



City of Ranson Community Development Department  
312 S. Mildred Street, Ranson, WV 25438  
304-724-5452  
[permits@ransonwv.us](mailto:permits@ransonwv.us)

## Customer Guide to the Building Permit Process

Thank you for your interest in building in the City of Ranson! We are committed to explaining our permit process as clearly and concisely as possible. This guide details the steps involved and documents needed to successfully obtain a permit. It will also provide you information on the codes the City of Ranson has adopted and useful links to assist you when preparing your permit application.

### **Building Permits: When are they required?**

A permit is required whenever you construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install enlarge, alter repair, remove, convert or replace any electrical, gas, mechanical or plumbing system (*reference – 2018 International Building Code, Section 105.1*). Permits are also required for grading and site development. If you are unsure if a permit is needed, please contact our office and we will be happy to assist you.

### **What if I have an emergency repair?**

We understand that situations may arise that require work to begin for the health, safety, and wellbeing of our residents without a permit in place. In those emergency situations, work may begin, however a permit must be submitted to our office within the next working business day.

### **How do I apply for a permit?**

The City of Ranson offers multiple ways to apply for a permit:

1. **ONLINE** - You may apply online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org). We highly recommend this option as applications can be submitted 24 hours a day, 7 days a week. Once on the site, you will click on the blue "Create Account" link at the top right of your screen. You will fill in the

user account login. Please note that a valid e-mail address is required. The telephone number you enter must also be an active number. The software service will call the phone number you list once you complete the account creation process. You must answer the telephone call for your account to become active. If you do not receive the call within 10 minutes, please call the MyGovernmentOnline support line at 1-866-957-3764, option 2 for assistance. Once you set up your account and are logged in, you will go to the “Permits & Licensing” tab and select “Apply Online”. Please be sure to select Ranson as your jurisdiction when applying. The online application will then guide you through the fields that must be completed. If you would like to receive a complete user’s guide for the MyGovernmentOnline system, please notify our office and either a PDF of the guide can be emailed or you can be provided a paper copy.

2. **EMAIL** – The permit application can be completed by going to the link below <https://www.cityofransonwv.net/DocumentCenter/View/792/Building-Permit-Application>. The application and all necessary attachments can then be emailed to [permits@ransonwv.us](mailto:permits@ransonwv.us). Please note that you do not need to complete the tax map information or zoning section on the 1<sup>st</sup> page as our system will tell us that information.
3. **IN PERSON** – Applications are available at Ranson City Hall between the hours of 8AM and 4PM.

## **What other documents are required to be submitted with my permit application?**

All applications are required to include the following:

1. **Contractor’s List and Licenses:** Copy of current West Virginia State Contractor’s License, Specialties Certifications, and current City of Ranson Business License for the General Contractor and every Sub-Contractor.
  - a. **West Virginia Contractor’s Licenses:** For information regarding contractor licensing, please contact the West Virginia Division of Labor. [www.labor.wv.gov](http://www.labor.wv.gov)
  - b. **City of Ranson Business Licenses:** All those who wish to engage in any business activity, regardless of where they are, are required by the City of Ranson to obtain a business license. The city’s business license application is available online at [www.cityofransonwv.net](http://www.cityofransonwv.net). For questions, please contact the City’s Finance Office at 304-725-1010.
    - i. **3<sup>rd</sup> Party Testing and Inspections** – All 3<sup>rd</sup> Party Testing and Inspection companies are required to obtain a City of Ranson Business License and be listed on the permit application.
2. **Owner Affidavit:** Signed copy of the contract that includes signatures by the owner and contractor (person doing the work), and the scope of proposed work or an owner affidavit signed by the property owner and contractor.

3. **Permit Fee:** The charge to obtain building permits is determined according to Section 5-8 Building Permit Fees of the Ranson Municipal Code:  
[https://library.municode.com/wv/ranson/codes/code\\_of\\_ordinances](https://library.municode.com/wv/ranson/codes/code_of_ordinances)
4. **Plan Submission:** A digital pdf copy of all plans, details and specifications as described below based upon your permit type.

