



## BUILDING PERMIT PROCEDURES

### Residential Building

- All contractors shall have a valid WV Contractor's license
- All contractors shall have a valid Granville Contractor's license
- Home Owners may perform work on their residence without a license
- Residential remodel, room addition or new construction shall provide two sets of construction plans for review. Floor plans will not be accepted as construction plans. Plans shall be of sufficient size and clarity and provide spacing, spans, lumber specifications and grade, live loads, dead loads, snow loads and wind loads.
- All decks, porches and buildings shall provide plans. Plans are also necessary for swimming pools more than 24 inches in height.
- No permit is to be issued until plans are approved, signed and dated.
- Before any permit is issued, the address shall be checked to see if proposed work is in the **FLOODPLAIN**. If work is in floodplain, the work requires an elevation certificate performed by a **WV LICENSED ENGINEER, ARCHITECT OR SURVEYOR** and has to be approved by the floodplain manager.
- Applications typically take about one week to approve.

### Commercial Building

- All contractors shall have a valid WV Contractor's license
- All contractors shall have a valid Granville Contractor's license
- Remodels, additions and new construction shall provide three sets of construction plans with at least one set being signed and sealed by a **WV LICENSED ENGINEER OR ARCHITECT**.
- Plans shall include chapter 11 (accessibility) and ANSI A117.1, 03 as it is safe harbor for Fair Housing
- A to scale plan shall be provided along with utility locations, water runoff and storm water retention.
- Applications, depending on scope of work, can take from one week to one month to approve.

### Work NOT Requiring a Permit

- Painting, wallpapering, tiling, carpeting, cabinets, counter tops, finish work, swings and playground equipment and prefabricated swimming pools under 24 inches deep.