

## **City of Lewisburg Building Permit Application Guidelines**

All proposed residential, commercial and industrial, interior and exterior renovations need to have an application submitted to City Planning and Zoning officer, Marsha Cunningham for approval. Applications may be picked up at Lewisburg City Hall or online at the City's web site, [www.lewisburg-wv.org](http://www.lewisburg-wv.org).

Applications must provide the following documents along with the building application form.

1. Copy of the State Business License for every contractor or subcontractor.
2. Copy of City of Lewisburg Business license for every contractor and subcontractor.
3. Value of the improvement (labor and materials).
4. Completed B&O tax form for each contractor.
5. Contact information for all contractors.
6. Signature of all contractors and the owner of the property.
7. Completed building permit form with the materials list and 2 copies of blueprints, if the project is new construction or an addition.

It is the responsibility of the owner or the contractor to apply for the permit. If construction is discovered without a permit, a double permit fee may be assessed.

Projects involving exterior renovations to properties within the Lewisburg Historic District require approval by the Lewisburg Historic Landmarks Commission. Those applications must be turned in 15 days prior to the next monthly meeting date. The Commission meets on the second Monday of each month at 5:00 pm, in City Council Chambers.

### **Building Permit Fees:**

To calculate cost of the permit:

Total cost of project:	Permit Fees
Under \$1,000 permit application must be submitted.	\$0
\$1,000-\$4,167 permit application must be submitted.	\$25
Over \$4,167 permit application must be submitted.	\$6/\$1,000

All construction and renovation projects within city limits require a building permit application. The cost of the project determines whether there is a fee for the permit application or not.

Permits are issued for a period of 18 months.

### **B&O Tax**

All construction/renovation projects within Lewisburg city limits are subject to the city's 2% construction B&O Tax (except projects completed by the homeowner or family member, with a gross value of materials and/or labor of less than \$1,000 and which involve no hazardous or safety threatening work requiring an inspection).

B&O Tax is calculated on the gross value of the project (materials and labor). If subcontractors are used on the project, each subcontractor is subject to B&O Tax for their portion of the job. General contractors may choose to pay the B&O Tax for their subcontractors, however. Building permit fees and B&O Taxes must be paid at the time of the application by the property owner or the contractor (or subcontractors, if applicable).