



**City of Ranson**  
**Department of Community Development**  
**312 S. Mildred Street**  
**Ranson, WV 25438**

**RANSON**

AT THE CENTER OF OPPORTUNITY.

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

## **BUILDING PERMIT COVER SHEET**

**Current State Building Code:** 2015 International Residential Code; 2015 International Building Code; 2015 International Plumbing Code; 2015 International Mechanical Code; 2015 International Fuel Gas Code; 2014 National Electric Code, NPFA 70; 2015 International Property Maintenance Code; 2015 International Existing Buildings Code; 2009 ICC/ANSI A117.1 Standards for Accessibility & Usable Buildings and Facilities; State Fire Code 87 CSR 1, adopting 2015 National Fire Codes published by NFPA; 2015 NFPA 101 Life Safety Code; 2009 International Energy Conservation Code for Residential; 2007 ANSI/ASHRAE/IESNA Standard 90.1 for Commercial; 2015 International Swimming Pool and Spa Code.

**City of Ranson Ordinance 5-8:** *The charge to obtain building permits shall be determined according to the City’s fee schedule. If any work begins without the required permits, then the owner/contractor shall be assessed double the permit fees and has 48 hours to obtain the necessary permits. If the permit is not obtained within the 48-hour period, the building code official will issue a work stoppage until the necessary permits are obtained and the fees will be tripled.*

### **MINIMUM SUBMITTAL REQUIREMENTS**

*(This is not necessarily a complete list of all required submittals. Additional information may be required after plan review)*

1. Application filled out completely and legibly, including current and/or proposed use category and each applicable section.
2. Copy of current City of Ranson Business License if contracting work. (Each Contractor) Note: City and State licensing not required for work personally performed on primary residence or entirely by property owner.
3. Copy of current West Virginia State Contractor’s License and WV State Business Registration Certificate if contracting work and the cost of the undertaking is \$2,500.00 or more. “Undertaking” means the entire construction project cost including labor and materials.
4. A minimum of two (2) sets of complete plans and details that could include, but is not limited to any of the following:

- |                       |                             |                              |
|-----------------------|-----------------------------|------------------------------|
| 1. SITE PLAN          | 7. FRAMING PLANS (FLOORS)   | 13. PLUMBING PLANS           |
| 2. SITE SURVEY        | 8. ROOF FRAMING PLAN        | 14. MECHANICAL PLANS         |
| 3. SOIL REPORT        | 9. DETAIL SECTION DRAWINGS  | 15. LIFE SAFETY REQUIREMENTS |
| 4. EXT. ELEV. DRAWING | 10. STRUCTURAL PLANS        | 16. STORM WATER MANAGEMENT   |
| 5. FOUNDATION PLANS   | 11. STRUCTURAL CALCULATIONS | 17. ENERGY CODE REQUIREMENTS |
| 6. FLOOR PLANS        | 12. ELECTRICAL              | • RES check & COM check      |

### **PLEASE NOTE:**

**All fees are due at time of submittal. Work can commence once all fees have been paid and permit has been reviewed and approved by the Staff. Permit must be available on work site at all times until completed.**