

Last Name: \_\_\_\_\_ Fee: \_\_\_\_\_ Permit No. \_\_\_\_\_

Make All Checks Payable to: Hardy County Sheriff's Office Application Date: \_\_\_\_\_

**HARDY COUNTY**  
**IMPROVEMENT LOCATION PERMIT APPLICATION**

**www.hardycounty.com**

Mailing Address: 204 Washington St., Moorefield, WV 26836 PHONE: 304-530-0257 FAX: 304-530-0258

**Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Address of Construction Site (Reference Road Names, Streams, Landmarks, 9-1-1 Addresses, etc.)

\_\_\_\_\_

Is Property For Resale? YES  NO

**Contractor or Builder Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

WV License No. \_\_\_\_\_

**Type of New Construction:**

Manufactured Home- Type: \_\_\_\_\_

Permanent Residence

Seasonal/ Secondary Home

Recreational Cabin

Condominium/ Townhouse- Units: \_\_\_\_\_

Multi-Family Unit- Units: \_\_\_\_\_

Carport Size: \_\_\_\_\_  Garage Size: \_\_\_\_\_

Porch Size: \_\_\_\_\_  Deck Size: \_\_\_\_\_

Swimming Pool- Diameter: \_\_\_\_\_

Addition-Used As: \_\_\_\_\_

Gazebo/ Pavilion/ Picnic Shelter  
 Storage Building Size: \_\_\_\_\_

Commercial Building Use: \_\_\_\_\_

Industrial Building Use: \_\_\_\_\_

Agricultural Building Use: \_\_\_\_\_

Poultry House:

Name of Grower: \_\_\_\_\_

Other Construction: \_\_\_\_\_

**New Construction Living Accommodations:**

Other Rooms: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Full Baths: \_\_\_\_\_

Number of Half Baths: \_\_\_\_\_

Family Room/ Living Room: \_\_\_\_\_

Attic Room/ Loft: \_\_\_\_\_

**Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Property Identification Information:**

Taxing District: \_\_\_\_\_ Zone: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Ac.: \_\_\_\_\_

Deed Book: \_\_\_\_\_ Page No.: \_\_\_\_\_

Cost of Construction: \_\_\_\_\_

Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_

**New Construction Information:**

Number of Stories: 1.0 1.5 2.0 2.5

Exterior Walls:  Brick

Frame

Siding

Basement:  None

Part

Full

Crawl Space

Fuel Type:  Gas

Solar

Electric

Oil

Coal

Wood

None

**Heating System Type:**

Warm Air

Electric

Hot Water

Heat Pump

None

**MANUFACTURED HOMES OR MODULAR HOMES**

Year Built: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Purchase Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Width: \_\_\_\_\_ Length: \_\_\_\_\_ Installer Permit Number: \_\_\_\_\_

**FLOODPLAIN INFORMATION**

Is a lake, river or stream located on or adjacent to parcel? YES  NO  Name: \_\_\_\_\_

**TO BE COMPLETED BY FLOODPLAIN MANAGER:**

Floodplain Map Number: \_\_\_\_\_ 100 Year Flood Zone: Yes  No  Zone: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

FLOODPLAIN MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**HEALTH DEPARTMENT INFORMATION**

Public Sewer: YES  NO  Public Water: YES  NO  Natural Spring  Cistern

Well Installer: \_\_\_\_\_ Well Permit Number: \_\_\_\_\_

Septic Installer: \_\_\_\_\_ Septic Permit Number: \_\_\_\_\_

Original Property Owner when the system was installed: \_\_\_\_\_

Was the septic system approved by the Hardy County Health Department: YES  NO

COUNTY SANITARIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

**DEPARTMENT OF HIGHWAYS PERMIT INFORMATION**

Does your driveway enter off a State maintained road? YES  NO

Name of Road: \_\_\_\_\_

Permit No.: \_\_\_\_\_ Issue Date: \_\_\_\_\_

DEPARTMENT OF HIGHWAY SIGNATURE: \_\_\_\_\_

**PLEASE BE ADVISED THAT THE HEALTH DEPARTMENT AND THE HIGHWAY DEPARTMENT INFORMATION MUST BE COMPLETED BEFORE A COUNTY PERMIT WILL BE ISSUED.**

This application is required under WV State Code 11-3-3A. It states that any person, corporation, association or other owner of real property shall give notice in writing to the Assessor’s Office sixty (60) days after commencement of construction. Any person in violation of 11-3-3A shall be guilty of a misdemeanor and can be fined not less than ten dollars nor more than one hundred dollars.

In addition, this form is used to verify if the property is located in a flood zone. Any property located in a Flood Zone must have a Certification of Elevation completed per FEMA Regulations and the Hardy County Flood Ordinance.

Any person in violation of the State’s Health Regulations can also be charged with a misdemeanor and prosecuted by the County’s Health Officer. Therefore, before any construction is to start, the permit for a sewer system must be approved by the County’s Health Officer.

**THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE. I (WE), THE OWNER (S) OF THE PROPERTY ON WHICH THE INTENDED IMPROVEMENTS OR CONSTRUCTION IS TO BE HEREBY INSURE THAT THIS CONSTRUCTION AND INTENDED USE COMPLIES WITH ALL RESTRICTIVE COVENANTS APPLYING TO THE SUBJECT REAL ESTATE. AND, I (WE) AGREE, UNDERSTAND AND ACKNOWLEDGE THAT I (WE) ASSUME FULL RESPONSIBILITY FOR COMPLIANCE WITH ANY SUCH PRIVATE LAND USE COVENANTS AND THAT A VIOLATION THEREOF MAY RESULT IN LEGAL SANCTIONS BY COURT INJUNCTION AND DAMAGES IRRESPECTIVE OF THE ISSUANCE OF THIS PERMIT BY THE HARDY COUNTY COMMISSION.**

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_  
Property Owner

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE INDICATE YOUR PLANS ON THE SKETCH SHEET: SHOW STRUCTURE, WELLS, SEPTIC, AND ANY OTHER STRUCTURES AND DESIGN. INDICATE PROPOSED LOCATION AND DIMENSIONS, DISTANCES BETWEEN ALL STRUCTURES, DISTANCES TO PROPERTY BOUNDARIES, HEIGHT OF BUILDINGS AND PROPOSED USE.**

Permit Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_