

Things Needed to Obtain a Building Permit

A Real Estate Tax Receipt for the property you wish to obtain a permit for, obtained at the Sheriff's Tax Office

- 📍 Phone Number 304-357-0210
- 📍 Kanawha County Courthouse, Room 120, 409 Virginia Street, East
- 📍 www.kanawha.us – On the right-hand side under links select Sheriff Department – then Tax Division

Proper documentation of the cost

- 📍 Mobile or Modular Home – A copy of the Purchase Agreement stating the cost
- 📍 If hiring a contractor – A copy of the contract stating the cost
- 📍 If completing the work yourself – A written quote of supply costs

If the Planning & Community Development Office determines that all or a portion of your property is located within the 100 Year Floodplain – YOU MUST ...

- 📍 Provide a Plat Map if the structure is located outside of the Floodplain
- 📍 Provide an Elevation Certificate if the structure is located within the Floodplain
- 📍 All mobile homes being placed within the Floodplain must be installed by a certified mobile home installer
- 📍 Any structure built within the Floodplain must be built by a certified contractor