HOMEOWNER'S GUIDE TO BUILDING PERMIT PROCESS

THE City OF Martinsburg

Martinsburg Planning Department ▪ 232 North Queen Street ▪ Martinsburg, WV 25401
Phone: (304) 264-2131 extension 266 ▪ Online: www.cityofmartinsburg.org

Licensing Issues

Homeowners are exempt from the State of West Virginia requirement for being a licensed contractor if they perform the work on their own house they reside in. Homeowners performing their own work must declare this when they apply for a building permit before work starts. If you are not doing all the work yourself (such as electrical or plumbing work) then the person performing the work must be a State of West Virginia licensed contractor.

For more information or to verify if a WV contractor has a state license, call the WV Division of Labor at (304) 558-7890 or visit their website at www.wvlabor.com

Required Permits

When considering a project, look below to see typical types of work that require a building permit, or call the Martinsburg Planning Department at (304) 264-2131 for assistance or visit our website at www.cityofmartinsburg.org You can talk to one of our trained staff about what drawings, details or other information will be needed to accompany your application.

By getting a building permit, you have access to certified professional inspectors that will help you protect your home by ensuring that work on your home is done correctly.

Work Requiring a Building Permit

- Build a one or two family dwelling
- Build, demolish or add a room, garage or shed, carport or other attached structure
- Build, demolish or move any detached garage or shed
- Finish an attic, garage or basement to create living space
- Siding or replacing windows
- Cut new window or door opening, widen or reduce the size of existing openings
- Move, remove or add walls
- Re-roof an existing structure
- Build a retaining wall that is four feet or higher
- Build or enlarge a deck
- Put up a fence
- Enclose a patio, porch or carport
- Add or enlarge a porch cover, patio cover or other attached roofed area
- Install a swimming pool, hot tub or spa over 24 inches deep
- Pour sidewalks, slabs, driveways

Mechanical Work Requiring a Permit

- Install or change any part of a heating or cooling system which has ductwork or must be vented to any kind of chimney or vent
- Install a wood stove or fireplace insert
- Install, alter or repair gas piping between meter and an appliance (indoor or outdoor)
- Install a fuel oil tank
- Install or replace a gas water heater
- Install or replace exhaust bath fans or dryer vents

Electrical Work Requiring a Permit

- Install, change or repair any hard wired electrical system
- Run any additional wiring, put in an electrical outlet or light fixture or change out your fuse box to circuit breakers
- Adding an outlet or switch in any room

Plumbing Work Requiring a Permit

- Repair, replace, relocate or add to the piping system within your home
- Install new plumbing fixtures such as toilets, sinks, showers, tubs, dishwashers, etc
- Install or replace an electric water heater
- Install or replace existing fixtures if concealed plumbing is required
- Install, alter or repair piping between water meter and an appliance (indoor or outdoor)
- Replacing or upgrading plumbing system