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City Attorney, Kendal Partlow
City Clerk, Amber Miller-Belcher*



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219 Dingess Street Logan, WV 25604 ~ Phone: (304) 752-4044

Mayor Serafino J. Nolletti

CITY OF LOGAN BUILDING PERMIT PACKET & INFORMATION

PLEASE COMPLETE & SUBMIT ALL
INFORMATION INSIDE OF THIS PACKET TO
THE CITY CLERK'S OFFICE

SCOTT BECKETT, Code Enforcement
AMBER MILLER-BELCHER, City of Logan
JENNY VANCE-TRENT, City of Logan

219 DINGESS STREET LOGAN, WV 25601

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DIVISION OF CODE ENFORCEMENT

All General, Sub-Contractors, Sign, Specialty, HVAC, Electrical and Master Plumbing Contractors doing work in the City of Logan must be registered. Currently registered contractors must renew their registrations by July 1st of each year. All of the following listed below items must be submitted in order to register, obtain a permit, license and apply for a fire and building review:

- City of Logan Application Form.
- A copy of your job estimate with evidence of your revenue to determine your permit fee.
- A Copy of Your Current State of West Virginia Contractor's License, and if applicable, a copy of your Master Electrician License from the State Fire Marshall Office.
- Current Certificate of Liability. (City of Logan must be listed as a certificate holder)
- Proof of West Virginia Worker's Compensation Coverage (Brickstreet Insurance) or exemption letter from the State of West Virginia Insurance Commissioner's Office.
- Annual Fee for Business License, Permits Are Based On The Amount Of Your Job, Issuance Fees Are Also Applied To Both Business License and Permits. Fees Determined By Clerk.
- **WITHOUT ALL ITEMS LISTED ABOVE, YOUR APPLICATION WILL NOT BE PROCESSED!**

YOU MAY BE DENIED FOR RENEWAL OF YOUR CONTRACTOR REGISTRATION AND OR BUILDING PERMIT FOR THE FOLLOWING REASONS:

- Your company is delinquent with Business & Occupancy Taxes, or have failed to have a up-to-date return.
- Expired Certificate of Insurance, Contractor's License, or Business License
- Past Failure To Obtain Proper Permits & Required Inspections
- Failure To Submit Plans To The City of Logan Division of Code Enforcement

All contracting work in the City of Logan will be subjected to a 1.80% Business & Occupation Tax and proper registration with the City of Logan Clerk's Office. Note: General Contractors pay tax on entire project and Sub-Contractors pay tax on their portion of the contract. The form is enclosed in this packet. All contracting work in the City of Logan requires a registration & permit. Permits must be obtained prior to the start of a project. A minimum \$100.00 extra fee of a fee equal to double the normal fee, whichever is greater will be charged if work requiring a building permit is started without first obtaining a permit. Contractors found working without the required permits would be subject to a minimum of a (3) month suspension of their City of Logan license. All required inspections, including the final inspection, must be obtained to remain in good standing. Many permits can be faxed or mailed to The City of Logan. Forms for that purpose will be sent to contractors upon renewal. Completed applications for contractor registration & the required attachments must be returned to the above address, attention: City Clerk.



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Commercial Building Permit Application

Project Location		Parcel Map No.	
Date Submitted	Estimated Start Date		Anticipated Completion
Property Owner Name		Phone	
Address		City	State Zip
Cell Phone	Fax		Email
Lessee Name		Phone	
Address		City	State Zip
Cell Phone	Fax		Email

ATTACH PERMISSION FROM THE PROPERTY OWNER FOR WORK DONE UNDER LEASE OR PROVIDE COPY OF SIGNED LEASE

Contractor Name		Contractor License Number	
Address		City	State Zip
Cell Phone	Fax		Email

YOU MUST ATTACH A LIST OF ALL SUB CONTRACTORS WORKING ON PROJECT (ATTACHED)

Architect or Engineer Name		State License Number	
Address		City	State Zip
Cell Phone	Fax		Email

Plans must be stamped by a WV registered Architect or Engineer for Commercial Work Costing \$50,000 or more

New Construct	Renovation	Addition/Alteration	Demolition	Excavation
Occupational Type as NFPA defines		Total Square Footage		Is Structure Currently Sprinkled
Description Of Project				
Construction Cost (All Labor & Materials) \$			FLOODPLAIN: _____ YES _____ NO	
ATTACHMENT/PROOF OF COST MUST ACCOMPANY THIS FORM FOR PROOF				

