CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • APRIL 14, 2025

Commission/Board Meeting **CITY HALL** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : Draft Minutes - March 10, 2025
Draft Minutes.pdf

3. UNFINISHED BUSINESS

3.1 : **Commission Review:** *COA2024-20* - 201 N .Lawrence St - New Porch
1. Staff Report.pdf
2. Narrative.pdf
3. Design.pdf

3.2 : **Commission Review**: *FIP2024-03* - 201 N. Lawrence Street - Grant Request
1. Staff Report.pdf
2. Application.pdf
3. Narrative.pdf
4. Quote 1.pdf

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2025-06* - 212 N. George St - Window and Siding Replacement
1. Staff Report.pdf
2. Application.pdf
3. Building Permit.pdf

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/14/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Draft Minutes - March 10, 2025

ATTACHMENTS:

- Draft Minutes.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • March 10, 2025

Committee Meeting **CITY HALL** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Amanda Updike - Chair
Diane Drake
Randy Hilton
Nick Zaglifa
Anthony Troxel

James Newman, Zoning Administrator
Wendy Schutz, Permit Technician, Attended Virtually

2. APPROVAL OF MINUTES

2:1 February 10, 2025 - Minutes

RESULT:	**Approved Unanimously**
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

4:1 COA2025-02 – 108 N Charles St. - Funtopia

Staff presentation.

Motion to open public hearing:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Drake
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

Amanda Stroud, Citizen of Ranson: Spoke regarding the importance of the mosaic mural and her concerns with the proposed entrance impacting the mural.

Nathan Smith, Applicant: Stated the mural location is the only option to meet building code, and the Fire Marshal has agreed that the new location is better for the upstairs tenants. Smith stated he knows how important the mural is to the community.

Liz Cook, City of Charles Town Economic Development: Spoke regarding the necessity of the door per building code, and that the applicant wants to minimize impact to the mural. She stated she spoke with the artist involved in the Mosaic and they agreed that it is acceptable to remove and they were happy that the removed mosaic pieces will be kept intact and displayed in the City Hall or other public area.

DRAFT

Motion to close public hearing

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Drake
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

Zaglifa clarified that the mosaic is attached to a backing material, not directly attached to the building itself.

Commission discussion.

Motion to approve COA2025-02 as recommended by staff with condition:

1. The FUNTOPIA painted sign show in the plans will not be installed.

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Troxel
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

4:2 COA2025-03 - 318 W. Liberty St.

Staff presentation.

Motion to open public hearing:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

Seth Rivard, Representative for the Applicant: Stated the previous renovations of vinyl siding and railing were constructed before the Historic District Overlay was created. The previous owner then abandoned the project, and the property has sat vacant.
Passed out samples of proposed painting colors.

Motion to close public hearing

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Troxel
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

Motion to approve the COA as recommended by staff:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Drake
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

4:3 COA2025-04 – 500 E. Washington St. – Jessica & Andrew Griffin

Staff presentation.

Motion to open public hearing:

DRAFT

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

Jessica Griffin, Property Owner: Amended the application to not remove or replace the small central window. The application is only to switch the rear-right door and rear-left window. She is concerned with the integrity of the door. She further stated she would like to get some local craftsmen to help keep replacements as original in design as possible.

Motion to close public hearing:

RESULT:	**Approved**
MOVER:	Troxel
SECONDER:	Zaglifa
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

Commission discussion.

Motion to approve COA2025-04 as recommended by staff:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Troxel
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

4:4 Commission Review – Historical wayside signs review

Staff presentation.

The Commissioners will email their comments to Staff by Friday March 14th, 2025.

5. ADJOURNMENT

Motion to adjourn:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Drake
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

Adjourned at 7:37 pm.

DRAFT

Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/14/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

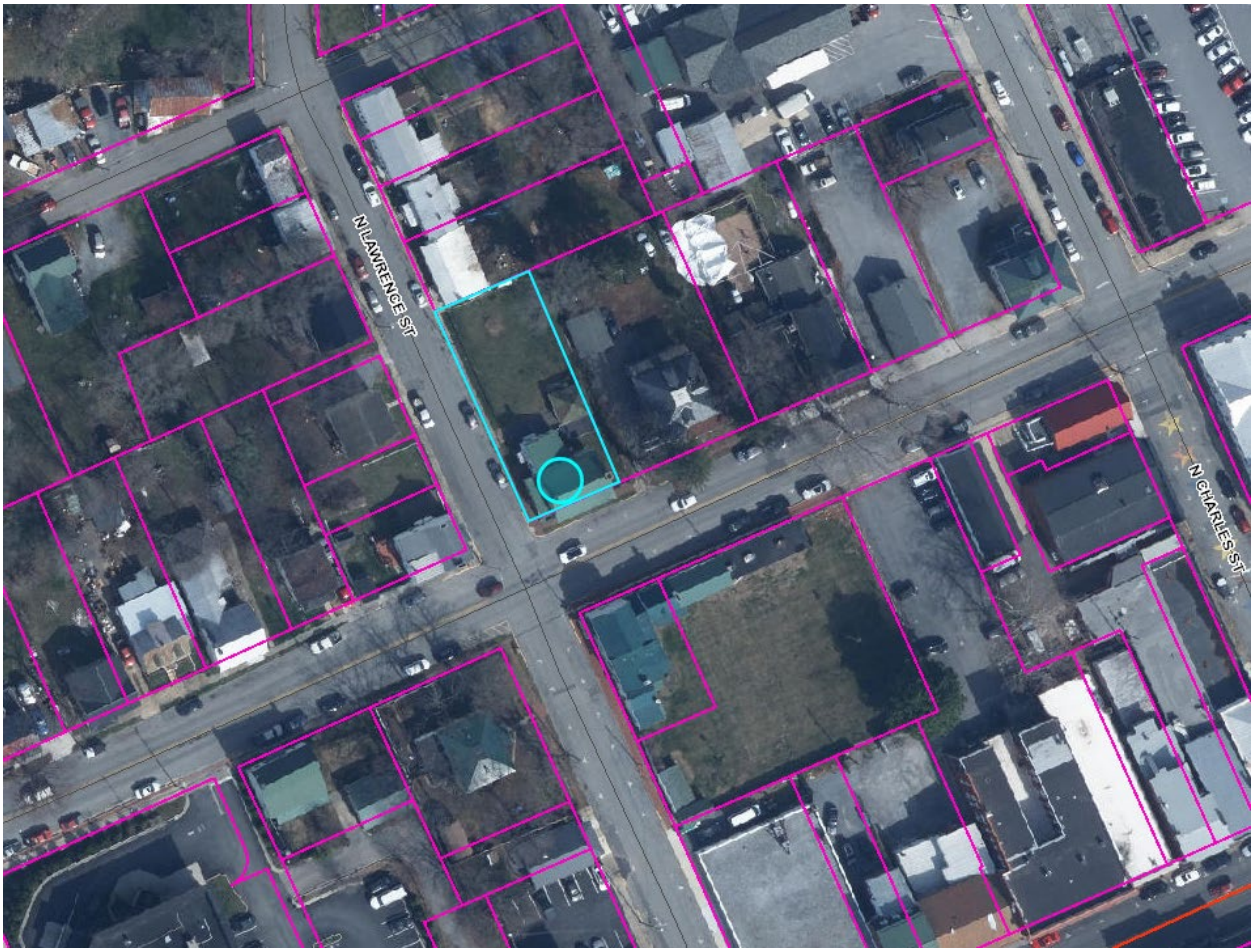
Commission Review: *COA2024-20* - 201 N .Lawrence St - New Porch

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Narrative.pdf
- 3. Design.pdf

Certificate of Appropriateness
COA 2024-20

Date: For the April 14, 2025 Historic Landmarks Commission meeting
Applicant: Benjamin Dubois, Emily Schaefer
Property Owner: Benjamin Dubois, Emily Schaefer
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness
Property Location: 201 N. Lawrence St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC).



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District
201 N. Lawrence Street. Gothic Revival, c. 1833-1839. Gable fronted, three bay stone lecture room for the Episcopal Church. **Contributing**.

PROPOSAL
Demolition and rebuilding of the front porch.

ORDINANCE REQUIREMENTS
None.

HLC ACTION

The Commission reviewed this item at their December 9, 2024 meeting. At that meeting, the Commission voted to approve demolition of the existing porch, and tabled action on the new porch construction until additional design detail had been provided. There were no public comments.

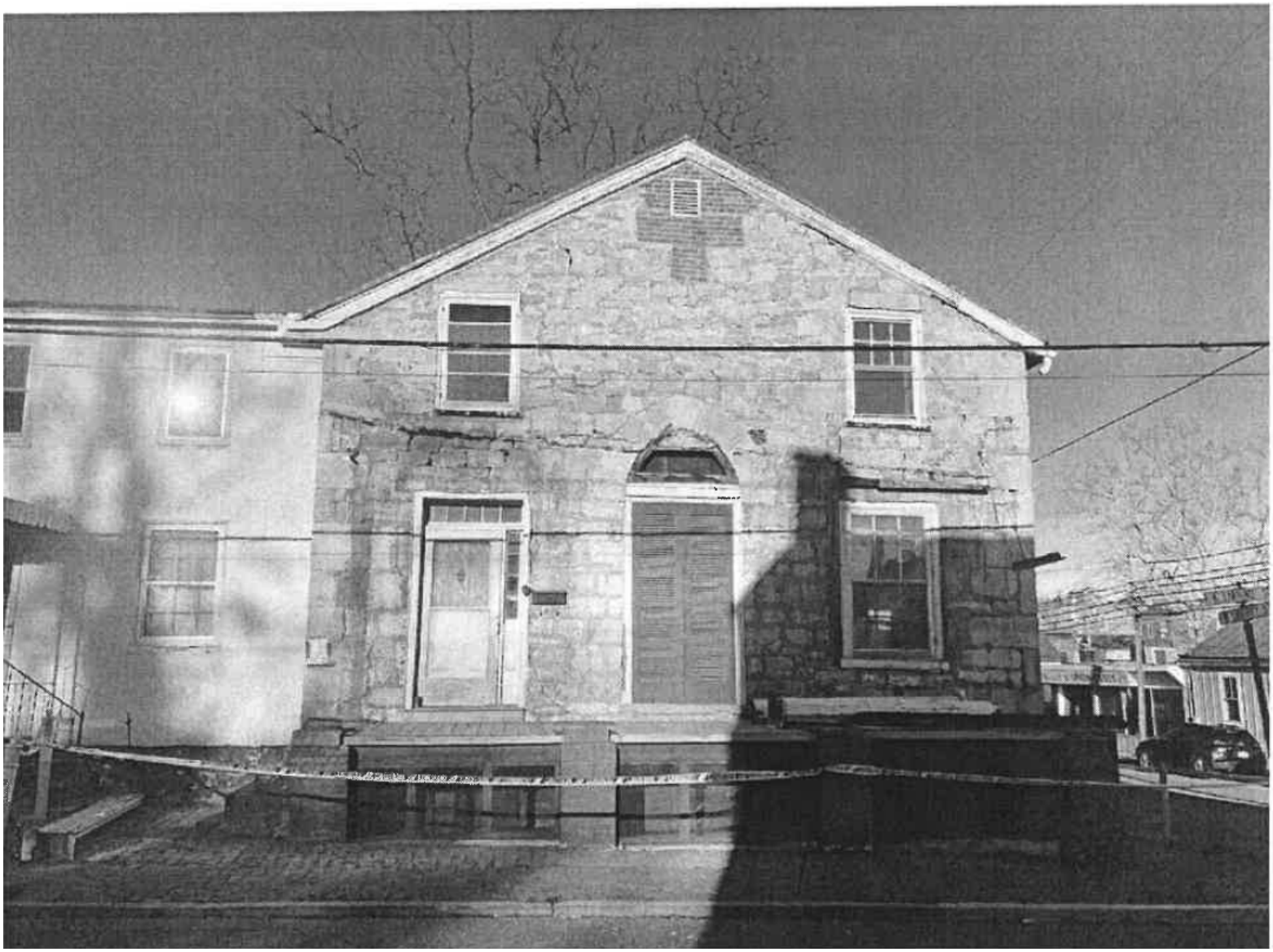
The applicant has now provided those details.

PREVIOUS PORCH

Applicant provided photograph:



Structure after porch demolition:



PROPOSED NEW STRUCTURE VIEWS

Applicant provided renderings:

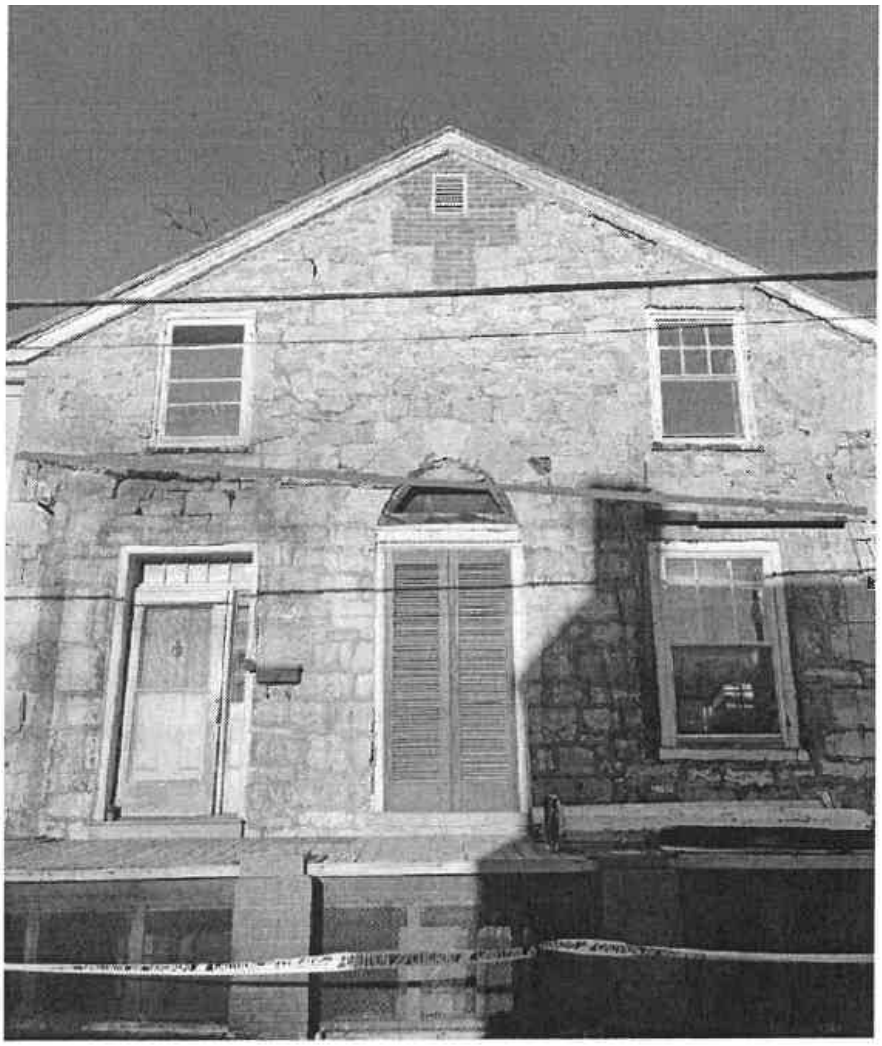


Figure 3. Illustration of the oblique line attachment of the old porch roofline.

Furthermore, removal of the porch and of the concrete seal along that line highlighted several wood pegs in the wall, suggesting a different design (front gable) for the original front porch (Figure 4).

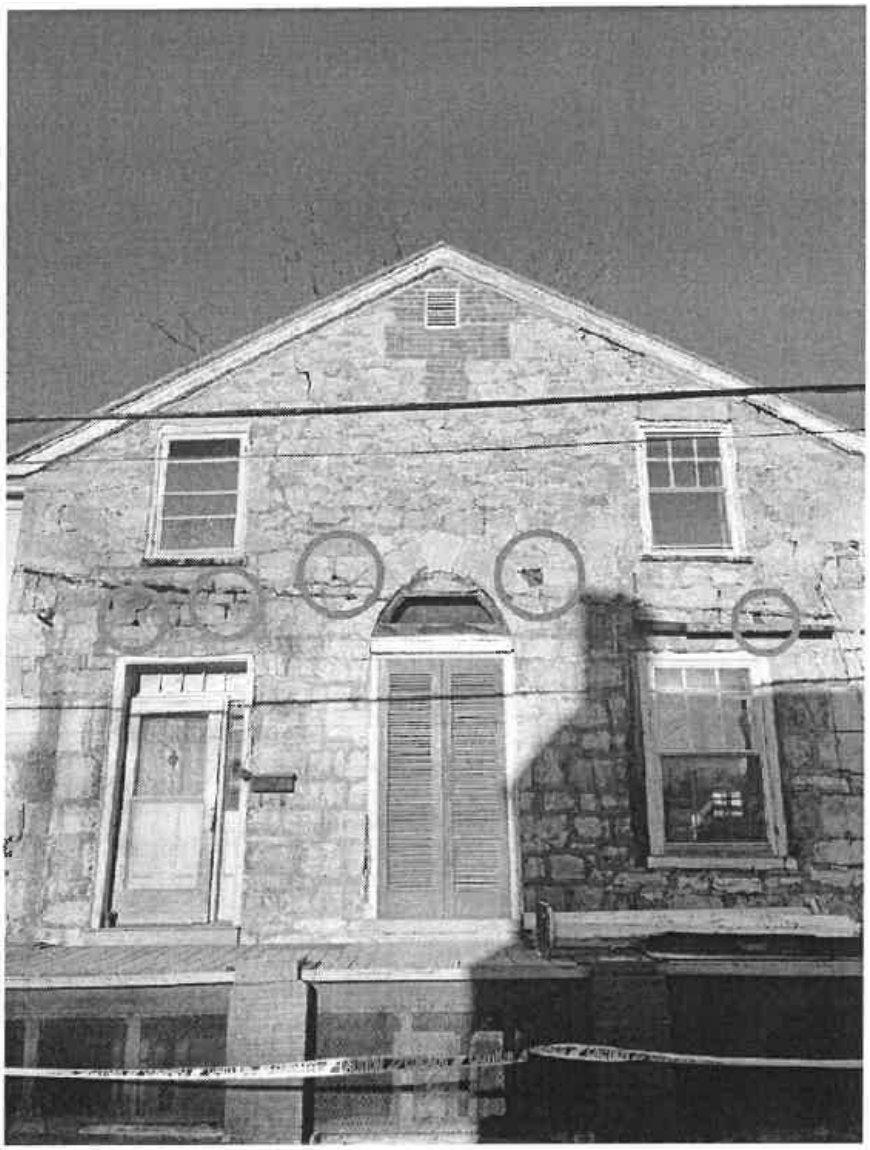


Figure 4. The wood pegs embedded in the wall, and believed to mimic the framework of a previous porch, are circled in red. On the right side, some leftover pressure-treated 2x4 wood was tied to the wall with metal brackets and concrete. This represent a more recent repair of the demolished porch.

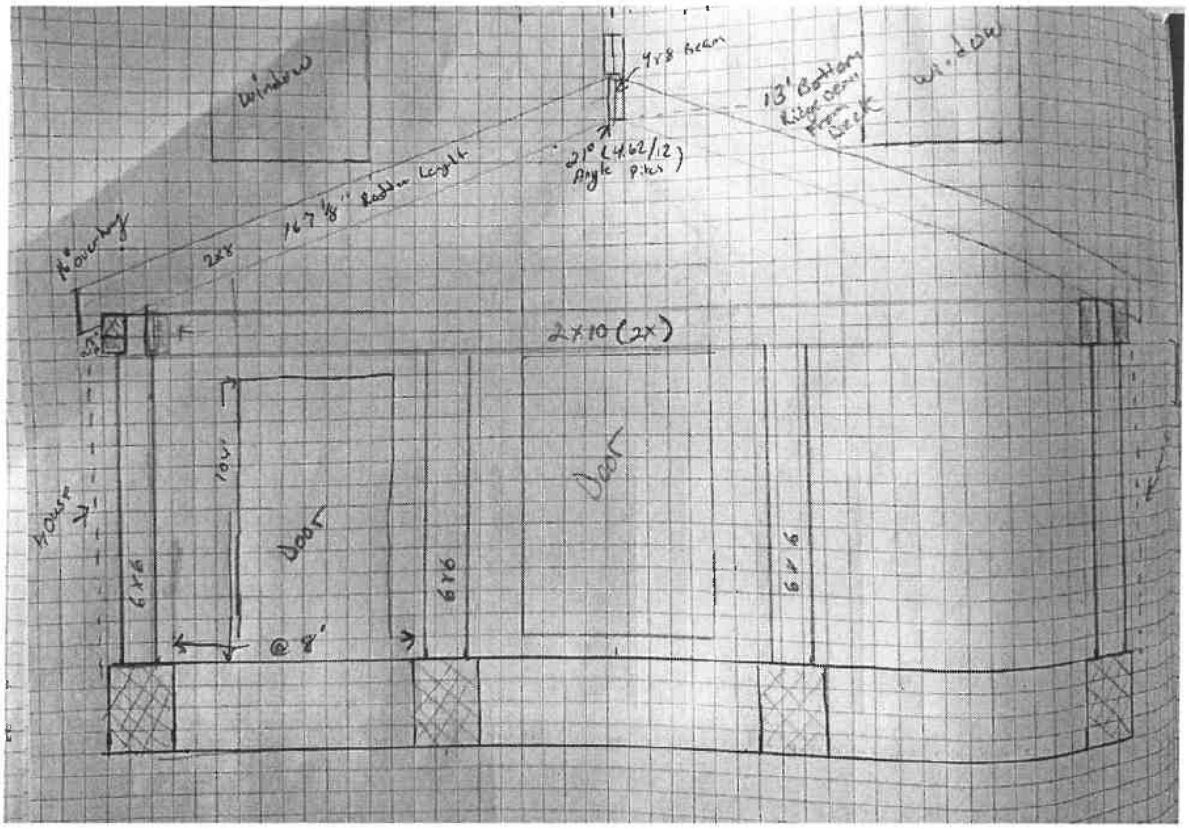


Figure 5. Redesigned architectural sketch of the proposed porch.

NEW CONSTRUCTION - NARRATIVE

The applicant proposes to build a new porch. The proposed design is a gable roof. Trusses will not be exposed, and the existing brick pillars and concrete stairs will remain. Support posts will be cut octagonal and placed in the location of the previous support posts. The front of the porch will be covered with beadboard. The rafters will be anchored to the stone wall. The porch roof will be made of metal, wit snow guards and a gutter system.

ADDITIONAL WORK

The applicant will also be repointing the stonework and will request a Façade Improvement Grant to fund additional exterior repairs.

HLC REGULATIONS

Gothic Revival (1840s-1870s)
The soaring architecture of medieval cathedrals inspired the picturesque Gothic Revival style.



Characteristic features include:

- Vertical board-and-batten wood siding
- Strong vertical emphasis
- Pointed arches, especially at windows
- Prominent chimneys, often grouped and decorated
- Steeply pitched cross gables and wall dormers
- Steep roof pitch
- Eaves decorated with "gingerbread" trim
- Tall windows
- Irregular, asymmetrical plan and elevation
- Casement windows, often with leaded diamond panes, or double-hung windows

From pages 34-36 of the Design Review Standards:

-Porches should not obscure historical features on the façade.

-Design of porches should be historically accurate to the architectural period of the building.

-Design, colors, and materials should coordinate with those used on the structure.
Painted wood rather than natural or stained wood is recommended for porches or decks that can be seen from a public thoroughfare or are located on a primary façade or the two facades for corner lots.

-It is prohibited to enclose porches on primary or corner facing elevations.

-Removal of historically appropriate porches is not permitted.

-Railings should coordinate with the features of the new porch/deck and the existing structure in details, materials, scale and texture.

-Railings should be of similar material to the porch/deck. Wood is preferred. The Commission will consider railings of plastic, vinyl, brick, concrete or other materials on a case-by-case basis.
The proposed demolition and rebuild is consistent with the intent of the Design Guidelines to preserve historic structures by removing dangerous/out-of-character components and replacing them with safer/more historically accurate features.

The new porch has an emphasis on wood, vertical design emphasis (the columns and structural supports), and will bring visibility to the original stone archway.

RECOMMENDATION

Approval.

Benjamin Dubois and Emily Schaefer
36997 Charles Town Pike
Hillsboro, VA 20132
adionahomes@gmail.com

March 30, 2025

Charles Town Historic Landmarks Commission
Zoning Administrator
101 E. Washington Street

Charles Town, WV 25414

Dear Members of the Commission,

We are writing to report our findings after removal of the porch on the front façade of 201 N. Lawrence St, the former Lecture Hall of the Episcopal Church. At our last meeting, we discussed the necessity to remove the porch first before discussing a new design.

As previously reported, the future porch should improve storm water mitigation, protection of the stone foundation and facade, while highlighting significant historical features of the building.



Figure 1. The porch in question.

Post demolition findings

As demonstrated in the below photos, the recently demolished porch clearly obscured the architectural details that we are looking to highlight.

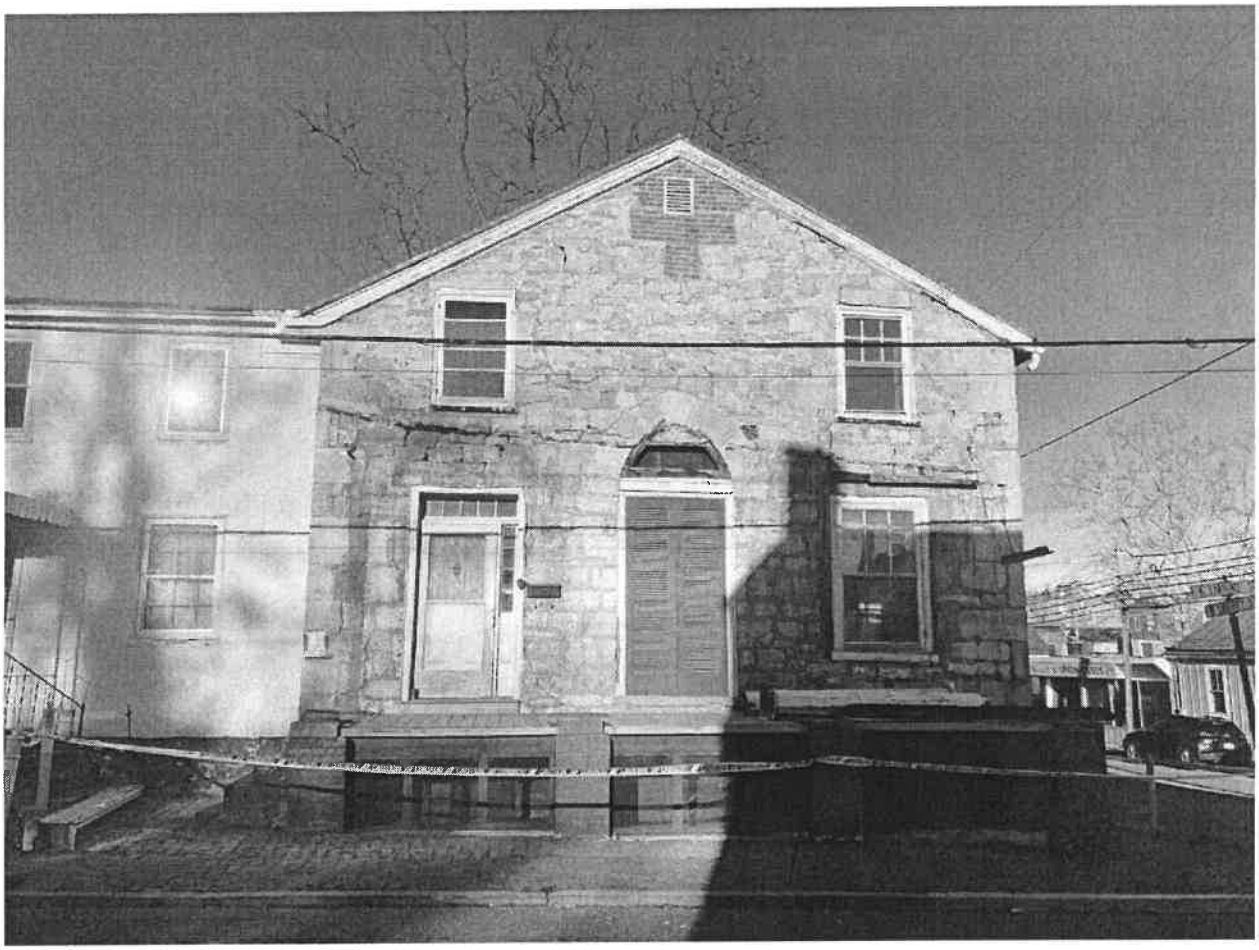


Figure 2. The west elevation post porch demolition

The concrete and tar attachment of this porch intentionally obscured the original architectural details of the building's façade.

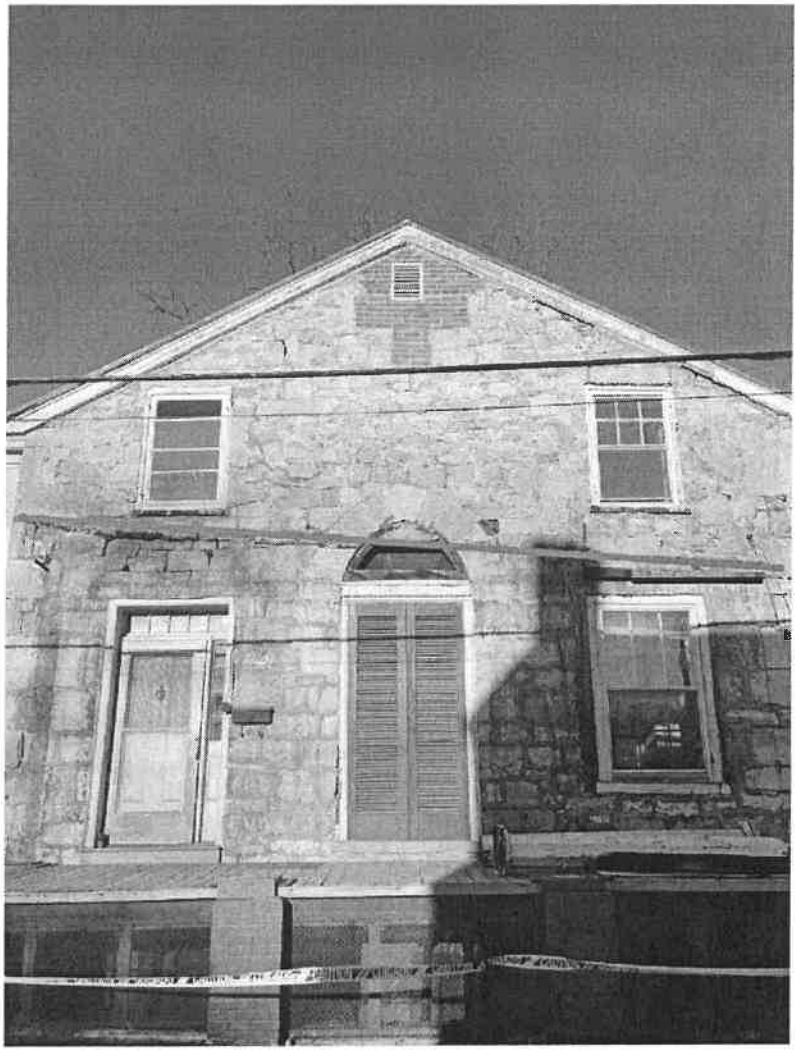


Figure 3. Illustration of the oblique line attachment of the old porch roofline.

Furthermore, removal of the porch and of the concrete seal along that line highlighted several wood pegs in the wall, suggesting a different design (front gable) for the original front porch (Figure 4).

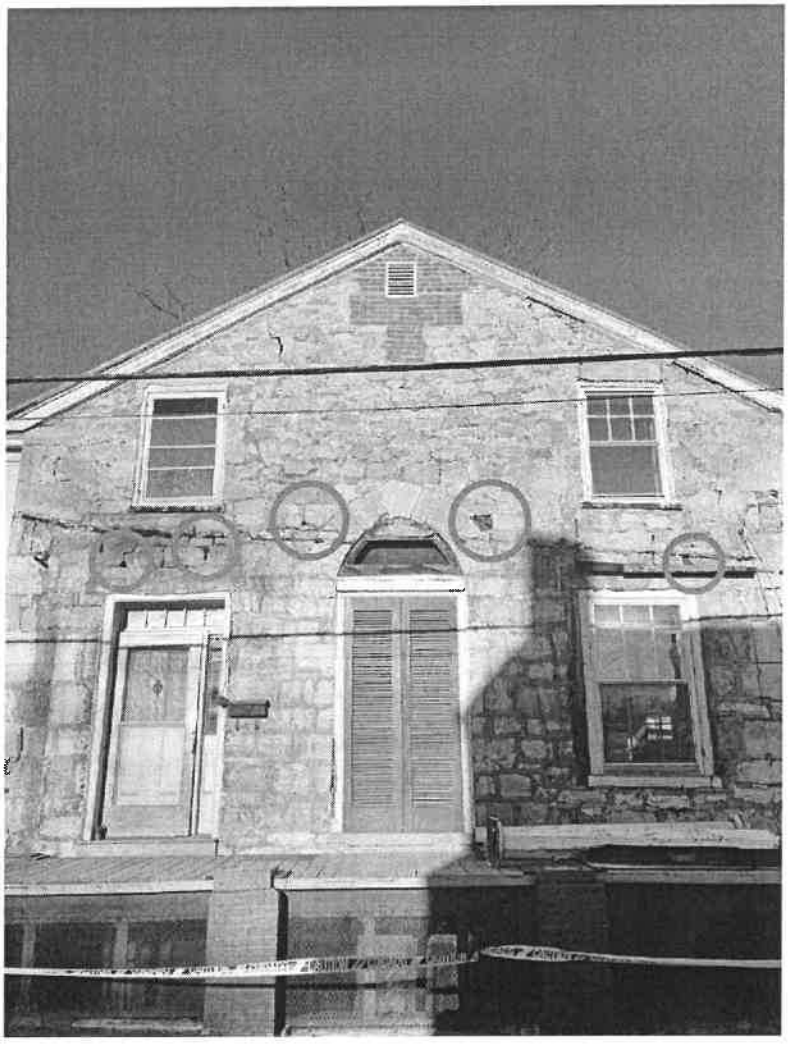


Figure 4. The wood pegs embedded in the wall, and believed to mimic the framework of a previous porch, are circled in red. On the right side, some leftover pressure-treated 2x4 wood was tied to the wall with metal brackets and concrete. This represent a more recent repair of the demolished porch.

Redesign and Reconstruction of the Porch

We previously suggested a front gable roof with exposed truss and gable end that allows visualization of the stone arch over the reclaimed main (center) entrance. Based on the organization of the wooden peg, it is obvious to us that a front gable design is the most adequate Given the feedback from the commission at the last hearing, we propose a refined design (Figure 5):

- A front gable roof design to allow visualization of the stone arch architecture when standing on the porch.
- The current brick support pillars and concrete block staircase will remain in their current location and condition. Required reinforcement of the masonry may be required but the current brick esthetic will be preserved.
- All posts will be octagonal cut and maintain the same dimensions and locations as the recently demolished porch.
- The design of the base and top plates of each pillar will also be of identical shape and design as the demolished porch (the most preserved samples were saved).
- The trusses will not be exposed and instead covered with beadboard (ceiling).
- The front of the porch will also be enclosed with vertical beadboard to preserve the solid appearance of the Federal style. New wood plank flooring will be painted/stained in a neutral color coordinated with the structure.
- The pitched rafters against the building will be anchored to the stone structure with dedicated anchors during the repointing process. No vertical or horizontal beams will be present at the back (house) side of the porch so as to not obscure the stone arch.The roof of the porch will be green metal, similar to the roof of the main structure.The roof will contain snow guards to prevent snow sliding onto the staircase and the sidewalk on Liberty Street. Gutter system from the roof line of the porch to enter the town drainage system within the sidewalk at the southwest corner of the porch (Liberty Street corner).

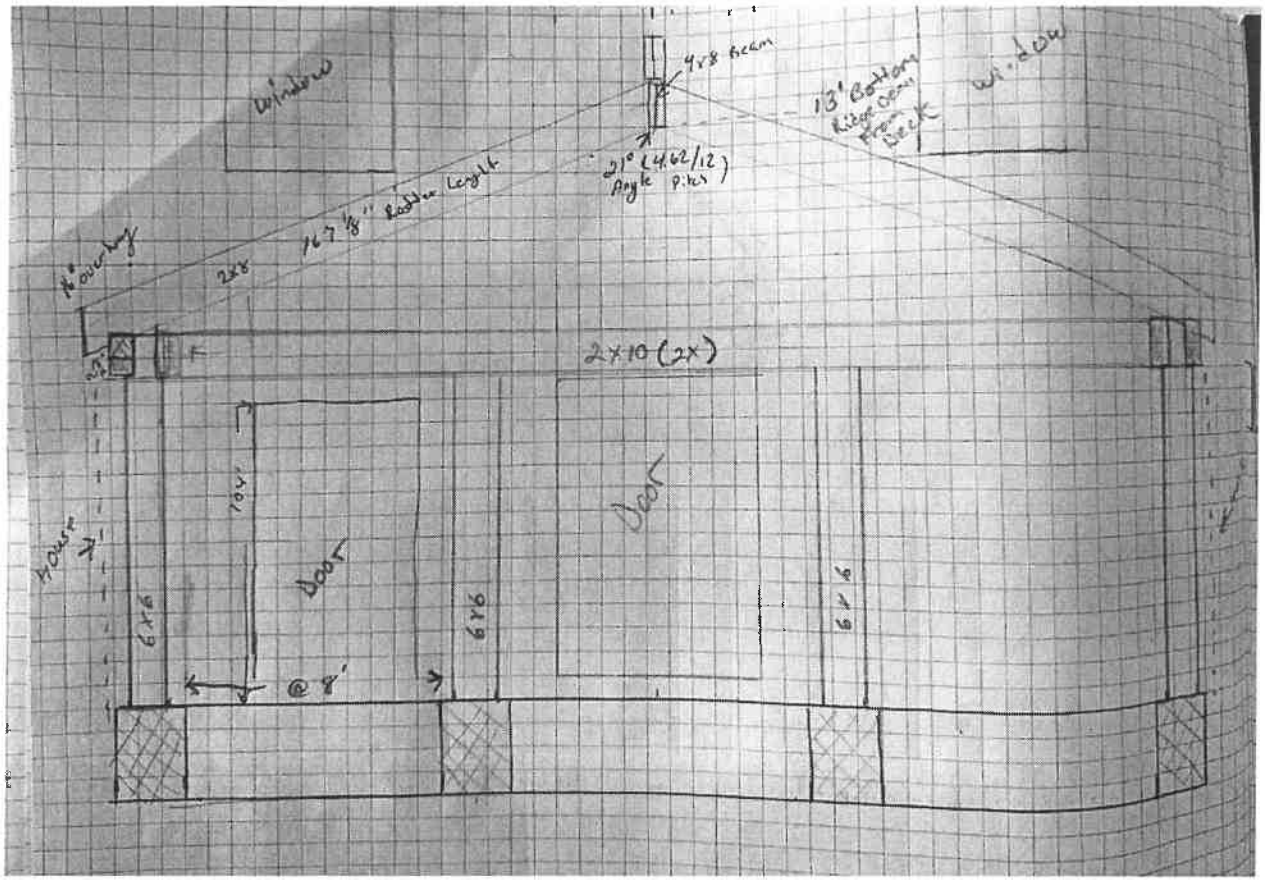
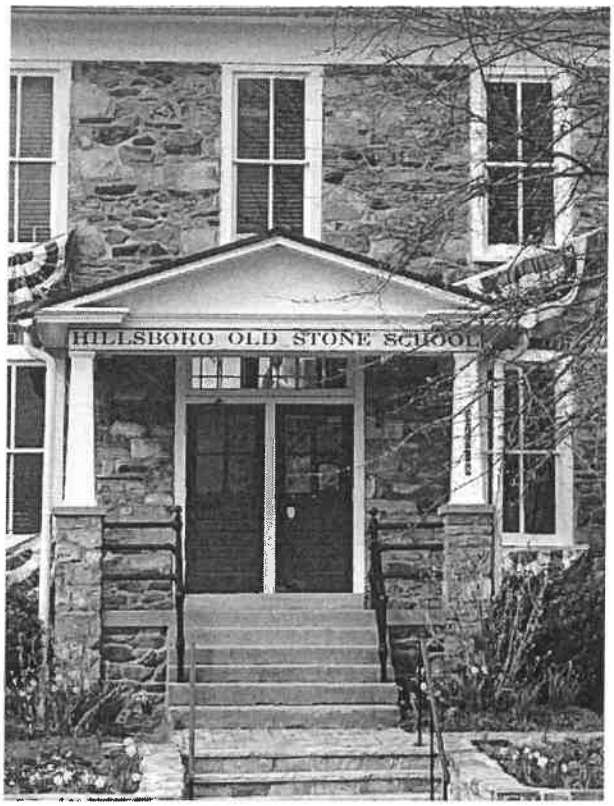


Figure 5. Redesigned architectural sketch of the proposed porch.

Below, you will find an example of the Federal style porch on the Old Stone School located in Hillsboro, Virginia. This structure exemplifies the stylistic details desired while also allowing enough pitch to expose the stone architecture (Figure 6). By incorporating some of the known details elements of the recently demolished porch into a design similar to this example, we believe we can achieve a historically respectful and consistent porch that improves the visualization and appreciation of the masonry details of the original structure.



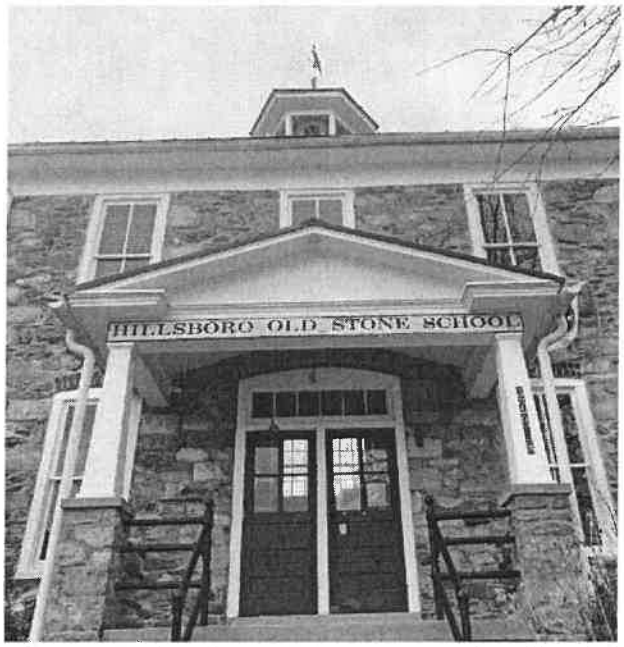
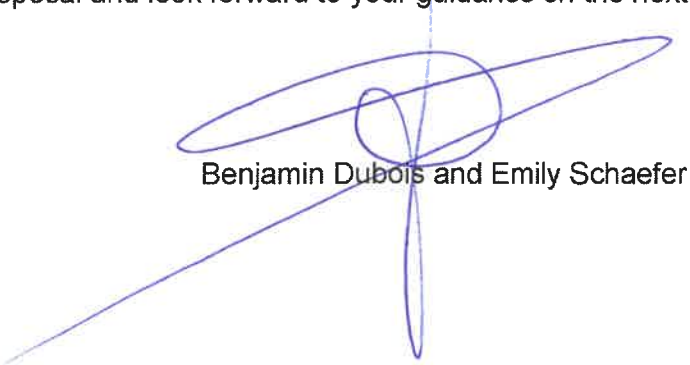


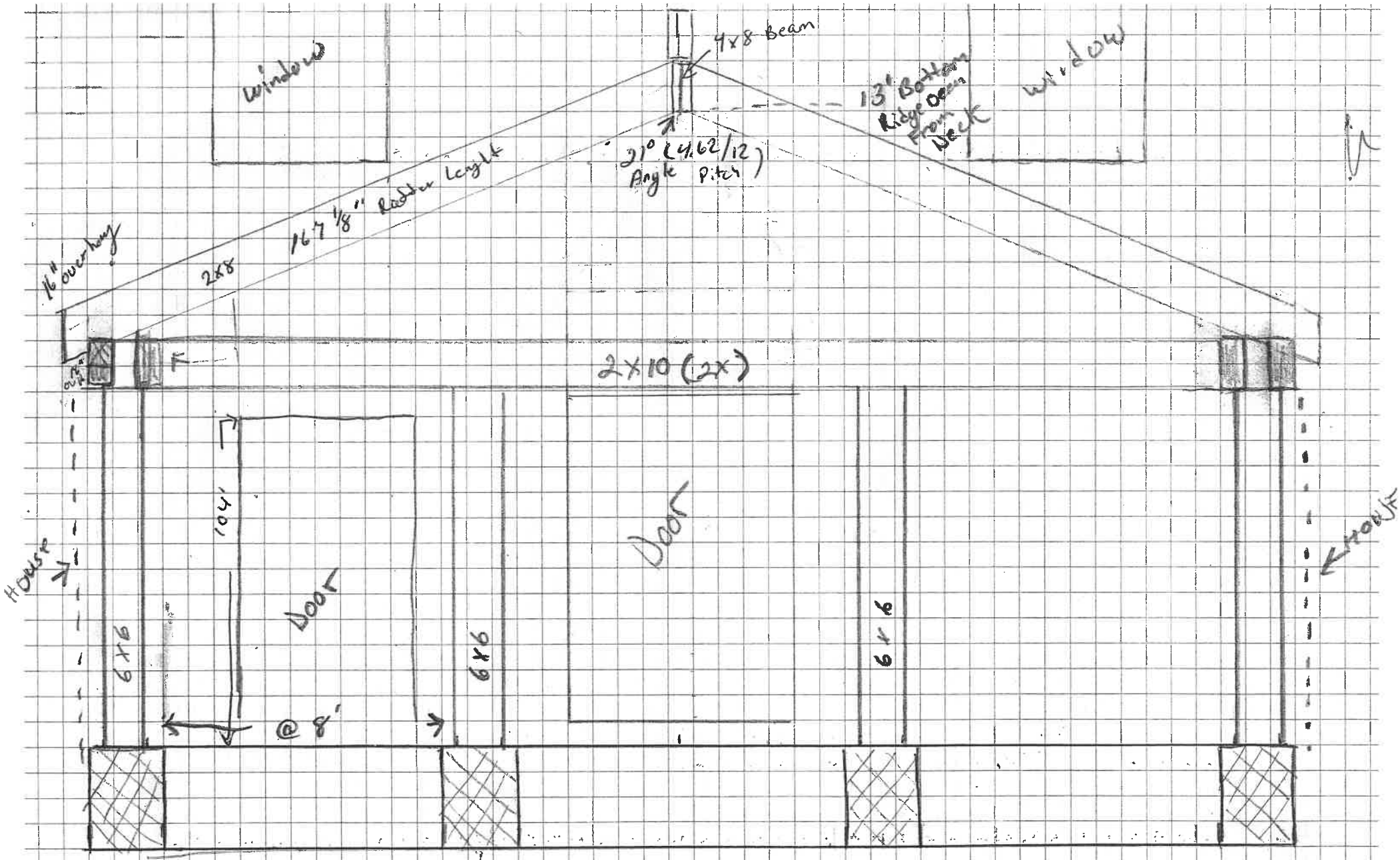
***Figure 6**. An example of a front gable porch with pitch that exposes the brick arch over the entryway.*

We appreciate your consideration of this proposal and look forward to your guidance on the next steps.

Sincerely,



Benjamin Dubois and Emily Schaefer



4x8 Beam
window
13' Bottom Ridge Beam From Deck
window
21° (4.62/12) Angle Pitch
16" overhang
2x8
16 7 1/8" Rafter Length
2x10 (2x)
104'
Door
Door
House
House
6x6
6x6
6x6
@ 8'

Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/14/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

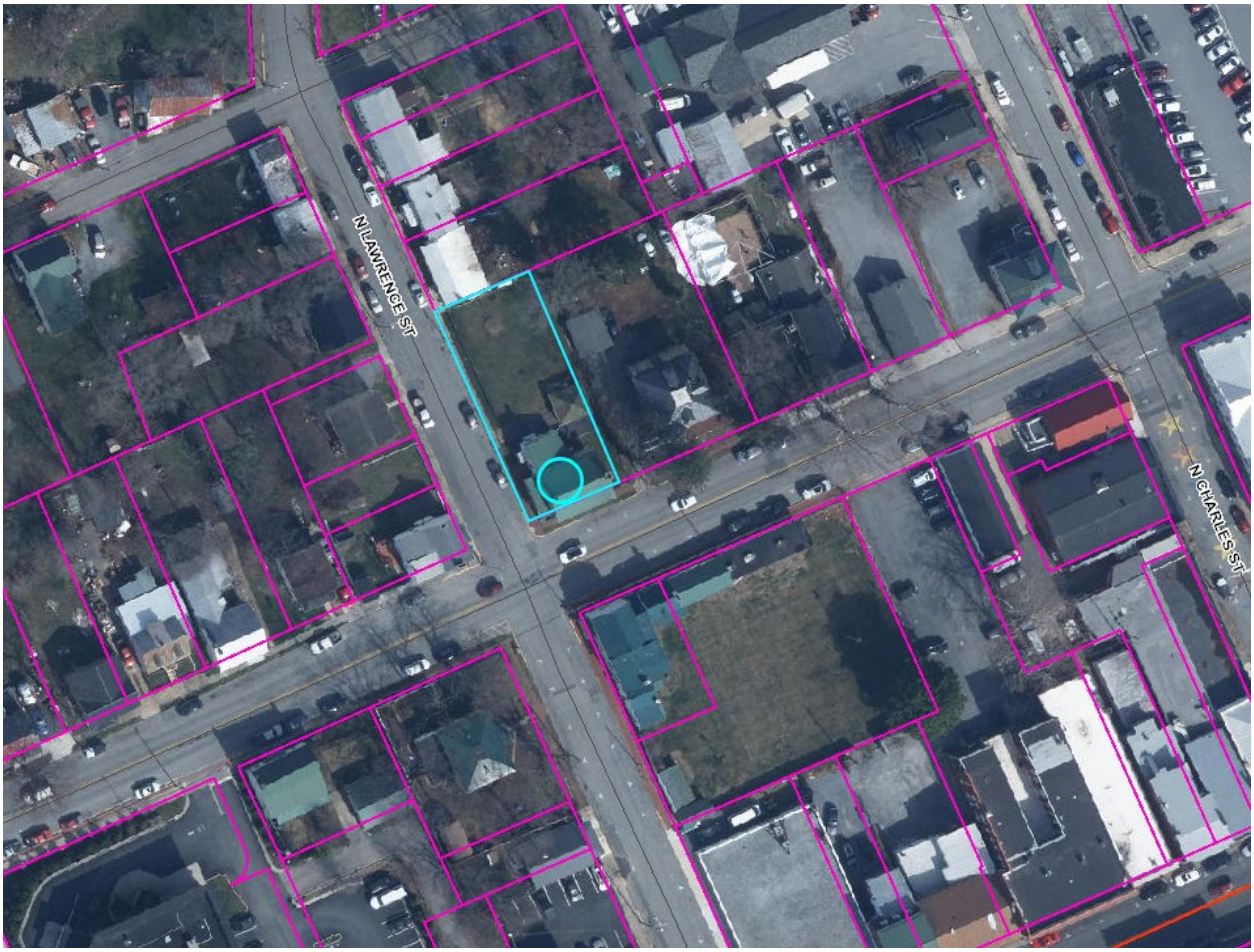
Commission Review: *FIP2024-03* - 201 N. Lawrence Street - Grant Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Narrative.pdf
- 4. Quote 1.pdf

Façade Improvement Grant
FIP 2024-03

Date: For the Arpil 14, 2025 Historic Landmarks Commission meeting
Applicant: Benjamin Dubois, Emily Schaefer
Property Owner: Benjamin Dubois, Emily Schaefer
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness
Property Location: 201 N. Lawrence St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC).



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District
201 N. Lawrence Street. Gothic Revival, c. 1833-1839. Gable fronted, three bay stone lecture room for the Episcopal Church. **Contributing**.

FUNDING MECHANISM
Property owners or tenants who choose to participate in this program are eligible to receive financial assistance, in the form of a 50/50 funds match, up to $5,000.00 Any work completed prior to formal written approval will not be eligible for funding.

PROPOSAL

A request for up to $5,000 with a Façade Improvement Grant. Applicant seeks reimbursement for:

-Repoint stonework and remove/replace mortar where needed.
-Replace stonework as needed.
-Clean the masonry
-Dismantle and rebuild chimney
-Re-seal chimney flashing, install new chimney cap and damper

The applicant attempted to get a second quote from Homewyse (which the City recommends) but was unable to generate an applicable quote.

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

HLC ACTION

The Commission previously discussed this item at their December 9, 2024 meeting. The Commission voted to table action to allow the applicant time to provide additional details.

STRUCTURE VIEWS

Staff photographs





GRANT REQUIREMENTS

A. Policy for Two Bids:

1. Two Bids will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a site such as homewyse.com will be required.

B. Application Process:

Each applicant will be eligible to apply for up to $5,000.00 each fiscal year. In order to be considered for a Façade Improvement Program 50/50 matching grant, the property owner and tenant shall complete the following tasks:

1. Review the Design Review Standards, including eligible and ineligible projects.

2. Complete and submit the Certificate of Appropriateness Application and Façade Improvement Program Application.

3. Submit before and after sketches, photographs, or other illustrations and a written, detailed description of the project to be considered for the matching grant.

4. Complete the property owner's or tenant's 50% matching portion of the estimated project cost and submit proposed/estimated cost. Bids must be provided if the work is being done by a contractor.

QUOTES

The applicant has provided one quote:

1. Gruber-Latimer: $37,770

The cost to the City would be $5,000.

AVAILABLE FUNDS

$5,000 dollars remain available in the fund.

STAFF RECOMMENDATION

Deny. While the applicant has not yet completed the work, and the requests are for exterior facing improvements that meet the criteria for approval, the applicant has only been able to provide one bid.

The Commission may approve, approve with conditions, table, or deny the request.

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: EMILY SCHAEFER AND BENJAMIN DUBOIS

Date: 30 / 10 / 2024 (Day / Month / Year)

Company Name:

Phone: (804) 618-2005

Mailing Address: 36997 CHARLES TOWN PIKE, 20132 HILLSBORO, VA

Fax:

E-mail: bdubois.fla@gmail.com

Project Address: 201 N LAWRENCE STREET, Charles Town, WV 25414
CHARLESTOWN, WV 25414

Have you received rebates from the City's Façade Improvement Program in the past 12 months? ☐ Yes ☑ No

Is this property:

New construction?	☐ Yes	☑ No
Government-owned property?	☐ Yes	☑ No
A national franchise?	☐ Yes	☑ No

Description of the Façade Improvement project:
REPOINTING AND MASONRY REPAIR ON HISTORIC STONE HOUSE/CHAPEL IN DOWNTOWN CHARLES TOWN. FAÇADE IS FACING LAWRENCE STREET AND LIBERTY STREET.

Estimated Project Start Date: 01 / 01 / 2025 (Day / Month / Year)
Estimated Project End Date: 03 / 01 / 2025 (Day / Month / Year)

RECEIVED
OCT 30 2024
BY: VS

Estimated Total Project Budget: ~$40,000

Grant Amount Requested: $ 5,000

The following items are included with this application:

- ☑ Before/after sketches or photographs or illustrations
- ☑ Detailed proposal and/or contractor estimates

I have reviewed the following documents, as they pertain to my application:

- ☑ Codified Ordinances of the City of Charles Town
- ☑ Charles Town Historic Landmarks Commission Design Review Standards
- ☑ Façade Improvement Program Manual

If the application and request is approved, the following will be required:

- Apply for and obtain all necessary permits. ✓
- Submit receipts/invoices to the City once the project is complete. ✓
- City inspection of improvements to ensure compliance with the COA and intended outcomes based on the funding application submittal. ✓

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Charles Town.

Property Owner's Printed Name: Benjamin Dubois

Property Owner's Signature:

Date of Application: 10.30.2024

Tenant's Signature: (owner)
(If tenant is undertaking the proposed work)

Grant Approval Agreement

1. **I understand that grant monies shall not be distributed until all proposed work is completed and inspected.**

2. **I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).**

3. **I understand that an inspection of the project must be performed by City staff upon completion of the project.**

4. **I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.**

5. **I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.**

6. **I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.**

Property Owners Signature _____ **Date** 10/30/2024

10/30/2024 FROM: BENJAMIN DUBOIS.

TO: HISTORIC LANDMARK COMMISSION
SUBJECT: FAÇADE IMPROVEMENT GRANT - 2024

DEAR MEMBERS,

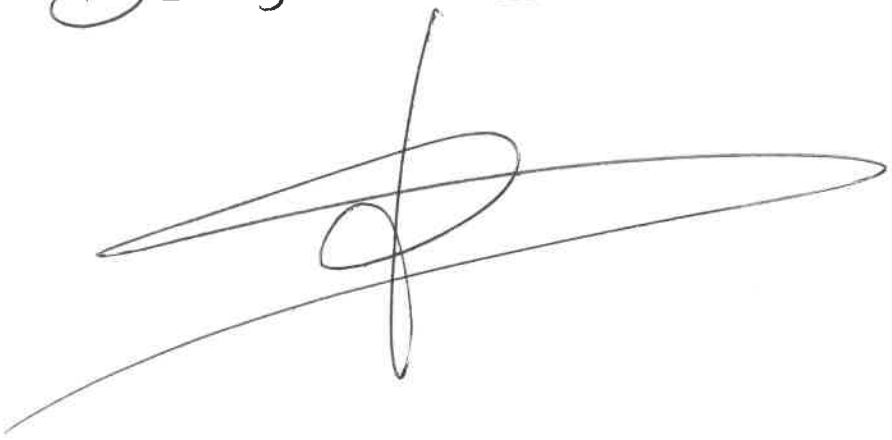
ME and my wife (Emily SCHAEFER) are cuently in the (long) proces of renovating the old Episcopal lecture hall on LAWRENCE STREET.
Repainting the façade is long overdue and we would like to have the company GRUBER-LATIMER to do the work - I have attached an initial estimate of the cost associated, generated in 2022. I will communicate the cummunion the new one as soon as possible - No other company was willing to help us as serious as GRUBER-LATIMER, and homewyse.com failed in generating an estimate for such a specialized job.
REGARDLESS, we are still requesting your consideration for a grant to support this project and pursue saving this iconic building of CHARLES TOWN.

We have attached our proposal and budget as requested.

THANK YOU FOR YOUR TIME AND CONSIDERATION

SINCERELY

BENJAMIN DUBOIS



Gruber ◆ Latimer
Restoration

Post Office Box 52
Sharpsburg, Maryland 21782
301.223.8848 t
301.223.8971 f
www.gl-restore.com

in red - part considered for grant application

PROPOSAL

CURRENTLY IN CONTACT AND AWAITING UPDATED PROPOSAL.

Date: December 2, 2022
Presented To: Emily Schaefer
Contact Information: (717) 329-2132
Project: Masonry Repair
Location: 201 North Lawrence Street, Charles Town, WV 25414
Proposal Number: 22-091

Gruber-Latimer has outlined its findings and recommended Scope of Work in the proposal below. A note on the mortar priced in this bid:

Gruber-Latimer recommends lime-based mortar for this restoration project. The original builders used lime mortar, a formulation that took advantage of lime's physical and chemical properties. The process resulted in a mortar that was intentionally softer than brick/stone. And thus, the mortar was the "sacrificial" material in the wall. Modern Portland cement, though less expensive, reverses the relative hardness of the brick/stone and mortar, and it can do long-term damage to the masonry.

Section 1 -- Scope of Work

1.01 **Mobilization** -- Stage materials and equipment on site. Erect scaffolding.

Repointing

1.02 **Gutters & Downspouts** -- Temporarily remove and eventually reinstall downspouts if needed. This maybe necessary to reach restoration work behind the downspouts.

1.03 **Porch Removal** -- A thorough restoration of the front façade would require repointing the stonework that the porch currently covers. And so, Gruber-Latimer recommends that repointing be done in coordination with restoration of the front porch.

1.04 **Rear Chimney** -- The rear chimney appears to have been added when along with the second floor, and it appears to have been recently repointed -- though probably with a Portland cement-based mortar. Because that mortar is not failing, Gruber-Latimer has excluded repointing the rear chimney from this scope of work.

1.05 **Foundation Stonework on Stucco Addition** -- Gruber-Latimer has included repointing the foundation stonework on the stucco addition as part of the scope of work. NOTE: Gruber-Latimer has specifically excluded that part of the addition foundation wall constructed of CMU (concrete block).

1.06 **Under Front Porch** -- The scope of work includes the exterior front façade down to the basement level and the retaining wall opposite the front façade. NOTE: Gruber-Latimer has included repointing the wall under the porch constructed of CMU (concrete block).

1.07 **Mortar Removal** -- Cut out 100% of the existing mortar joints on exterior stone walls (except rear chimney) to a depth suitable for repointing.

1.08 **Replacement of Individual Stone** -- Cut out and replace deteriorated or damaged stone as needed.

1.09 **Stone Repointing** -- Repoint all exterior stonework using NHL 3.5 lime mortar with a "raised-V" joint profile and color that matches existing. The original joint profile is visible in the stairway leading to the second floor of the addition.

1.10 **Cleaning Masonry** -- Clean masonry associated with our work on this project using a medium-pressure/hot-water process and -- if needed -- a bio-degradable masonry detergent and restoration cleaner to remove dirt, dust, staining, vegetation and mortar residue.

Chimney on Stucco Addition

1.11 **Documentation** -- Capture design of chimney through photographs and measurements for use in reconstruction.

1.12 **Dismantling of Chimney** -- Dismantle to below roof line either 1) as far as can be reached from above or 2) until chimney brickwork is solid, whichever removes fewer bricks. Save bricks for use in reconstruction.
NOTE: This part of the scope of work includes removal of exterior stucco only as far down as necessary to repair the brickwork. It does not include removal of all the exterior stucco from the addition chimney (for this see Add Alternate #1 below) nor does it include restoring the stucco to the top of the chimney.

1.13 **Chimney Reconstruction** -- Re-lay chimney using the bricks salvaged during demo above and from Gruber-Latimer's inventory. Match chimney's original dimensions and design. Use NHL 5.0 lime mortar in a joint profile and color to match existing.

1.14 **Parge Coat** -- Parge (coat with mortar) the flue(s) interior brick surfaces 1) within arm's reach below the level of demolition and 2) in the new brickwork above the roof. This was the traditional technique for lining a chimney before the mid-20th century.
NOTE: This treatment is no substitute for modern liners, should the owner wish to use the flue(s), and this proposal does not include the installation of such liners. For advice on the use of the chimney and its flue(s), Gruber-Latimer recommends consulting a chimney sweep.

1.15 **Flashing** -- Re-use -- and reseal as needed -- existing step flashing around base of the chimney in reconstruction.

1.16 **Mortar Wash** -- Apply a new mortar wash on the crown of the chimney.

1.17 **Chimney Cap** -- Furnish and install a chimney cap and damper that allows prevents water and animal intrusion while allowing the fireplace to be used. (See Allowance #1 in Section 4.)

Front Chimney

1.18 **Documentation** -- Capture design of chimney through photographs and measurements for use in reconstruction.

1.19 **Dismantling of Chimney** -- Dismantle to below roof line either 1) as far as can be reached from above or 2) until chimney brickwork is solid, whichever removes fewer bricks. Save bricks for use in reconstruction.

1.20 **Chimney Reconstruction** -- Re-lay chimney using the bricks salvaged during demo above and from Gruber-Latimer's inventory. Match chimney's original dimensions and design. Use NHL 5.0 lime mortar in a joint profile and color to match existing.

1.21 **Parge Coat** -- Parge (coat with mortar) the flue(s) interior brick surfaces 1) within arm's reach below the level of demolition and 2) in the new brickwork above the roof. This was the traditional technique for lining a chimney before the mid-20th century.
NOTE: This treatment is no substitute for modern liners, should the owner wish to use the flue(s), and this proposal does not include the installation of such liners. For advice on the use of the chimney and its flue(s), Gruber-Latimer recommends consulting a chimney sweep.

1.22 **Flashing** -- Re-use -- and reseal as needed -- existing step flashing around base of the chimney in reconstruction.

1.23 **Mortar Wash** -- Apply a new mortar wash on the crown of the chimney.

1.24 **Chimney Cap** -- Because the furnace uses one of the flues in this chimney, and because the Owners wish to use the first floor fireplace, the chimney caps on this chimney has to be a combination of "top hat" and damper design. The "top hat" will allow the exhaust to escape from the furnace flue and the damper will close the fireplace flue when not in use. (See Allowance #2 in Section 4.)

1.25 **Demobilization** -- Clean work area. Remove all debris and excess materials that result directly from our work.

Section 2 -- Add/Deduct Alternates

2.01 **Add Alternate #1 -- Addition Chimney: Removal of Stucco/Repointing (see Section #4 for pricing)**

- **Stucco Removal** -- Remove stucco from the addition chimney, which is presumably brick, to the point where the building fabric is solid -- either intact earlier stucco or the original exterior brick surface of the chimney.

NOTE -- The removal of the stucco may reveal failing brickwork, repairs to which are not in this scope of work.

- **Mortar Removal** -- Cut out 100% of the existing mortar joints on exterior brick of the chimney to a depth suitable for repointing.
- **Replacement of Individual Brick** -- Cut out and replace deteriorated or damaged brick at the Unit Price in Section 4.
- **Brick Repointing** -- Repoint all exterior brickwork using NHL 3.5 lime mortar with a joint profile and color that matches existing. NOTE: This scope of work does not include restoring the chimney's stucco. For that Gruber-Latimer recommends consulting a plasterer.
- **Cleaning Masonry** -- Clean chimney using a medium-pressure/hot-water process and -- if needed -- a bio-degradable masonry detergent and restoration cleaner to remove dirt, dust, staining, vegetation and mortar residue.

Section 3 -- Special Notes

3.01 **Water and Electricity** -- Owner/General Contractor (GC) will provide potable water and electrical service to the site of our work at no charge.

3.02 **Access to the Work** -- In addition to ladders and scaffolding, a lift may be used to access the work.

3.03 **Rest Room**

- Onsite Restroom -- We request access to the owner's property to use the rest room. Tarps will be placed on floors between entrance and rest room if necessary to keep interior as clean as possible. Crew will keep the rest room clean and in good order.
- Portable Toilet -- If client chooses not to provide access to a rest room, Gruber-Latimer will have a portable toilet delivered to the job site on the first day of work and removed upon job completion at an additional cost of $250.00. See Section #5 of this document, under the client signature line.

3.04 **Surrounding Landscape, Structures, Materials, and Finishes** -- Gruber-Latimer will make a diligent effort to limit the amount of disturbance to adjacent soils, landscaping, structures, sidewalks, and finishes However, we can offer no guarantee in this regard. Should we need to replace materials and finishes, we will match the existing as closely as possible.

3.05 **Electrical Service** -- Owner will have the electricity provider disconnect service and/or cover any overhead electric lines during Gruber-Latimer's work, in accordance with the utility's safety protocols.

3.06 **Mortar Removal** -- Gruber-Latimer may remove existing mortar using both hand tools and power tools.

3.07 **Brick/Stone Reconstruction** -- Where possible and practical to do so, misaligned stone/brick will be repositioned to remove the more obvious misalignment conditions. Nonetheless, some widening of mortar joints and uneven coursing may be difficult or impossible to avoid.

3.08 **Additional Reconstruction** -- Any additional reconstruction which exceeds the above scope -- the need for which is discovered in the course of our work -- is excluded from this proposal. The additional work can be added with a written change order, signed by both the owner/GC and Gruber-Latimer Restoration.

3.09 **Additional Stone/Brick** -- If needed, Gruber-Latimer will supply additional stone and/or historic brick on a "time and material" basis with a written change order, signed by both the owner/GC and Gruber-Latimer Restoration.

3.10 **Matching Brick/Stone/Mortar** -- Gruber-Latimer will make every effort to match existing brick/stone/mortar. However, bricks produced at different times are subject to slight variations in color and shading. Likewise, mortar colors are susceptible to change as a result of differing humidity, sand texture/color, etc., making an absolute match very difficult.

3.11 **Exclusions** -- The following are specifically excluded from this proposal: Layout, structural steel, carpentry, framing, painting/caulking, paint removal, adhesive/mastic removal, hazmat abatement, plaster/GWB, roofing, windows/doors, insulation, gutters/down spouts, concrete, finished grading and landscaping, removal of vegetation, removal of tree roots, equipment related to electrical, telecommunications, media, mechanical, or HVAC infrastructure.

3.12 **Permits & Fees** -- The Owner/GC is responsible for procuring all required permits, and for the costs of permits, of fees, and of expenses related to compliance (e.g. safety, environmental, etc.).

3.13 **Scale Wage** -- This project is not a scale wage job.