**Additional items needed by permit type are as follows:**

**NEW CONSTRUCTION: Residential:**

1. **Site Survey** with the following information:
  - a. Metes and Bounds, scale, north arrow, date, tax map and parcel number, deed book and page, record plat application number (where applicable), and adjoining street name(s)
  - b. Lot size, lot width, lot coverage percentage, house, all accessory structure dimensions, and distances from property lines
  - c. Location of all proposed utilities
  - d. Proposed Public and Private Frontages (area between the front of the house and the street)
  - e. All easements, both public and private
  - f. Finished Floor and Basement Elevations, and Site Grading demonstrating positive grading from structures
  - g. Flood Plain Delineation (if applicable)
2. **Architectural and Engineering Plans**, to scale with a West Virginia registered design professional's seal & signature, as applicable, per the 2018 International Residential Code Section 106 Construction Documents as adopted by the City of Ranson:
  - a. Exterior Elevations
  - b. Foundation Plans
  - c. Floor Plans for each floor
  - d. Detailed Wall/Building Sections
  - e. Framing Plans (Floors)
  - f. Stamped truss plans must be submitted before framing inspection
  - g. Structural Plans and Calculations
  - h. Electrical Plans
  - i. Plumbing Plans
  - j. Mechanical Plans to include submittal of Manual J & S
  - k. Shear Wall Detail
  - l. Signed REScheck
3. **State and Federal Permits**
  - a. **WV Division of Highways:** [www.transportation.wv.gov](http://www.transportation.wv.gov)
    - i. Entrance Permit for driveway entrances off of State Roads
4. **Utility Letters**, confirming service can be provided:
  - a. **Water**
    - i. Charles Town Utility Board: [www.ctubwv.com](http://www.ctubwv.com)
    - ii. Jefferson Utilities: [www.juiwater.net](http://www.juiwater.net)
  - b. **Sewer**
    - i. Charles Town Utility Board: [www.ctubwv.com](http://www.ctubwv.com)

- c. **Utility Receipt** – A copy of your receipt showing that all applicable water and sewer fees have been paid to the appropriate provider must be submitted to the City of Ranson prior to permit issuance.

5. **Jefferson County Impact Fee Receipt:**

[www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees](http://www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees)

- a. The Impact Fee Office will review your permit application and verify that the required impact fees have been paid.
- b. All County Fees are required to be paid prior to the issuance of permits.

6. **Jefferson County Addressing Office:**

[www.jeffersoncountywv.org/countygovernment/departments/gisaddressing/forms](http://www.jeffersoncountywv.org/countygovernment/departments/gisaddressing/forms)

- a. The Jefferson County GIS/Addressing Office oversees all addressing services in Jefferson County. Addresses are only assigned to structures where residents ‘live, work, or play’. Vacant parcels are not addressed, nor are structures where people are not often present. Municipalities generally follow the E9-1-1 Addressing Ordinance by resolution or agreement. The GIS/Addressing Office assigns address numbers within Town/City limits and co-approves new road names. This cooperation is necessary to maintain address scheme standards and avoid duplication through the county. Address schemes may follow the 5.28 standard or, more likely, follow ‘city block style’ addressing which progresses outward from the center of downtown (100 block, 200 block).
- b. The GIS/Addressing Office will review your permit application once our office deems your application as sufficient. An address will be assigned to your property prior to permit issuance.

7. **Flood Plain Documentation** (if applicable)

8. **Soil Report** (if applicable)

**NEW CONSTRUCTION: Non-Residential and Multi-Family:**

1. **Approved Final Site Plan/Construction Drawings.** Construction drawings are to be prepared by a professional engineer registered in the state. These plans are reviewed and approved by the Ranson Planning Commission.
2. **Architectural and Engineering Plans**, to scale with a West Virginia registered design professional’s seal & signature, as applicable, per the 2018 International Building Code Section 107 Submittal Documents as adopted by the City of Ranson:
  - a. Exterior Elevations
  - b. Foundation Plans
  - c. Floor Plans for each floor
  - d. Detailed Wall/Building Sections
  - e. Framing Plans (Floors)
  - f. Stamped truss plans must be submitted before framing inspection
  - g. Structural Plans and Calculations
  - h. Life-Safety Plans
  - i. Electrical Plans
  - j. Plumbing Plans
  - k. Mechanical Plans
    - i. Signed COMcheck

- ii. Manual J and S

**3. State and Federal Permits**

- a. **WV Division of Highways:** [www.transportation.wv.gov](http://www.transportation.wv.gov)
  - i. Entrance Permit for driveway entrances off of State Roads
- b. **State Fire Marshal Documentation:** [www.FireMarshal.wv.gov](http://www.FireMarshal.wv.gov)
  - i. Documentation showing an application has been submitted to the State Fire Marshal's Office for Review
- c. **Health Department Permits** (if applicable): [www.jchdvw.org](http://www.jchdvw.org)
- d. **Department of Environmental Protection:** [www.dep.wv.gov](http://www.dep.wv.gov)

**4. Utility Letters**, confirming utilities can provide service:

- a. Water
  - i. Charles Town Utility Board: [www.ctubwv.com](http://www.ctubwv.com)
  - ii. Jefferson Utilities: [www.juiwater.net](http://www.juiwater.net)
- b. Sewer
  - i. Charles Town Utility Board: [www.ctubwv.com](http://www.ctubwv.com)
- c. **Utility Receipt** – A copy of your receipt showing that all applicable water and sewer fees have been paid to the appropriate provider must be submitted to the City of Ranson prior to permit issuance.

**5. Jefferson County Impact Fee Receipt:**

[www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees](http://www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees)

- a. The Impact Fee Office will review your permit application and verify that the required impact fees have been paid.
- b. All County Fees are required to be paid prior to the issuance of permits.

**6. Jefferson County Addressing Office:**

[www.jeffersoncountywv.org/countygovernment/departments/gisaddressing/forms](http://www.jeffersoncountywv.org/countygovernment/departments/gisaddressing/forms)

- a. The Jefferson County GIS/Addressing Office oversees all addressing services in Jefferson County. Addresses are only assigned to structures where residents 'live, work, or play'. Vacant parcels are not addressed, nor are structures where people are not often present. Municipalities generally follow the E9-1-1 Addressing Ordinance by resolution or agreement. The GIS/Addressing Office assigns address numbers within Town/City limits and co-approves new road names. This cooperation is necessary to maintain address scheme standards and avoid duplication through the county. Address schemes may follow the 5.28 standard or, more likely, follow 'city block style' addressing which progresses outward from the center of downtown (100 block, 200 block).
- b. The GIS/Addressing Office will review your permit application once our office deems your application as sufficient. An address will be assigned to your property prior to permit issuance.

**7. Flood Plain Documentation** (If applicable)

**REMODELING AND FINISHING BASEMENTS: Residential**

**1. Detailed Drawings** to scale with the following information:

- a. Existing Conditions/Current Layout and Use to include egress, electrical, plumbing, and mechanical

- b. Proposed Floor Plans to include egress, electrical, plumbing and mechanical
2. **Jefferson County Impact Fee Receipt:** (if applicable)  
[www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees](http://www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees)
    - a. The Impact Fee Office will review your permit application and verify that the required impact fees have been paid.
    - b. All County Fees are required to be paid prior to the issuance of permits.
  3. **Flood Plain Documentation** (if applicable)

