HOW TO OBTAIN A LAND USE/BUILDING PERMIT

IN THE TOWN OF MARTINSBURG

* Request a Land Use Permit from either the Town Clerk, 376-2299 or the Land Use Officer, Mike Pleskach, 804-4748. The fee is payable to the Town of Martinsburg.
* Review the Town of Martinsburg Development Law. Copy of law is available online at:

<http://www.ecode360.com/MA3054> See Chapter 240 - Zoning.

* After finding the location of the proposed structure on the Land Use District map, determine if the use is allowed for that parcel. (Have a County map available also to make sure of your location.) If the Land Use is permissible, a Land Use Permit will be approved by the Land Use Officer Mike Pleskach.
* Now contact the County Building Inspector at the Lewis County Planning Department to obtain a building permit, 376-5377. There will be a fee for this permit. You are not allowed to proceed with any construction until a building permit is obtained. An approved Land Use Permit from the Town should be shown to the County Inspector.
* If the proposed structure is not permitted, the Lane Use Permit will be denied. If the permit is denied, contact the Town Planning Board:

Chairman: Michael Colwell - 376-7402

Sec Paul Kelly - 376-6014

Mark Pominville - 376-7354

Carl Golas - 376-7695

William Tarasek – 376-2503

* Request a meeting of the Planning Board to obtain a Special Use Permit. If a Special Use Permit is denied, you then need to contact the Zoning Board of Appeals:

Chairman Richard Leviker - 376-6804

Sec. Jean McGrath – 376-8313

Samuel Kriwox - 376-3695

Jane Bush - 376-6359

Kenneth Jones – 376-6912

* If a Variance is not granted, you are not allowed to build.
* If structure is on a seasonally or minimum maintained road, only a seasonally used facility will be allowed.