

Town of Sutton
PO Box 366
Sutton, WV 26601



Phone: (304) 765-5581
Fax: (304) 765-7678

APPLICATION FOR CONSTRUCTION PERMIT

APPLICANT INFORMATION

Name	Date:
Address:	Email:
City:	Phone:
State:	Zip code:
Property Address (if different):	
Parcel / Tax Map No. (if known):	
Floodplain Area? Yes _____ No _____ Unknown _____	

PROJECT INFORMATION

Type of Work (check all that apply)	Check all that apply	Description of Work (REQUIRED)
New Construction		
Addition		
Accessory Structure (Garage, Shed, Carport, etc.)		
Alterations/Renovations		
Demolition		
Routine Maintenance		
Storm / Emergency Repair		
Other (specify)		
Estimated Cost of Construction	\$ _____	Proposed Start Date:
Will work be completed in phases?	Yes ____ No ____	Completion Date:
If in phases, explain:		

CONTRACTOR INFORMATION

(if applicable - Must fill out if contracting a company)

Company Name:	Contractor Name:	
Address:		
City:	State:	Zip code:
Email:	Phone:	
WV Contractor License No. _____	Proof Provided: ☐ WV Contractor License ☐ Liability Insurance ☐ Workers' Compensation Coverage (if required)	

REQUIRED SUBMITTALS

The following must be submitted with this application.

1. Site plan showing location of work on property
2. Construction drawings or descriptions sufficient for review
3. Contractor documentation (if applicable)
4. Any required state or federal permits (if applicable)

CERTIFICATIONS AND AGREEMENT

By signing below, the applicant and/or property owner agrees to the following:

1. Compliance with Law

All work shall comply with all applicable municipal ordinances, state laws, and adopted building, housing, safety, and zoning regulations, including but not limited to authority granted under West Virginia Code § 8-12-5.

2. Permits Not Exclusive

Issuance of this permit does not relieve the applicant of responsibility to obtain any other required permits or approvals, including but not limited to state, federal, floodplain, or Division of Highways permits.

3. Inspections Authorized

The Town of Sutton and its authorized representatives may enter the property at reasonable times to conduct inspections to ensure compliance with this permit and applicable laws.

4. Stop-Work Authority

The Town may issue a stop-work order for:

- (a) Work performed without a permit
- (b) Work not in compliance with approved plans
- (c) Unsafe or hazardous conditions

5. Permit Revocation

This permit may be suspended or revoked for:

- (a) False statements
- (b) Violation of permit conditions
- (c) Failure to comply with applicable laws or ordinances

6. Expiration

This permit shall expire if:

- (a) Work does not commence within 180 days, or
- (b) Work is abandoned for 180 days, unless extended by the Town.

7. Responsibility for Damages

The applicant agrees to repair any damage to streets, sidewalks, alleys, utilities, or public property caused by construction.

8. Indemnification

The applicant and property owner agree to indemnify, defend, and hold harmless the Town of Sutton, its officials, employees, and agents from any and all claims, damages, losses, or expenses arising from the permitted work.

9. Enforcement and Penalties

Violations of this permit or applicable ordinances may result in:

- (a) Fines and penalties
- (b) Legal action
- (c) Removal or correction of work at the owner's expense

SIGNATURES

Applicant Signature: _____ **Date:** _____

Printed Name: _____

Property Owner Signature: _____ **Date:** _____

Printed Name: _____

(Required if different from applicant or otherwise authorized by the Town)

Contractor Signature: _____ **Date:** _____

Printed Name: _____

OFFICE USE ONLY

Application Received By: _____ Date: _____

Zoning Approval: Yes _____ No _____

Floodplain Review Required: Yes _____ No _____

Permit Approved: Yes _____ No _____

Permit Number: _____

Permit Fee: \$ _____

FEE SCHEDULE

Cost of Construction, Permit Fee	\$0 – \$500, No Charge
	\$501 – \$5,000, \$20.00
	\$5,001 and above, \$30.00

Make Checks Payable to: Town of Sutton and mail to address at the top of the form

APPROVAL

Permit Approved this _____ day of _____, 20_____

Mayor / Authorized Official
Town of Sutton, West Virginia

Title

Date: