BUILDING PERMIT APPLICATION
City of Glenville, WV

Building Permit # _____

20 N. Court Street
Glenville, WV 26351
Phone (304) 462-7411
Fax (304) 462-5274

TYPE OF WORK
New Construction ☐ Renovation ☐ Demolition ☐ Other ☐
CATEGORY OF CONSTRUCTION
Single Family Dwelling ☐ Business ☐ Assembly ☐ Mercantile ☐
Educational ☐ Hospital/Nursing Home ☐ Hotel/Motel ☐ College ☐
Multi-Family Dwelling ☐ Factory ☐ Storage ☐ High Hazard ☐
Apartments ☐ Fire Protection ☐ Misc_____
JOB SITE , LOCATION AND APPLICANT INFORMATION
PHYSICAL ADDRESS:
Name:
Mailing Address:
City State Zip Code:
Phone No:
Disconnect # / Reconnect #
BRIEF DESCRIPTION OF WORK ****SUBMIT PLANS/COPY OF CONTRACT FOR ALL CONTRACTORS**** ****IF NO CONTRACTOR, PLEASE COMPLETE PAGE 2****
CONTRACT ATTACHED ☐ **YES** ☐ **NO**
CONTRACTOR
Business Name:
Contact Name:
Address:
City/State/ZIP:
Phone: ( ) / Fax: : ( )
Contractor's WV Lic: / City Bus. Lic:
☐ YES ☐ NO ☐ N/A **DATE APPROVED** / /
Please Contact Jenny Wellings at Gilmer County Assesor's Office regarding Flood Zone Permit (304) 462-7731

BUILDING PERMIT FEES

Permit Fees are based on the value of the work performed. Indicate the value (rounding to the nearest dollar) of all materials and labor work indicated on this application.

Please refer to the Fee Schedule

TOTAL JOB COST: _____

NOTES:

☐ Plans or Blueprints Submitted

Reviewed By

_____

Mayor, Mark Sarver Approval Date:

_____

City Clerk of Glenville, WV

THIS PERMIT MUST BE POSTED IN A VISIBLE AREA ON THE PROPERTY. WORK MUST BEGIN WITHIN 6 MONTHS OF THIS DATE. PERMITS EXPIRE 6 MONTH AFTER ISSUE DATE.

Contact

Email: info@glenvillewv.gov

All other questions, you may call our office at (304) 462-7411

APPLICANT SIGNATURE:	**DATE:**

Revised 6/13/2025

OWNER/BUILDER FORM (SELF)

NAME

PROJECT PHYSICAL ADDRESS

I have applied for a construction permit for the above-described property. I affirm that I have read the requirements for obtaining permits for the construction of any building, highway, sewer or structure, or any removal, grading or improvement.

PLEASE CHECK APPROPRIATE BOX BELOW:

☐ I am a person who will be performing or supervising the construction, removal, repair or improvement of no more than one primary residence owned by me and for my own use.

☐ I have immediate family members (to include: mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law) who are helping with construction and/or repairs.

☐ I am the Landlord who will be performing or supervising the repair or improvement of residential dwelling units owned by myself that are subject to the West Virginia Residential Landlord and Tenant Act. WV Code §37-6-30.

I understand that any work performed by any person **other than** me, any member of my immediate family, or any employee of any company that I own, **will be** performed by a licensed contractor. Upon hiring an outside individual, I understand that I am required to update this building permit.

Initial_____

Please describe in detail work to be performed, along with material list:

_____

_____

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Signature_____Date_____