STEEL CURATOR

West Virginia permit cover letter

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Print this page on your letterhead (or as-is), fill in the blanks, and place it on top of your permit submittal.

DATE _____

JURISDICTION _____

BUILDING OFFICIAL _____

PROJECT ADDRESS _____

PARCEL / TAX ID _____

OWNER _____

APPLICANT / CONTACT _____

RE: Permit application — pre-engineered metal building

Dear Building Official,

Please find enclosed our permit application and supporting documents for a pre-engineered metal building at the address above. The structure is a factory-fabricated steel building designed and detailed by the manufacturer's engineering department and sealed by an engineer licensed in West Virginia.

The building has been designed to the locally adopted code edition using the following criteria, which we ask you to confirm for this parcel: ground snow load 25–40 psf ground snow; design wind speed 100–110 mph (Risk II); seismic design category Category B. Foundation design, anchor bolt layout, and reaction values are included with the structural package.

Local requirements we have noted: State fire marshal review applies to commercial; many counties have limited local enforcement. Any items your office identifies as deferred submittals will be provided before the affected work begins.

Enclosed you will find the permit application and fee, the site plan, the foundation plan with anchor bolt layout and reaction table, sealed structural drawings and calculations, the manufacturer's letter of certification, and the supplemental approvals listed on the packet checklist that follows.

Please contact the applicant listed above with any comments or requests for additional information. We will respond to plan-review comments within two business days.

Thank you for your review.

SIGNATURE _____

PRINTED NAME _____

TITLE / COMPANY _____

PHONE / EMAIL _____

SUBMISSION PACKET CHECKLIST

West Virginia · assemble in this order

ENCLOSED WITH THE COVER LETTER

- [ ] Completed permit application and fee payment receipt.
- [ ] Site plan with setbacks, access, and drainage.
- [ ] Foundation plan, anchor bolt layout, and reaction table.
- [ ] Sealed structural drawings and design calculations.
- [ ] Manufacturer's letter of certification.

FORMS, FEES & AUTHORIZATION

- [ ] Building permit application, signed by the owner or an authorized agent.
- [ ] Owner authorization letter if the applicant is a contractor or agent.
- [ ] Contractor license and certificate of insurance as required locally.
- [ ] Permit fee calculated from valuation or square footage, with the payment receipt.
- [ ] Contractor registration with the jurisdiction, where required.

DRAWINGS & ENGINEERING

- [ ] Cover sheet listing code edition, occupancy, construction type, and design loads.
- [ ] Sealed structural drawings by an engineer licensed in West Virginia.
- [ ] Design calculations for frames, purlins, girts, bracing, and connections.
- [ ] Foundation plan with anchor bolt layout, embedment, and column reactions.
- [ ] Floor plan, elevations, and wall/roof sections with panel and fastener schedules.
- [ ] Door, window, and opening schedule with header details.
- [ ] Manufacturer's letter of certification confirming design criteria used.

SITE & CIVIL

- [ ] Scaled site plan: property lines, setbacks, easements, and building footprint.
- [ ] Grading, drainage, and erosion-control plan if land disturbance is triggered.
- [ ] Driveway, culvert, or right-of-way access approval.
- [ ] Flood zone determination and elevation certificate where applicable.
- [ ] Septic, well, or utility connection approvals.
- [ ] Parking, accessible route, and accessible parking layout for commercial use.

SUPPLEMENTAL APPROVALS TO ATTACH

- [ ] Zoning approval, variance, or conditional-use permit.
- [ ] Fire marshal review: occupancy, exiting, fire lanes, and sprinkler determination.

- [ ] Health department approval for food, agricultural, or public-use occupancies.
- [ ] Energy code compliance forms for conditioned space.
- [ ] HOA or architectural committee approval letter.
- [ ] Historic or overlay-district approval when the parcel is in one.

FORMAT & COPIES

- [ ] Confirm whether the jurisdiction accepts an electronic upload or requires paper sets.
- [ ] Print paper sets at the required sheet size — usually two or three full sets.
- [ ] Verify digital seals and signatures are accepted for the engineer of record.
- [ ] Name PDF files clearly: address, sheet type, and revision date.
- [ ] Keep one complete copy of everything you submit for your own records.

SUBMITTAL LOG

APPLICATION SUBMITTED _____

PLAN REVIEW ASSIGNED TO _____

COMMENTS RECEIVED _____

REVISIONS RESUBMITTED _____

PERMIT ISSUED / NUMBER _____

INSPECTIONS SCHEDULED _____

AFTER THE PERMIT IS ISSUED

- [ ] Post the permit card and approved plans on site before delivery.
- [ ] Schedule the footing and anchor bolt inspection before the concrete pour.
- [ ] Confirm special inspections required by the structural drawings.
- [ ] Coordinate the delivery and crane date against the inspection calendar.
- [ ] Request the framing, insulation, and final inspections in the required order.
- [ ] Obtain the certificate of occupancy or completion before use.

This cover letter and checklist are a general aid prepared for West Virginia projects. Requirements vary by jurisdiction — confirm every item with your local building department and the engineer of record.

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