



Charles Town's Guide to the Building Permit Process

Planning and Zoning
Building Inspection Office
101 E. Washington Street Charles
Town, WV 25414
304-725-2311

The City's Community Development Division consists of planning, zoning, inspections and code compliance and is dedicated to the service of the community by ensuring the health, safety, and welfare of its citizens are addressed through its responsibilities in the administration and enforcement of all adopted building and construction codes of the City of Charles Town and State of West Virginia.

Licensing

Homeowners are exempt from the State of WV requirement for being a licensed contractor if they perform the work on their own house where they reside and must be indicated before the work commences. If you are not doing the work yourself, (i.e., electrical, plumbing, etc) the person performing the work must be licensed in WV in the trade which they perform. All contractors must also obtain a City business license prior to the start of any job. For all licensing information, www.wvlabor.com

Required Permits

- New Construction
- Additions, carports, porches
- Remodels, including basement finished
- Cut new window or door opening, reduction of existing openings
- Roofing and Siding
- Decks and porches
- Fences (replacement of fences)
- Accessory Structures and Sheds
- Swimming Pools and Hot Tubs
- Retaining walls
- Sidewalks, slabs, driveways
- Demolition

Mechanical Permits

- Install or change any mechanical system.
- Install, alter or repair gas piping between the meter and an appliance.
- Install a fuel tank
- Install or replace a gas water heater.
- Install or replace exhaust bath fans or dryer vents.

Electrical Permits

- Any alterations or changes to the electrical service or the addition of new circuits.

Plumbing Permits

- 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 existing fixtures if concealed plumbing is required.
- Install, alter or repair piping between water meter and an appliance (indoor/outdoor).
- Replace or upgrade plumbing system.

For assistance in determining if your project requires a permit, call the City's Planning/Inspection Division at 304-725-2311 for more information about the application process.

A City building permit grants you access to certified professional inspectors that will help you protect your home by ensuring the work is done correctly.

All COMMERCIAL projects are required to have approved plan(s) submission through the State Fire Marshal's Office PRIOR to submitting plans to the City. An approval letter from the State Fire Marshal must accompany all such building permit applications.

Building - Int'l Building Code 2018
Building - Int'l Residential Code 2018
Fire - NFPA 101 2021

Mechanical - Int'l Mechanical 2018
Plumbing - Int'l Plumbing Code 2018
Residential Energy - Int'l Energy Conservation Code 2015
Commercial Energy - ANSO 90.1.10
Fuel Gas - Int'l Fuel Gas Code 2018
Electrical - NEC 2020
Accessibility - IBC 2018
Handicap - ANSO 2009
Pool - ISPC Int'l Swimming Pool and Spa Code 2018