



PO Box 458, 82 Poplar St.
Rowlesburg, WV 26452

Mayor – Darrell Dean
Recorder – Kimberly Felton

304-454-2441

APPLICATION FOR BUILDING PERMIT
APPROVED BY COUNCIL NOVEMBER 24, 2025

To the Mayor and Common Council of the City of Rowlesburg, West Virginia:

I hereby make application for a permit to Repair ____, Alter ____, Make Addition ____, New Construction- New Home ____, New Garage ____, New Storage Building ____, Landscaping, Fence, Retaining Wall, Driveway ____ to the building of the description following:

1. Location of the property _____
2. Owner of property _____ 2a. Phone Number _____
3. Type of building _____
4. Contractor of builder _____
5. Description of work to be done _____
6. Materials to be used _____
7. Electric Wiring _____
8. Estimated cost \$ _____ 8a. Contractors WV License No. (if applicable) _____

MISS UTILITY MUST BE CONTACTED BY APPLICANT TO HAVE ALL UTILITY LINES MARKED BEFORE ANY GROUND DISTURBANCE OCCURS AT 1-800-245-4848

I, hereby state that the statements outlined in this permit application constitute the total estimated cost of the work to be done, including materials, labor, electrical equipment, mechanical equipment, plumbing, and heating.

Applicant _____

Filed with the City Clerk this _____ day of _____, 20____

Mayor _____ Council Approval Date _____

Permit Fee \$ _____

Date Paid _____ Permit No. _____ Receipt No. _____

NOTE: PERMIT IS REQUIRED FOR PRIVATE AND CORPORATE PROPERTIES.

NOTE: If it's going to take longer than six months from the date of approval of this permit to complete your project contact Town Hall to renew your Building Permit.

NOTE: NO PERMIT IS NEEDED TO DO MAINTNEANCE ON LANDSCAPING, FENCE, RETAINING WALLS & DRIVEWAY

SEE FEE SCHEDULE ON THE BACK

Council: Eric Bautista, Dee Bittinger, T.J. Hawkins, Gary Henline, Delores Riggs

"This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law." To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (Voice) or (202) 720-6382 (TDD)

The permit fee schedule is as follows:

Any building project costing up to \$499 – fee is \$0.25 + recording fee of \$0.50.

Any building project costing between \$500 and \$999 – fee is \$0.50 + recording fee of \$0.50.

Any building project costing between \$1000 or more – fee is \$1.00 per \$1000 + recording fee of \$0.50.