature: _____

Print Name: _____

** If the "Applicant" does NOT own the property, the property owner MUST then sign this application acknowledging and approving the proposed work.

Date: _____ Property Owner's Signature: _____

Print Name: _____

Zoning Department Notes:

Permit Approval Date: _____ Permit #: _____

Officer: _____

Comments:

Permit Fee Payment:

Date Paid: _____

Receipt #: _____

Utilities Authorization:
