

REQUIREMENTS FOR NEW RESIDENCES, SECONDARY HOMES, AND MANUFACTURED HOMES

STEP ONE-

If you are constructing a new primary residence, secondary home, speculation house, hunting cabin or manufactured homes within the unincorporated areas of Hardy County, an application can be obtained in the Planning Office or online at www.hardycounty.com under Planning Commission. The Planning Office is located in the County Courthouse on the basement level.

STEP TWO-

If you are connecting to public water and/or sewer, you must obtain a letter of approval from the following agencies:

Town of Moorefield- 304-530-6142
Town of Wardensville- 304-874-3950
Hardy County Public Service District- 304-530-3048

For those who do not have access to public water or sewage, an approved septic permit from the Hardy County Health Department is required, or a signature from the County Sanitarian on the back of the Improvement Location Permit Application. For details on those applications, a sheet has been provided by the Health Department.

Hardy County Health Department- 304-530-6355

STEP THREE-

If a new driveway is required off a West Virginia state maintained road, you will be required to obtain an approved entrance permit from the state shed. A signature from the WVDOH is required on the back of the Improvement Location Permit.

West Virginia Department of Highways- 304-434-2525

STEP FOUR-

In Hardy County, any contractor who is commencing new construction in the unincorporated areas of Hardy County is required to have a West Virginia Contractors License obtained from the West Virginia Department of Labor. The contractor information is located on the front of the application.

STEP FIVE-

A sketch sheet is included with the application. The applicant is required to draw the outline of the parcel, any other structures currently standing, and driveway from the road with the proposed new structure. The sketch shall include distances to the property lines. The County is zoned, so zoning set back requirements are strictly enforced. The sketch shall include wells, septic and septic lines. The applicant must stake out the area where the new structure is to be constructed for the inspecting Planning Office Staff.