Floodplain Permit Application

The intention of this permit process is to promote the general health, welfare and safety of Upshur County residents and to encourage the utilization of appropriate construction practices in order to prevent and/or minimize flood damage in flood prone areas of Upshur County.

Therefore, it shall be unlawful for any contractor, person, partnership, business, or corporation to undertake or cause to be undertaken, any development, new construction, substantial improvement, repair of substantial damage, or the placement or relocation of any structure (including manufactured homes) within the unincorporated areas of Upshur County unless a floodplain permit application has been completed and authorization obtained from the Office of the Upshur County Commission.

Applicant Information
Name___________________________________
Mailing Address________________________________________
Phone___________________________________

Landowner Information
Name___________________________________
Mailing Address________________________________________

Driving Directions to site
__________________________________________________________________________________

District ___________ tax map ______ parcel ______ most recent deed book ______ page ______

Contractor Information (or signed affidavit)
Name___________________________________
Mailing Address________________________________________
Phone___________________________________

Required information
Copy of the West Virginia Contractor’s License
Copy of the Certificate of Insurance
Copy of the Proof of Worker’s Compensation
Site plan with construction specifications

Description of project
__________________________________________________________________________________

(Check all that apply)
☐ Residential structure
☐ Installation of a manufactured home
☐ Garage/detached structure
☐ Excavation/fill activities
☐ Commercial/Industrial structure
☐ Demolition of a structure
☐ Other (explain)

Estimated value of finished project
__________________________________________________________________________________

I do hereby certify that the above information is true and correct to the best of my knowledge and do hereby grant permission for officials, employees and/or agents of Upshur County to enter upon said property to review, verify and/or appraise the property.

Signature of Property Owner

******* (internal use only) *******

Building Permit Number
________________________________________
Date ______________________________
Floodplain Coordinator

White Copy-County Commission   Yellow Copy-Assessor   Pink Copy-Applicant