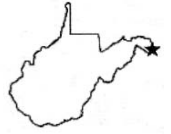




**RANSON**

AT THE CENTER OF OPPORTUNITY.

# City of Ranson



## Department of Community Development

312 South Mildred Street  
Ranson, West Virginia 25438-1621  
Permit Line: 304-724-3865

Permit Email: [permits@ransonwv.us](mailto:permits@ransonwv.us)  
[www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org)

## BUILDING PERMIT CHECKLIST

### MINIMUM SUBMITTAL REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

The City of Ranson will accept Building Permit Applications for Sufficiency and Licensing Review if the following minimum requirements are met. Failure to have a complete application may result in multiple review. Once the application is found to be Sufficient, the review of the application will begin and will be transmitted to the applicable plan reviewers for compliance with the Building Code.

1. **Building Permit Application** filled out completely and legibly. Permit application may be applied for online at [www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org) or in person at Ranson City Hall.
  - a. Location (address and parcel number) where work is proposed
  - b. Owner contact information: Name, address, phone number, and email
  - c. General Contractor's and all Sub Contractor's contact information (person doing the work if not the homeowner)
  - d. Scope of the work to be performed
  - e. Estimate Contract for Work (Cost for Materials and Labor)
2. **Contractor's List and Licenses:** Copy of current West Virginia State Contractor's License, Specialties Certifications, and current City of Ranson Business License for the General Contractor and every Sub-Contractor.
3. **Owner Affidavit:** Completed and signed "Owner Affidavit" or a copy of the contract that includes signatures by the owner and contractor (person doing the work), and the scope of proposed work.
4. **Plan Submission:** A digital pdf copy of all plans, and two (2) folded sets of plans and details based on permit application type.

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### NEW CONSTRUCTION: Residential:

1. **Site Survey** with the following information:
  - a. Metes and Bounds, scale, north arrow, date, tax map and parcel number, deed book and page, record plat application number (where applicable), and adjoining street name(s)
  - b. Lot size, lot width, lot coverage percentage, house, all accessory structure dimensions and distances from property lines
  - c. Location of all proposed utilities
  - d. Proposed Public and Private Frontages (area between the front of the house and the street)
  - e. All easements, both public and private

- f. Finished Floor and Basement Elevations, and Site Grading demonstrating positive grading from structures
  - g. Flood Plain Delineation (if applicable)
2. **Soil Report**, if applicable
3. **Architectural and Engineering Plans**, to scale with the following sheets:
  - a. Exterior Elevations
  - b. Foundation Plans
  - c. Floor Plans for each floor
  - d. Detailed Wall/Building Sections
  - e. Framing Plans, signed and sealed
  - f. Truss or Roof Framing Plans, signed and sealed
  - g. Structural Plans and Calculations, signed and sealed
4. **Electrical Plans**
5. **Plumbing Plans**
6. **Mechanical Plans**
7. **Signed REScheck**
8. **Utility Letters**, confirming utilities can provide service:
  - a. Water
  - b. Sewer
  - c. Electric
9. **WV Division of Highways – Entrance Permit** for driveway entrances off of State Roads (If applicable)
10. **Jefferson County Impact Fee Receipt**
  - a. The permit can be accepted without the receipt.
  - b. All County Fees are required to be paid prior to the issuance of permits.
11. **Flood Plain Documentation** (If applicable)

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## **NEW CONSTRUCTION: Non-Residential and Multi-Family:**

1. **Recorded and Approved Site Plan**
2. **Approved Final Site Plan**
3. **Site Survey** with the following information (This information may already be shown on the Site Plan):
  - a. Metes and Bounds, scale, north arrow, date, tax map and parcel number, deed book and page, record plat application number (where applicable), and adjoining street name(s)
  - b. Lot size, lot width, lot coverage percentage, house, all accessory structure dimensions and distances from property lines
  - c. Location of all proposed utilities
  - d. Proposed Public and Private Frontages (area between the front of the house and the street)
  - e. All easements, both public and private
  - f. Finished Floor and Basement Elevations, and Site Grading demonstrating positive grading from structures
  - g. Flood Plain Delineation (if applicable)
4. **Soil Report**, if applicable
5. **Architectural and Engineering Plans**, to scale with West Virginia architect's/engineer's seal & signature, as applicable:
  - a. Exterior Elevations

