

## **WORK REQUIRING A BUILDING PERMIT**



**New Homes, Fireplaces  
All Commercial Construction  
Residential Remodeling & Additions  
New Fences, Swimming Pools, Spas  
Driveways, Porches, Decks, Patios  
Roofing, Garages and Carports**

### **Estimated Cost**

Estimated cost means the value of all services, labor, material and use of scaffolding and other equipment needed to complete the work ready for occupancy. Work (decorating) not needed for the safe and lawful use of the structure is not included for estimated cost.

### **Front, Side and Back Setback Requirements**

No house or residential building, addition, or alteration shall be constructed and no permit shall be issued for any construction located within five (5) feet of the nearest front, back, or side boundary line of the real estate on which it is being built. No variance from or exception to this restriction may be granted or approved except as provided for and in conformance with all standards and requirements set forth in the Zoning Code of the City of Ripley.

## **WORK NOT REQUIRING A BUILDING PERMIT**

### **GENERAL**

- \* Minor Repairs
- \* Removal, replacement or covering of existing floor materials; i.e. carpet, vinyl flooring, wall paper and paint
- \* Casework & cabinet replacements that do not involve reconfiguring the space

### **ELECTRICAL**

- \* Replacement of existing fixtures
- \* Low voltage systems (doorbells, lighting)
- \* Communications
- \* The replacement of defective devices with directly interchangeable types; i.e. fuses, lamps, motors, ballasts, relays, switches, receptacles, circuit breakers, that are similar devices that do not disturb the fixed wiring system

### **PLUMBING**

- \* Replacement of existing fixture
- \* Faucet, trap or minor repairs to similar equipment where connections exist
- \* Repairing or replacing hot water heaters

### **Call Before You Dig**



It's the law, for your protection before you dig, call WV811 48 hours in advance of any digging to have your utilities located. Dial 811 or 1-800-245-4848. (IT'S FREE) Failure to do so could result in a major inconvenience and expense if an underground utility was damaged during construction. Location requests can also be made conveniently online at [www.wv811.com](http://www.wv811.com).



## **BUILDING PERMITS QUESTIONS and ANSWERS**



**City of Ripley  
203 S. Church Street  
Ripley, WV 25271  
(304) 372-3482  
[www.cityofripley.org](http://www.cityofripley.org)**

## **Why does the City issue Building Permits and how do I benefit by obtaining one?**

Permits are for your safety. The City issues permits to monitor all construction projects for safety and to ensure that all buildings meet minimum standards. These minimum standards protect occupants and neighbors not only in everyday living, but also in case of emergencies and natural disasters. Also, work done without a permit is illegal and can pose serious complications for your fire and homeowner's insurance or for you when you sell your home. By obtaining a Building Permit, you can avoid legal and financial liabilities.



## **Permit Fee Schedule**

<b>Cost</b>	<b>Fee (per thousand)</b>
First \$1,000	\$5.00
Next \$99,000	\$4.00
Next \$400,000	\$3.00
Amount over \$500,000	\$2.00



## **When do I need a building permit?**

Typically, **ALL** new home construction, remodeling, and room additions require building permits. Some common outdoor improvements that may need building permits are:

1. Most retaining walls
2. Patio covers
3. Decks
4. Swimming pools and spas
5. Solar energy collection units
6. Storage buildings
7. Garages and carports
8. Fireplaces
9. Fences

## **How does the permit process work?**

You or your contractor must submit a completed application form along with drawings (if required) to the Building Inspector and Code Enforcement Officer, Matt Anderson. Application forms can be obtained at the City Business Office or by downloading the form in PDF format from the City website at [www.cityofripley.org](http://www.cityofripley.org). If you'd like an application form can be mailed or faxed to you by calling the office at (304) 372-3482.

## **Should I hire a contractor or do the work myself?**

You may apply for a building permit as "owner/builder." If you hire a contractor, he/she is responsible for obtaining and signing the building permit. Before hiring a contractor, verify that he/she is State licensed and has a valid City business license. You and your contractor should have a signed contract for all work.

## **Build while your permits are valid**

Building permits shall expire when no work is commenced within six months after issuance and shall expire when the work has been abandoned for more than one year. No work shall begin again until a new permit has been issued by the building inspector.

## **Are there inspections for the different phases of construction?**

Yes, inspections are required at various points during construction. Typically, inspections are required for: foundation and embedded plumbing; slab or raised-floor framing and floor insulation; shear nailing and roof nailing; framing, rough electrical and plumbing; insulation; and the final inspection. To arrange for an inspection, contact Matt Anderson at (304) 372-3482. A good "rule of thumb" is to never cover anything before it has been inspected and approved. It is the responsibility of the permit holder to notify the building inspector when construction work is ready for inspection. After an inspection, if any corrections are needed for compliance with codes, the corrections must be completed and re-inspected before continuing construction.

## **Planning and Zoning Commission**

The Planning and Zoning Commission is a seven-member board responsible for making recommendations to the City Council on zoning and subdivision matters. The Commission looks at the placement of new structures on property boundaries to verify zoning requirements such as lot size and coverage, density, building setbacks, and any height limits for your neighborhood. Zoning restrictions may require a use permit or variance. Members of the Ripley Planning and Zoning Commission are: Building Inspector & Code Enforcement Officer Matt Anderson, Carolyn Waybright, James G. Frashier, Jerry Rhodes, Conard Waybright, Jeff Waybright. Commissioners are appointed to two-year terms by City Council with the mission of insuring that Ripley's current and future quality of life is guided by a fair and equitable community planning process.

**Visit the City of Ripley online**  
[www.cityofripley.org](http://www.cityofripley.org)