**REMODELING AND/OR FINISHING OF SHELL SPACE: Non-Residential and Multi-Family:**

1. **Architectural and Engineering Plans**, to scale with a West Virginia registered design professional’s seal & signature, as applicable, per the 2018 International Building Code Section 107 Submittal Documents as adopted by the City of Ranson:
  - a. Existing Conditions/Current Layout to include egress, electrical, plumbing and mechanical
  - b. Proposed Floor Plans for each floor
  - c. Detailed Wall/Building Sections
  - d. Structural Plans and Calculations
  - e. Proposed Use
  - f. Life-Safety Plans
  - g. Electrical Plans
  - h. Plumbing Plans
  - i. Mechanical Plans
    - i. Signed COMcheck
2. **Environmental Assessment**
  - a. All renovation permits are to have a thorough inspection to identify and quantify any asbestos containing materials (ACM). A report by a qualified professional is required. If asbestos is present, a separate asbestos abatement permit must be obtained.
3. **State and Federal Permits**
  - a. **State Fire Marshal Documentation:** [www.FireMarshal.wv.gov](http://www.FireMarshal.wv.gov)
    - i. Documentation showing an application has been submitted to the State Fire Marshal’s Office for Review
  - b. **Health Department Permits** (if applicable): [www.jchdvw.org](http://www.jchdvw.org)
4. **Utility Letters**, confirming utilities can provide service. Critical for changes of use or increased intensity.
  - a. Water
    - i. Charles Town Utility Board: [www.ctubwv.com](http://www.ctubwv.com)
    - ii. Jefferson Utilities: [www.juiwater.net](http://www.juiwater.net)
  - b. Sewer
    - i. Charles Town Utility Board: [www.ctubwv.com](http://www.ctubwv.com)
  - c. **Utility Receipt** – A copy of your receipt showing that all applicable water and sewer fees have been paid to the appropriate provider must be submitted to the City of Ranson prior to permit issuance.
5. **Jefferson County Impact Fee Receipt: (if applicable)**  
[www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees](http://www.jeffersoncountywv.org/county-government/departments/office-of-impact-fees)
  - a. The Impact Fee Office will review your permit application and verify that the required impact fees have been paid.

- b. All County Fees are required to be paid prior to the issuance of permits.

6. **Flood Plain Documentation** (If applicable)

**SIGN PERMIT: Permanent Signs**

1. **Construction Details:**

- a. Proposed Sign Type as defined in Section 19-15 of the Ranson Municipal Code
- b. Construction Details with the following information:
  - i. Color Rendering of the proposed sign
  - ii. Sign Height measured from finished grade
  - iii. All dimensions of the sign including the height of letters and logos
    - Height and width shall be measured using the smallest rectangle that fully encompasses the entire extent of letters, logo and background.
  - iv. Fabrication Techniques/Sign Materials
  - v. Provide Attachment and Foundation Details to resist wind loads
    - All ground mounted signs shall provide a footer detail and construction details that reference the current state building code
    - All attached signs shall provide details as to how the sign is to be attached to the building or structure

2. **Placement of Sign**

- a. Ground Mounted signs shall require
  - i. Survey
    - 1. Lot size, lot width, and distances from property lines and structures
    - 2. Location of any additional Ground Mounted signs (only one monument sign per development permitted)
    - 3. Location of all easements, both public and private
- b. Wall, Band, Blade, Marquee or Outdoor Display Case
  - i. Proposed location on the building including mounting height and projection from wall
  - ii. Width of the shopfront or leased area

3. **Lighting or Electrical Work**

- a. Internally Lit Signs or signs that require any new electrical circuits shall require a West Virginia licensed electrical contractor to be included on the permit.
- b. Proposed conduit, conductors, transformers, ballasts, and wiring description is (How are you connecting the sign to power?)
  - i. New electrical service shall require third party certification prior to final by a West Virginia Fire Marshal approved 3<sup>rd</sup> party electrical inspector. A full list of approved inspectors can be found at [www.FireMarshal.wv.gov](http://www.FireMarshal.wv.gov).

