

**BUILDING PERMIT APPLICATION  
FOR  
FLOOD HAZARD AREAS OF PRESTON COUNTY**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

LOCATION OF PROPOSED CONSTRUCTION \_\_\_\_\_

\_\_\_\_\_ LAND DISTRICT \_\_\_\_\_

**INSTRUCTIONS**

Attach to this form plans in duplicate drawn to scale, showing the nature, location, dimensions and elevation of the lot on which the structure will be built and also showing existing or proposed structures, fill, storage of materials and describe on the plans the location of the foregoing in relation to the channel of the nearest watercourse.

Complete all spaces - if a question does not apply print N/A in the space.

If additional space is needed, please use the reverse side of this sheet.

- 1.) What is the elevation in feet above the 100 year flood boundary in the lowest floor level (including basement) of the new construction or improvement?

**See Attachment**

- 2.) If fill is involved, what materials are to be used for fill? What is the purpose of the fill? What are the final dimensions of the proposed fill? (A profile diagram is required for this.)

- 3.) If there is to be fill, will it be protected against erosion by the use of rip-rap, vegetative cover, or bulkheading? Indicate which method is to be used.
- 4.) If there are to be areas of storage of materials or equipment, how will these areas be protected from floods?
- 5.) How will the improvements be anchored to prevent flotation?
- 6.) What construction materials will be used in the improvements?
- 7.) What construction methods and practices will be used to minimize flood damage?
- 8.) Will the structure be placed approximately on the same flood flow lines as those of adjoining structures?

YES ( )

NO ( )

- 9.) How will utilities (sewer, gas, electrical systems) be made resistant to flood damage?
- 10.) What drainage procedures will be followed in order to reduce flood damage?
- 11.) How will new or improved water supply systems and or sanitary sewer systems be designed to minimize or eliminate infiltration of flood water into said system?
- 12.) What is the estimated construction cost of the proposed improvements?

DATE \_\_\_\_\_

\_\_\_\_\_  
(APPLICANT)

STATE OF WEST VIRGINIA,  
COUNTY OF PRESTON, TO WIT:

Taken, subscribed and sworn to before me the undersigned  
authority in my said State and County this the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
(NOTARY PUBLIC)

HAVE YOU:

- ( ) Completed application
- ( ) Had application notarized
- ( ) Attached plans
- ( ) Enclosed permit fee in amount of \$ \_\_\_\_\_ of construction cost

BUILDING PERMIT FEES IN PRESTON COUNTY, WEST VIRGINIA

Application for a building permit shall be accompanied by a fee, payable to the County of Preston, based upon the estimated cost of the proposed construction as determined by the Permit Officer at the following rates:

<b>Estimated Cost</b>	<b>Fee</b>
\$ 0.00 to \$ 50.00	\$ 1.00
\$ 51.00 to \$ 500.00	\$ 2.00
\$ 501.00 to \$1,000.00	\$ 3.00
Each additional thousand or part thereof	\$ 2.00

To:

From: Building Permit Officer for Preston County, West Virginia

RE: Building Permit Application for \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Please be advised that your application for a building permit dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, **has been approved** since the matters stated therein conform to the ordinance for flood hazard areas of Preston County, West Virginia.

This approval is for flood hazard permit purposes only, and does not constitute the approval required by law for water supply systems and/or sanitary sewer systems as far as design or the sufficiency of said systems are concerned. Separate applications for the approval of these systems must be made to the Preston County Health Department.

This letter is your building permit. The permit number is \_\_\_\_\_.

\_\_\_\_\_  
(Building Permit Officer)

From: Building Permit Officer for Preston County, West Virginia

RE: Application for Building Permit for \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Your application dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for a building permit **is not approved** because the plans submitted in your application violate the following provisions of the ordinance for flood hazard areas of Preston County.

Prior to construction a revised application must be submitted to the Building Permit Officer for approval in accordance with the ordinance for flood hazard areas of Preston County, West Virginia.

\_\_\_\_\_  
(Building Permit Officer)

Preston County Office of Emergency Management  
Preston County Building Permit Office  
103 1/2 West Main Street  
Kingwood, WV 26537  
Telephone: (304) 329-1855

**NOTICE**

You are building in a flood prone area, and you should take the following steps to insure that your structure will be safe from flooding:

- The structure should be designed and anchored to prevent flotation, collapse, or lateral movement.
- Construction materials and utility equipment should be used that will resist flood damage.
- Construction methods and practices should be used that will minimize flood damage.

Other precautions that could be taken :

- The use of marine plywood, softwood flooring, or carpeting that is resistant to water.
- The selection of other building materials such as wall and ceiling materials and furnishings that are resistant to water.
- Buildings designed and engineered in a manner that will allow draining and drying out quickly.
- The use of high quality concrete or including substances in the concrete mixture to act as void filters. Some of these are finely ground clay or sand, hydrated lime, chloride of lime, oil emulsions, and lime soaps.
- If you have any further questions concerning the flood proofing of structures, contact the Corps of Engineers Office in your district.