- b. Foundation Plans
  - c. Floor Plans for each floor
  - d. Detailed Wall/Building Sections
  - e. Framing Plans (Floors) signed and sealed
  - f. Truss or Roof Framing Plans signed and sealed
  - g. Structural Plans and Calculations signed and sealed
2. **Life-Safety Plans**
  3. **Electrical Plans**
  4. **Plumbing Plans**
  5. **Mechanical Plans**
  6. **Signed COMcheck**
  7. **Utility Letters**, confirming utilities can provide service:
    - a. Water
    - b. Sewer
    - c. Electric
  8. **WV Division of Highways – Entrance Permit** for driveway entrances off of State Roads
  9. **Jefferson County Impact Fee Receipt**
    - a. The permit can be accepted without the receipt.
    - b. All County Fees are required to be paid prior to the issuance of permits.
  10. **State Fire Marshal Documentation:** [www.FireMarshal.wv.gov](http://www.FireMarshal.wv.gov)
    - a. Documentation showing an application has been submitted to the State Fire Marshal's Office for Review
  11. **Health Department Permits** (if applicable)
  12. **Flood Plain Documentation** (If applicable)
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## **REMODELING AND FINISHING BASEMENTS: Residential**

1. **Architectural and Engineering Plans**, to scale with the following sheets:
  - a. Existing Conditions. Current Layout and Use including egress, electrical, plumbing, mechanical
  - b. Proposed Floor Plans
  - c. Detailed Wall/Building Sections and Materials
  - d. Structural Plans and Calculations, signed and sealed (if applicable)
2. **Environmental Assessment**
  - a. All Renovation permits are to have a thorough inspection to identify and quantify any asbestos containing materials (ACM).[def.] 40CFR61. A report by a qualified professional is required. If asbestos is present, a separate Asbestos Abatement Permit is required.
3. **Demo Plans** (if applicable)
4. **Electrical Plans** (if applicable)
5. **Plumbing Plans** (if applicable)
6. **Mechanical Plans** (if applicable)
7. **Jefferson County Impact Fee Receipt** (if applicable)
  - a. The permit can be accepted without the receipt.
  - b. All County Fees are required to be paid prior to the issuance of permits.
8. **Flood Plain Documentation** (If applicable)

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## REMODELING AND OR FINISHING OF SHELL SPACE:

### Non-Residential and Multi-Family:

1. **Architectural and Engineering Plans**, to scale with West Virginia architect's/engineer's seal & signature, as applicable:
  - a. Existing Conditions. Current Layout including egress, electrical, plumbing, mechanical
  - a. Proposed Floor Plans for each floor
  - b. Detailed Wall/Building Sections
  - c. Structural Plans and Calculations
13. **Environmental Assessment**
  - a. All Renovation permits are to have a thorough inspection to identify and quantify any asbestos containing materials (ACM).[def.] 40CFR61. A report by a qualified professional is required. If asbestos is present, a separate Asbestos Abatement Permit is required.
14. **Proposed Use**
15. **Life-Safety Plans**
16. **Electrical Plans**
17. **Plumbing Plans**
18. **Mechanical Plans**
19. **Signed COMcheck**
20. **Utility Letters**, confirming utilities can provide service. Critical for changes of use or increased intensity:
  - a. Water
  - b. Sewer
  - c. Electric
21. **Jefferson County Impact Fee Receipt**
  - a. The permit can be accepted without the receipt.
  - b. All County Fees are required to be paid prior to the issuance of permits.
22. **State Fire Marshal Documentation:** [www.FireMarshal.wv.gov](http://www.FireMarshal.wv.gov)
  - a. Documentation showing an application has been submitted to the State Fire Marshal's Office for Review
23. **Health Department Permits** (if applicable)
24. **Flood Plain Documentation** (If applicable)

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## SIGN PERMIT: Permanent Signs

1. **Proposed sign type as defined in Sec. 19-5:** Wall, Monument, etc.
2. **Construction Details**
  - a. Color Rendering of the proposed sign
  - b. Sign Height measured from finished grade
  - c. All dimensions of the sign including the height of letters and logos
    - i. Height and width shall be measured using smallest rectangle that fully encompasses the entire extent of letters, logo and background.
  - d. Fabrication Techniques.
    - i. Schedule of Sign Materials
  - e. Provide Attachment and Foundation Details to resist wind loads

- i. All ground mounted signs shall provide Footer Detail and construction details that references current state building code
  - ii. All attached signs shall provide details as to how the sign is to be attached to the building or structure.
- 3. **Placement of Sign:**
  - a. Ground Mounted signs shall require
    - i. Survey
      - 1. Lot size, lot width, and distances from property lines and structures
      - 2. Location of any additional Ground Mounted signs (only one monument sign per development permitted)
      - 3. Location of all easements, both public and private
    - b. Wall, Band, Blade, Marquee, or Outdoor Display Cases
      - ii. Proposed location on the building including mounting height and projection from wall
      - iii. Width of the shopfront or leased area
- 4. **Lighting or Electrical Work**
  - b. Internally Lit Signs or signs that require any electrical work shall require a West Virginia licensed electrical contractor to be included on the permit.
  - c. Proposed conduit, conductors, transformers, ballasts, and wiring description is (How are you connecting the sign to power?)
    - i. New electrical service shall require third party certification prior to final.

