



City of Ranson Community Development

312 S. Mildred Street Ranson, WV 25438

(304) 725-1010 | [www.cityofransonwv.net](http://www.cityofransonwv.net) | email: [permits@ransonwv.us](mailto:permits@ransonwv.us)

Date Received Stamp

**RANSON**  
AT THE CENTER OF OPPORTUNITY.

## RENTAL DWELLING REGISTRATION

Permit #

Associated Permit #

### SECTION I. Rental Location/Owner Information/Management Company

Rental Address Number	Rental Street Name	Zoning District	Tax Map & Parcel	Lot & Block	Is Property in Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner's Last Name and or Business Name		First Name & Middle Initial	Complete Address (If Different Than Above)		
Property Owner's Email Address		Property Owner's Cell Phone No.	Property Owner's Home Phone No.		
Business License Number if Applicable					
<b>Management or Rental Company (If Applicable)</b>					
Management Company	Applicant's Name		Complete Address (If Different Than Above)		
Applicant's Email Address		Applicant's Cell Phone No.	Applicant's Office Phone No.		

### SECTION II. Rental Property/Dwelling Unit Information complete all information below, and inspector will verify

TYPE OF DWELLING	DWELLING INFORMATION	SMOKE DETECTORS
<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> APARTMENT <input type="checkbox"/> ACCESSORY DWELLING UNIT <input type="checkbox"/> OTHER _____	_____ NUMBER OF UNITS _____ NUMBER OF FLOORS _____ NUMBER OF PARKING SPACES <input type="checkbox"/> BASEMENT <input type="checkbox"/> ACCESSORY DWELLING UNIT	_____ TOTAL NUMBER <input type="checkbox"/> BATTERY <input type="checkbox"/> HARDWIRED <input type="checkbox"/> HARDWIRED & BACKED UP <input type="checkbox"/> INTERCONNECTED
HEATING SYSTEM	AIR CONDITIONING/COOLING	HOT WATER
<input type="checkbox"/> ELECTRIC <input type="checkbox"/> OIL <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER _____	<input type="checkbox"/> WINDOW UNIT <input type="checkbox"/> CENTRAL AIR <input type="checkbox"/> WINDOW SCREENS <input type="checkbox"/> OTHER _____	<input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC <input type="checkbox"/> SOLAR <input type="checkbox"/> OTHER _____
WATER	SEWER	TRASH
<input type="checkbox"/> WELL / CONDITION _____ <input type="checkbox"/> PUBLIC PROVIDER _____	<input type="checkbox"/> SEPTIC / CONDITION _____ <input type="checkbox"/> PUBLIC PROVIDER _____	<input type="checkbox"/> CURB PICK UP <input type="checkbox"/> BULK PICK UP / DUMPSTER PROVIDER _____ PICK UP DAY(S) _____





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## Permit Authorization Affidavit Authorization of Agent to Act on Behalf of the Property Owner

This affidavit certifies that the party listed, who is not a lessee, licensed architect, engineer, or contractor, has been granted authorization to obtain a permit(s) on behalf of a property owner, and is authorized to add subcontractors to applicable permits. This form must be filled out completely by the property owner if another party is submitting an application(s) on the owner's behalf. This form must be submitted prior to issuance of permit. Copies of affidavits are acceptable.

Property Owner		
Project Address Number	Project Street Name	Parcel Number
Property Owner's Last Name	First Name	Complete Address (If Different Than Above)
Property Owner's Email Address		Property Owner's Phone No.
Agent/Contractor		
Company Name	Agent's Last Name	Agent's First Name
Agent's Email Address		Agent's Office Phone No.
West Virginia Contractor/Business License		City of Ranson Business License
Scope of Work or Permit Number		

**I hereby certify that I am the owner of record of the named property, and authorized the above Agent to act on my behalf.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**I understand that the permits obtained pursuant to this affidavit will be in my name and that I am acting as Agent/Contractor for this project. I accept full responsibility for the work performed.**

\_\_\_\_\_  
Agent/Contractor's Signature

\_\_\_\_\_  
Date