

**Plan Change Fee: \$177.00**  
Please make checks payable to:  
Berkeley County Council



# BERKELEY COUNTY ENGINEERING AND BUILDING INSPECTIONS

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838  
Telephone: 304-264-1966, Fax: 304-262-3128

Web Page: [www.berkeleycountycomm.org](http://www.berkeleycountycomm.org)

## COMMERCIAL APPLICATION FOR PLAN CHANGE REVIEW

Applicant Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Description of plan change

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Information:

Physical Address: \_\_\_\_\_  
(Street # and Street Name)

Lot # \_\_\_\_\_ Subdivision Name : \_\_\_\_\_ ( If Applicable)

Type of Structure: \_\_\_\_\_ # of Stories: \_\_\_\_\_, Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Width) (Length) (Sq. Ft.)

**Check one box:**

When plan review is completed, fax to: \_\_\_\_\_  
Fax number

When plan review is completed, mail to: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

**I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Rev: 6/1/17**

Office Use Only

\_\_\_\_\_  
Plan Reviewer Signature

\_\_\_\_\_  
Date

Approved  Not Approved

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_