**SIGN PERMIT: Temporary Signs**

1. **Specific Sign Details:**

- a. Proposed Temporary Sign Type as defined in Section 19-15 of the Ranson Municipal Code
- b. Color Rendering of the proposed sign
  - i. Total Area of Sign
  - ii. All dimensions of the sign including the height of letters and logos
    - Height and width shall be measured using the smallest rectangle that fully encompasses the entire extent of letters, logo and background.
  - iii. Fabrication Techniques/Sign Materials

- iv. Provide Attachment and Foundation Details to resist wind loads
    - All ground mounted signs shall provide a footer detail and construction details that reference the current state building code
    - All attached signs shall provide details as to how the sign is to be attached to the building or structure
2. **Placement of Sign**
- a. Ground Mounted signs shall require
    - i. Survey
      - 1. Lot size, lot width, and distances from property lines and structures
      - 2. Location of any additional Ground Mounted signs (only one monument sign per development permitted)
      - 3. Location of all easements, both public and private
  - b. Banners
    - i. Proposed location on the building including mounting height

## **FENCE PERMIT:**

1. **Location:** Site Survey or Site Plan showing the fence location with the following information:
  - a. Setbacks from all property lines
  - b. Metes and Bounds, scale, north arrow, and adjoining street name(s)
  - c. Existing easements, public or private
  - d. Location of the primary structure and all accessory structures.
  - e. Flood Plain Delineation (if applicable)
2. **Specific Fencing Details:**
  - a. Locations, widths, and swings of gates
  - b. Fence height – clearly mark on the plans any changes in heights
  - c. Materials consistent with Section 16-179(e) Wall and fence design standards of the Ranson Municipal Code
  - d. Knox-box or other rapid entry system identified on plans, if applicable, per Section 16-179(f) of the Ranson Municipal Code
  - e. Description of construction methods
3. **Pool Fencing Specific Requirements** (applicable to pool and spa barriers)
  - a. All fences around pools must meet the International Swimming Pool and Spa Code

## **SHED AND TEMPORARY BUILDING PERMIT:**

1. **Shed Details:**
  - a. **Prefabricated Sheds** (Sheds that arrive onsite completely assembled)
    - i. Details of the shed type and brand
    - ii. Shed height
    - iii. Foundation Type: permanent slab, piers, timber frame, etc.
  - b. **Site Built Sheds** (Sheds that are constructed or assembled onsite)
    - i. Detailed framing plans
    - ii. Foundation Type: permanent slab, piers, timber frame, etc.
2. **Location:** Site Survey or Site Plan showing the deck location with the following information:
  - a. Setbacks from all property lines
  - b. Metes and Bounds, scale, north arrow, and adjoining street name(s)



- c. Existing easements, public or private
- d. Location of the primary structure and all accessory structures.
- e. Flood Plain Delineation (if applicable)

**3. Lighting or Plumbing**

- a. Any electrical or plumbing work shall require a West Virginia licensed contractor to be included on the permit per the West Virginia Division of Labor.
- b. New electrical service shall require a third-party certification prior to final. A list of West Virginia approved electrical inspectors can be found on the West Virginia Fire Marshal’s website at [www.firemarshal.wv.gov](http://www.firemarshal.wv.gov).

**UNCOVERED DECKS AND STOOPS PERMIT: Residential:**

1. **1. Construction Drawing: Please refer to DCA-6 Deck Building Guide based on the 2018 International Residential Code that can be downloaded for free from the American Wood Council website at [www.awc.org](http://www.awc.org).**
  - a. Layout of Deck that is scaled and dimensioned
  - b. Footer plan with post and footer specifications
  - c. Framing Plan with dimensions and spans
  - d. Handrail and Guard Rail detail
  - e. Stair Details to include stringer footers
  - f. Fastener details and specifications