Signature of Applicant: _____ Date: _____



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APPLICATION FOR CONTRACTORS LICENSE

Fiscal Year: _____ Contractor License #: _____

Date: _____ Received By: _____

New Contractor: _____ Renewal: _____

Company Name: _____

Contact Person: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Federal ID Number: _____

Telephone: _____ Fax: _____

REFERENCES

Name: _____ Telephone: _____

Address: _____ State: _____ Zip Code: _____

Name: _____ Telephone: _____

Address: _____ State: _____ Zip Code: _____

Name: _____ Telephone: _____

Address: _____ State: _____ Zip Code: _____

Liability Insurance Carrier: _____

Insurance Effective Dates: _____

In consideration of the acceptance of your rights to construct within the City of Logan, supervisors, employees, suppliers and sub-contractors, by the execution of this form release and discharge the City of Logan and anyone connected to the City whatsoever of any damage, injuries, or losses by the known or unknown from any cause whatsoever. I also understand that it is my SOLE responsibility for any disposal of any and all refuse materials created as a result of my construction. I understand that the City is not liable for this disposal.

Applicant's Signature: _____ Date: _____

_____ Initial Here * I verify that I have submitted ALL documentation as required by The City of Logan to obtain license, permit and review, as it is attached to this application.



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PROJECT INFORMATION

Project Location	General Contractors Name
Total Job Cost	Address

Verification of Subcontractors Names, Address and Contracts Must Be Submitted PRIOR to scheduling final inspection on all projects. PLEASE list ALL SUBCONTRACTORS performing work on this project, including, but not limited to the following:

TRADE	ADDRESS & PHONE	AMOUNT
Footer/Foundation		
Masonry Block		
Framing		
Electrical		
Plumbing		
HVAC Mechanical		
Roofing		
Drywall		
Alarms Security		
Sprinkler Systems		
Glass Storefront		
Cabinetry Doors		
Painting Stucco		
Flooring Tile Carpet		
Windows		
Landscaping		
Signage		

NOTICE: It is the RESPONSIBILITY to the GENERAL CONTRACTOR to notify their subs that they will be required to license in the City of Logan before performing work. It is also the RESPONSIBILITY of the GENERAL CONTRACTOR to provide a copy of the permit to their subs and to obtain an agreement IN WRITING of their responsibility for B&O Taxes that must be paid to the City of Logan.



BUILDING PERMIT & FINAL REVIEW
Inspector Review & Cost

Date Received:	Received By:
CITY CLERK REVIEW	

Please Check Below To Assure The Documentation Was Presented

____ Contractor Application	____ Job Estimate \$ ____ Amount	____ WV Contractors License # ____	____ Insurance Certificate
____ Workers Comp Certificate or Exemption	____ Permit Application Commercial or Residential	____ Sign Permit Application If Applicable	____ Sub Contractor List
____ Copies of Plans For Construction 3 Copies Of Plans Are Required For Commercial 2 For Residential	____ Permission From Property Owner Or Copy Of Lease	____ Architect Plans If Applicable	____ Business License Fee: \$ ____ Existing License: Yes ____ No ____
____ Site Plans for Residential See Residential Building Permit	____ Logan County Tax Map & Parcel Number Required For Residential	____ All forms in packet include proper signatures of contractor	____ B&O Form Presented To Contractor

City of Logan Business License Issue Date: _____ Application Received: _____

COST (CITY CLERK USE ONLY)

Building & Sign Permit	Cost Of Job x .005	Total:
Review Fee	\$25.00 for Application	Total:
Fire Fee (Additional)	See Chart	Total:
Business License	\$15 + \$25 Issuance Fee	Total: \$40.00
Issuance Fee	\$50.00 (For Permit & Review)	Total: \$50.00
Flood Plain	\$25.00 (For Permit & Review)	Total: \$25.00
Plan Modification/Adjustment	2nd \$25.00 3rd \$50.00	Total:
Fire Permits (See Review Fee)	Type Of Fee:	Total:
Certificate Of Occupancy	\$25.00	Total:

TOTAL FEE DUE	\$
DATE PAID:	CHECK # CASH

City Clerk Office Signature _____
Contractor Signature/Date
The documents and facility submitted in the enclosed application have been verified by The City of Logan Building Code Enforcement Division. The application has been approved and may be issued a Certificate of Occupancy by The City of Logan.

City of Logan, Building Inspector Signature