## **SIGN PERMIT: Temporary Signs**

- 1. **Proposed Temporary Sign Type as defined in Sec. 19-5:** Development Sign, Temporary Banner, etc.
- 2. **Specific Sign Details**
  - a. Color Rendering of the proposed sign
  - b. Total Area of Sign
  - c. All dimensions of the sign including the height of letters
  - d. Description or Schedule of Sign Materials
  - e. Provide Attachment and Foundation Details to resist wind loads
    - i. All ground mounted signs shall provide Footer Detail and construction details that references current state building code
    - ii. All banners shall provide details as to how the sign is to be attached to the building or structure.
- 3. **Location of Sign:**
  - c. Ground Mounted Monument signs shall require
    - i. Survey
      - 1. Lot size, lot width, and distances from property lines and structures
      - 2. Location of any additional Ground Mounted signs (only one monument sign per development permitted)
      - 3. Location of all easements, both public and private
  - d. Banners
    - i. Proposed location on the building or site including mounting height.

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## **FENCE PERMIT:**

1. **Location:** Site Survey or Site Plan showing the location of the fence and gates with the following information:
  - a. Metes and Bounds, scale, north arrow, and adjoining street name(s)
  - b. Existing easements, public or private
  - c. Existing fire hydrants or fire apparatus
  - d. Location of the primary structure and all accessory structures.
  - e. Flood Plain Delineation (if applicable)
2. **Specific Fencing Details:**
  - a. Locations, widths, and swings, of gates
  - b. Fence Height. Clearly mark on the plans any changes in heights.
  - c. Materials consistent with Sec 16-179.(e)
  - d. Knox-box or other rapid entry system identified on plans (if applicable Sec 16-179.(f))
  - e. Description of construction methods
3. **Pool Fencing Specific Requirements.** Only applicable to pool and spa barriers:
  - a. Locking gate specifications or details consistent with State Building Code
  - b. Documentation that any outside walls used as a barrier include appropriate alarms, latches, can closures.
  - a.
    - i. All ground mounted signs shall provide Footer Detail and construction details that references current state building code
    - ii. All attached signs shall provide details as to how the sign is to be attached to the building or structure.
5. **Placement of Sign:**
  - e. Ground Mounted signs shall require
    - ii. Survey
      1. Lot size, lot width, and distances from property lines and structures
      2. Location of any additional Ground Mounted signs (only one monument sign per development permitted)
      3. Location of all easements, both public and private
  - f. Wall, Band, Blade, Marquee, or Outdoor Display Cases
    - iii. Proposed location on the building including mounting height and projection from wall
    - iv. Width of the shopfront or leased area
6. **Lighting or Electrical Work**
  - d. Internally Lit Signs or signs that require any electrical work shall require a West Virginia licensed electrical contractor to be included on the permit.
  - e. Proposed conduit, conductors, transformers, ballasts, and wiring description is (How are you connecting the sign to power?)
    - i. New electrical service shall require third party certification prior to final.

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## **SHED AND TEMPORARY BUILDING PERMIT:**

1. **Location:** Site Survey or Site Plan showing the shed location with the following information:
  - a. Setbacks from all property lines
  - b. Metes and Bounds, scale, north arrow, and adjoining street name(s)
  - c. Existing easements, public or private
  - d. Location of the primary structure and all accessory structures.
  - e. Flood Plain Delineation (if applicable)
2. **Specific Shed Details:**
  - a. Prefabricated Sheds: Sheds that arrive completely assembled
    - i. Details of the shed type and brand
    - ii. Shed Height
    - iii. Foundation Type: permanent slab, piers, timber frame, etc.
  - b. Site Built Sheds: Sheds that are constructed or assembled on site
    - i. Plans to scale with the following sheets:
      1. Exterior Elevations
      2. Foundation Plans
      3. Floor Plans Detailed
      4. Framing and Truss Plans
3. **Lighting or Plumbing**
  - f. Any electrical or Plumbing work shall require a West Virginia licensed contractor to be included on the permit.
  - g. Plumbing and Electrical plans. New electrical service shall require third party certification prior to final.

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## **UNCOVERED DECKS AND STOOPS PERMIT: Residential:**

1. **Construction Drawing: Please refer to DCA-6 Deck Building Guide.**
  - a. Layout of Deck that is scaled and dimensioned
  - b. Footer plan with post and footer specifications
  - c. Framing Plan with dimensions and spans
  - d. Railing and Guard Details
  - e. Stair Details
  - f. Fastener details and specifications
2. **Location:** Site Survey or Site Plan showing the deck location with the following information:
  - a. Setbacks from all property lines
  - b. Metes and Bounds, scale, north arrow, and adjoining street name(s)
  - c. Existing easements, public or private
  - d. Location of the primary structure and all accessory structures.
  - e. Flood Plain Delineation (if applicable)