**NOTE:** Pictures of the required details can be copied from the DCA 6 guidelines

2. **Location:** Site Survey or Site Plan showing the deck location with the following information:
  - a. Setbacks from all property lines
  - b. Metes and Bounds, scale, north arrow, and adjoining street name(s)
  - c. Existing easements, public or private
  - d. Location of the primary structure and all accessory structures.
  - e. Flood Plain Delineation (if applicable)

**How much will my permit cost?**

Once you have submitted your permit application and Staff has entered it into the permitting system, your permit fee(s) will be calculated, and an invoice will be emailed to you if an email address has been provided. If no email address has been provided, the invoice will be mailed. The invoice must be paid prior to permit issuance.

| <b>New Construction</b>                                 |   |
|---|---|
| Residential and institutional (churches, schools, etc.) | Minimum Permit Fee \$300.00<br>Finished floor area @ \$0.50 per sf<br>Unfinished floor area @ \$0.10 per sf     |
| Commercial and Industrial                               | Minimum Inspection Fee \$500.00<br>Finished floor area @ \$0.60 per sf<br>Unfinished floor area @ \$0.20 per sf |
| Finished Space<br>Unfinished Space                      | <i>Finished Space</i> shall include all areas under roof that are served by any combination of plumbing         |

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|  | facilities, closed in walls, and/or HVAC service. Conversely, <i>Unfinished Space</i> shall include all areas under roof that are not served by these items but may have electric service.   |
| Industrialized buildings or shells, including slab and foundation                | Minimum Permit Fee \$500.00<br>Total floor area @ \$0.50 per sf  |
| SmartCode Incentive - for new residential, commercial, or industrial development | Total permit fee shall be reduced by 50% for properties compliant with Chapter 19A and do not deviate pursuant to 19A, 5.2.4.  |
| Sign Permit Fees   | Major Sign - \$50 per sign<br>Includes awnings, band, blade, marquee, monument, and yard sign types<br>Minor Sign - \$25.00 per sign<br>Includes name plate, outdoor display case, shingle, sidewalk, and window sign types<br>Temporary sign - \$25.00 per site |
| Sidewalk Bank (per Section 17-22-e)  | \$4.00 per square foot   |
| Use and Occupancy Permit   | \$100.00 - Traditional Permits<br>\$50.00 - SmartCode Permits  |
| <b>Remodeling and/or Finishing of Shell Space</b>                                |  |
| Residential & Institutional (churches, schools, etc.)                            | 1% of project cost - \$25.00 minimum   |
| Commercial & Industrial  | 2% of project cost - \$50.00 minimum   |
| Accessory Structure, Carport, Deck, Porch, or Garage                             | 1% of project cost - \$25.00 minimum   |
| Prefabricated/Manufactured Homes with 3 <sup>rd</sup> Party Seal                 | \$150.00 plus foundation permit  |
| <b>Replacement, Special Items and Services</b>                                   |  |
| Asbestos Removal   | \$100.00 per building  |
| Amusement Device (All Rides with 3 <sup>rd</sup> Party Inspection)               | \$25.00 per device<br>MINIMUM \$50.00  |
| Automotive Lifts   | \$50.00  |
| Chimney  | \$50.00  |
| Demolition   | \$100.00 per building plus \$500.00 bond for each building   |
| Elevators  | \$100.00   |
| Escalators   | \$50.00 (each per floor)   |
| Fence  | \$25.00  |
| Fireplace  | \$25.00  |
| Foundation   | \$100.00   |
| Building Relocation  | \$100.00 plus foundation permit  |
| Radio/Antennae Towers  | \$50.00  |
| Reroofing - residential (over 100 sf)  | \$50.00  |
| Reroofing - non-residential  | \$100.00   |

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|---|--|
| Window Replacement  | \$25.00  |
| Swimming Pool (above ground)                                    | \$25.00  |
| Swimming Pool (in ground)                                       | \$50.00  |
| Swimming Pool - Non-residential                                 | \$100.00   |
| Storage Tank - Installation or Removal - above or below ground  | \$50.00  |
| Commercial Tents - Residential and Non-residential Use          | \$50.00 per tent   |
| Temporary Structures  | \$50.00 per structure  |
| Wood/Pellet Stoves  | \$50.00  |
| Permit Extensions - Residential                                 | \$25.00  |
| Permit Extensions - Commercial                                  | \$50.00  |
| Permit Revisions or Additions - Minor (less than 3 changes)     | \$25.00  |
| Permit Revisions or Additions - Major (more than 3 changes)     | \$50.00  |
| <b>Work Not Specifically Listed or Unable to Evaluate</b>       |  |
| \$5.00 per \$1,000.00 or fraction thereof of estimated job cost | MINIMUM - \$25.00 Residential<br>MINIMUM - \$25.00 Non-Residential |

Please note that water/sewer fees must be submitted to the appropriate entity and proof of payment must be provided to the City of Ranson.

Please contact your service provider for more information:

Charles Town Utility Board: 304-724-3281

Jefferson Utilities: 304-728-2077

Please note that impact fees are collected through the Jefferson County Impact Fee Office for new residential and commercial construction. For more information, please contact their office at 304-728-3331.

## **I have submitted my permit application, what happens next?**

Once you have submitted your application, it will be reviewed by Staff for sufficiency. If it is deemed sufficient, it will move on to the appropriate reviewers based on your permit type. If additional items are needed during the sufficiency stage or the reviewer stage, you will be notified by email. Please allow at least 7-14 business days for reviews though during times of permit influx, that time frame could increase slightly. Please also note that submissions are processed in the order in which they were received no matter if it is a new submission or a resubmission.

After all reviews have been completed and the permit application has been approved, an approved permit placard will be emailed to you. You can pick up a copy of the approved permit placard if you prefer. **It must be posted on the property throughout the duration of the project.**

## **My permit is approved, what inspections are needed and how do I schedule them?**

Required inspections are listed on the approved permit placard along with any inspection notes. Inspections must be scheduled prior to 2PM to be considered for the following day's inspection schedule. Inspections can be requested online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) or by calling the inspection request voicemail line at 304-724-3895. Please note that electrical inspections shall be performed by a third-party approved electrical inspector. A list of West Virginia approved electrical inspectors can be found on the West Virginia Fire Marshal's website at [www.firemarshal.wv.gov](http://www.firemarshal.wv.gov). Although electrical inspections are done by a third party, you must still schedule the electrical inspections with our office as well so that we may verify the work was approved by the third-party inspector.

If your inspection should fail, the inspection report is emailed, and a \$50 reinspection fee is added to your permit. Once all fees are paid, you will be issued a Use & Occupancy Permit, if applicable to your permit. If a U&O is not applicable, your permit application will be closed once all inspections have been approved and all fees paid.

## **What is a Use & Occupancy Permit?**

A Use and Occupancy Permit, or U&O, validates the living conditions of a house or building. It provides proof that a building or structure has been inspected and has passed all safety and health requirements. U&O's are granted to new construction and major renovation permits once all inspections have passed and all fees have been paid. U&O's are also granted to commercial business spaces where the use is changing or that space has been vacant for over one year.

## **Do permits expire?**

Permits do expire six months from their issuance date, however, permits automatically extend for an additional 6 months after each completed inspection. The city understands that unforeseen circumstances may arise causing the work to not start or make it to an inspection prior to the expiration date. In these situations, you may submit a permit extension request for the Building Official's review and approval. Those requests can be emailed to [permits@ransonwv.us](mailto:permits@ransonwv.us). A \$25 extension fee will be assessed. A new permit placard will be emailed to you with the new expiration date if approved.

Thank you again for your interest in building in the City of Ranson. If you have any questions regarding the information provided or need additional assistance, please feel free to contact our Permitting Department at [permits@ransonwv.us](mailto:permits@ransonwv.us) or by calling 304-724-5452.