



RANSON
AT THE CENTER OF OPPORTUNITY.

City of Ranson
Department of Community Development
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Ranson, WV 25438
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BUILDING PERMIT CHECKLIST

MINIMUM SUBMITTAL REQUIREMENTS FOR ALL BUILDING PERMIT APPLICATIONS

The City of Ranson will accept Building Permit Applications for Sufficiency and Licensing Review if the following minimum requirements are met. 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 and Zoning.

1. **Building Permit Application** filled out completely and legibly
 - a. Location (address and parcel number) where work is proposed
 - b. Owner contact information: Name, address, phone number, and email
 - c. General Contractor's contact information (person doing the work if not the homeowner)
 - d. Scope of the work to be performed
2. **Signed and Notarized Application Certificate.** The person doing the work is required to submit and sign the building permit application. *In most cases this will be a General Contractor.*
3. **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. *Note: City and State licensing not required for work personally performed on primary residence or entirely by property owner.*
4. **Owner Affidavit:** Completed and signed "Owner Affidavit" *Note: Owner Affidavit not required for work personally performed on primary residence and entirely completed by the property owner.*
5. **Plan Submission:** A digital pdf, and two (2) sets of plans and details based on permit application type.

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 (Please provide First Energy work order number for new service)
- 9. **WV Division of Highways – Entrance Permit** for driveway entrances off of State Roads
- 10. **Jefferson County Impact Fee Receipt**
 - a. The permit can be accepted without the receipt. The receipt is required prior to the permit being issued by the City of Ranson.
- 11. **Flood Plain Documentation** (If applicable)

New Construction: Non-Residential and Multi-Family:

- 1. **Recorded and Approved Site Plan**
- 2. **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)
- 3. **Soil Report**, if applicable
- 4. **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 (Please provide First Energy work order number for new service)
- 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. The receipt is required prior to the permit being issued by the City of Ranson.

10. State Fire Marshal Documentation

11. Health Department Permits (if applicable)

12. Flood Plain Documentation (If applicable)

Remodeling and or Finishing of Shell Space: 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. **Flood Plain Documentation** (If applicable)

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 (Please provide First Energy work order number for new service)
21. **Jefferson County Impact Fee Receipt**
 - a. The permit can be accepted without the receipt. The receipt is required prior to the permit being issued by the City of Ranson.
22. **State Fire Marshal Documentation**

- 23. **Health Department Permits** (if applicable)
- 24. **Flood Plain Documentation** (If applicable)

Sign Permit:

1. **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 structural 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. Construction details as to how the sign is to be attached to the building or structure.
2. **Lighting or Electrical Work**
 - a. Internally Lit Signs or signs that require any electrical work shall require a West Virginia licensed electrical contractor to be included on the permit.
 - b. A wiring description is required (How are you connecting the sign to power?). New electrical service shall require an electrical diagram.
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. Wall, Band, Blade, Marquee, or Outdoor Display Cases
 - i. Proposed location on the building including mounting height and projection from wall
 - ii. Width of the shopfront or leased area

Fence Permit:

1. **Location:** Site Survey or Site Plan 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.