Section 4 -- Price

4.01 **Repointing** -- All labor, materials and equipment to complete the related Scope of Work outlined in Section #1 (Initial here to accept _____):
$37,770.00 (Thirty-Seven Thousand Seven Hundred Seventy Dollars and 00/100), plus any applicable state or local taxes

4.02 **Chimney on Stucco Addition** -- All labor, materials and equipment to complete the related Scope of Work outlined in Section #1 (Initial here to accept _____):
$11,873.00 (Eleven Thousand Eight Hundred Seventy-Three Dollars and 00/100), plus any applicable state or local taxes

- Allowance #1: Chimney Cap for Addition Chimney -- This price is included in the total above. If the price for this work is less than the allowed total, Gruber-Latimer will make that adjustment to the invoice:
  $750.00 (Seven Hundred Fifty Dollars and 00/100), plus any applicable state/local taxes

4.03 **Front Chimney** -- All labor, materials and equipment to complete the related Scope of Work outlined in Section #1 (Initial here to accept _____):
$8,770.00 (Thirty-Seven Thousand Seven Hundred Seventy Dollars and 00/100), plus any applicable state or local taxes

- Allowance #2: Chimney Cap for Front Chimney -- This price is included in the total above. If the price for this work is less than the allowed total, Gruber-Latimer will make that adjustment to the invoice:
$1,250.00 (One Thousand Two Hundred Fifty Dollars and 00/100), plus any applicable state/local taxes

4.04 Unit Price -- Brick Replacement. Should brick replacement become necessary, this is the per brick unit price on which Gruber-Latimer will base any Change Order.
$40.43 per Brick (Forty Dollars and 43/100) per Brick, plus any applicable state or local taxes

4.05 Add Alternate #1 -- Removal of Stucco from Addition Chimney (Initial here to accept _____)
$5,872.00 (Five Thousand Eight Hundred Seventy-Two Dollars and 00/100), plus any applicable state or local taxes

Section 5 -- Terms

5.01 **Payment** -- A deposit of one third (1/3) of the total contract amount due when work is scheduled. The balance will be due and payable immediately upon completion of work performed and presentation of a final invoice.

5.01 **Payment** -- Periodic progress payments for work completed and invoiced (net 30 days).

5.01 **Payment** -- Payment in full upon completion of the work performed. Due upon receipt.

5.02 **Finance Charge** -- Invoices not paid within 30 days will incur a monthly 1.5% finance charge.

5.03 **Return Check Fee** -- Any returned checks written by client will incur an administrative fee of $35.00

5.04 **Full Scope of Work** -- This agreement constitutes the full Scope of Work for the project outlined. Any additions, corrections, or deletions will be in the form of a written change order -- with full explanation and adjustments to the price -- dated and signed by both the owner/GC and Gruber-Latimer Restoration.

5.05 **Warranty** -- We guarantee all material to be as specified and that all work will be completed in a workmanlike manner according to standard practices and warranted for a period of one (1) year.

5.06 **Delays** -- This proposal, and any contract that results from this proposal, is made with the expressed condition that Gruber-Latimer Restoration cannot be held responsible for strikes, accidents, delays or other circumstances beyond our control.

5.07 **Insurance** -- Owner will be responsible for property, fire, tornado and other necessary and applicable insurance. Gruber-Latimer Restoration employees are covered by workers' compensation insurance.

5.08 **Licensure**

- Maryland Home Improvement Commission (MHIC) License #137288
- Pennsylvania Home Improvement Contractor Number (PAHIC#) PA153258
- Virginia Contractor's License (Class A) #2705177569
- West Virginia Contractor's License #WV059382

5.09 **Withdrawal of Proposal** -- Gruber-Latimer Restoration reserves the right to withdraw this proposal if not accepted within 30 days.

Thank you for considering Gruber-Latimer Restoration to be your partner on this project. Please call with any questions or if further information would be helpful. We look forward to working with you.



Brien Poffenberger, President
Gruber-Latimer Restoration

Section 6 -- Acceptance of Proposal

The above specifications, price estimates and terms and conditions are satisfactory and are hereby accepted. Gruber-Latimer Restoration is authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

Rest Room -- See Section 3 for Details
Yes, I would like to have a portable toilet delivered to the work site for a $250.00 one-time charge.
Initial here _____

No, I would not like to have a portable toilet delivered to the work site. I will instead provide access to a bathroom for the use of the masons while they are onsite for the project.
Initial here _____

To complete this agreement, please

- Make two original copies
- Initial each item that you accept in Section 4 (as applicable)
- Initial your Rest Room option in Section 6
- Sign both copies
- Retain one copy for your records
- Return the other signed copy to Gruber-Latimer Restoration via e-mail, mail, or FAX:

Gruber-Latimer Restoration
PO Box 52
Sharpsburg, MD 21782
(301) 223-8971 FAX
brien@gl-restore.com

Section 7 -- Notice to Homeowners

Maryland Home Improvement Commission
500 North Calvert Street, Baltimore
Maryland 21202
410-230-6231 and 1-888-218-5925
https://www.dllr.state.md.us/license/mhic/

- The Maryland Home Improvement Commission (MHIC) administers the Guaranty Fund, which may compensate homeowners for certain actual losses caused by acts or omissions of licensed contractors.
- A homeowner has the right to purchase a performance bond for additional protection against losses not covered by the Guaranty Fund.

Cancellation

In accordance with Maryland's Door-to-Door Sales Act, you may cancel the transaction at any time prior to midnight of the fifth business day, or midnight of the seventh day if the buyer is at least 65 years old after the date of the transaction.

Notice of Cancellation

To cancel the contract within the timeframes outlined above, please fill in the items below and return this page to

Gruber-Latimer Restoration
PO Box 52
Sharpsburg, MD 21782
(301) 223-8971 FAX
brien@gl-restore.com

Proposal Number:

Date of Cancellation:

Name of Buyer:

Signature of Buyer:

Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/14/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2025-06* - 212 N. George St - Window and Siding Replacement

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Building Permit.pdf

Certificate of Appropriateness
COA-2025-06

Date: For the April 14, 2025 Historic Landmarks Commission meeting
Applicant: JC Siding and Roofing
Property Owner: Forrest Pritchard
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for exterior changes
Address: 212 N. George St.
Zoning: Old Town Mixed-Use Commercial



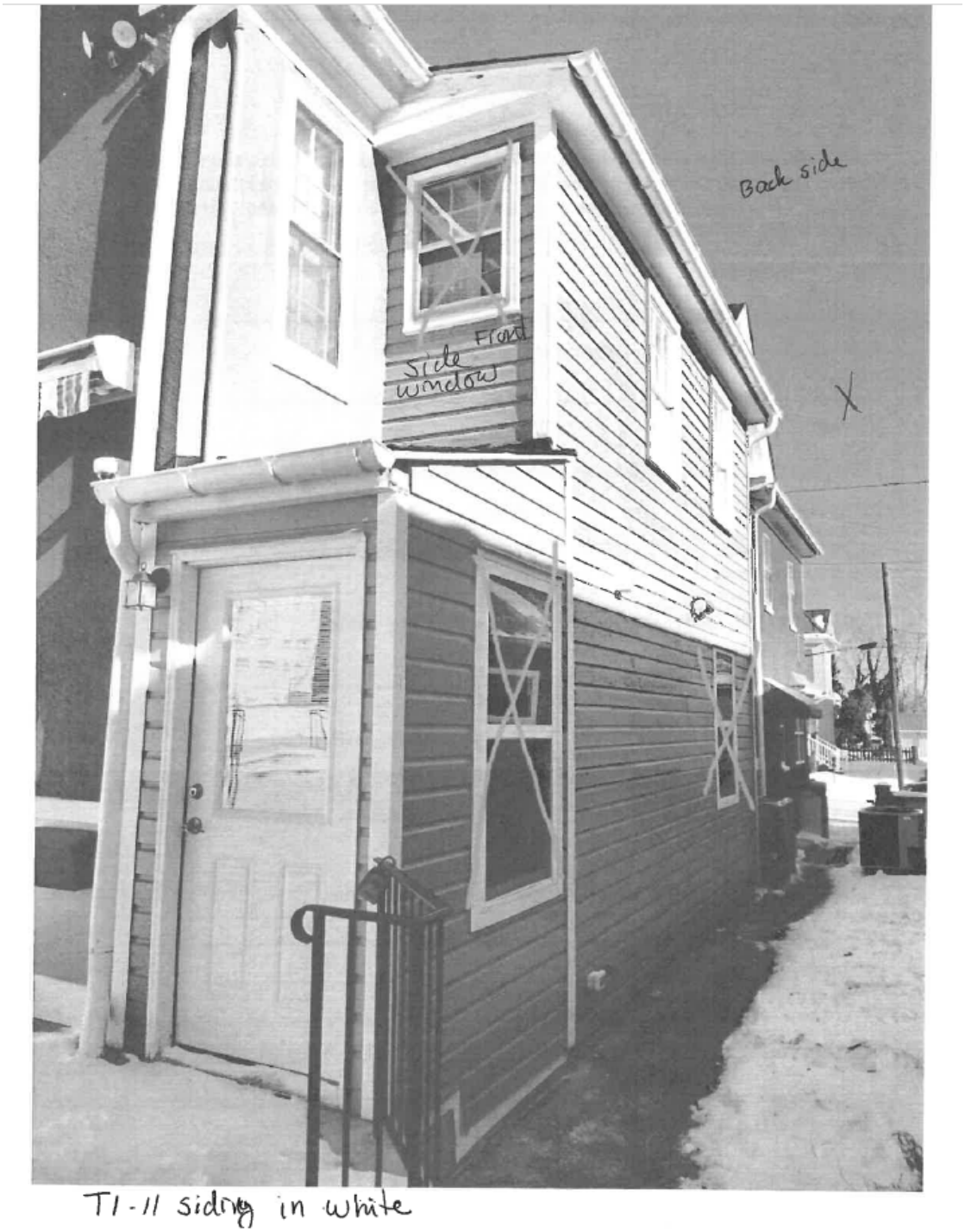
HISTORIC SURVEY BUILDING INFORMATION: Old Charles Town Historic District.
Two story, stucco gable front Colonial Revival house with recessed corner porch. Two front bays, 6/2, 6/6 double hung sash. Two rear extensions. Stucco foundations, asphalt roof. Integrity compromised. **Non-contributing**.

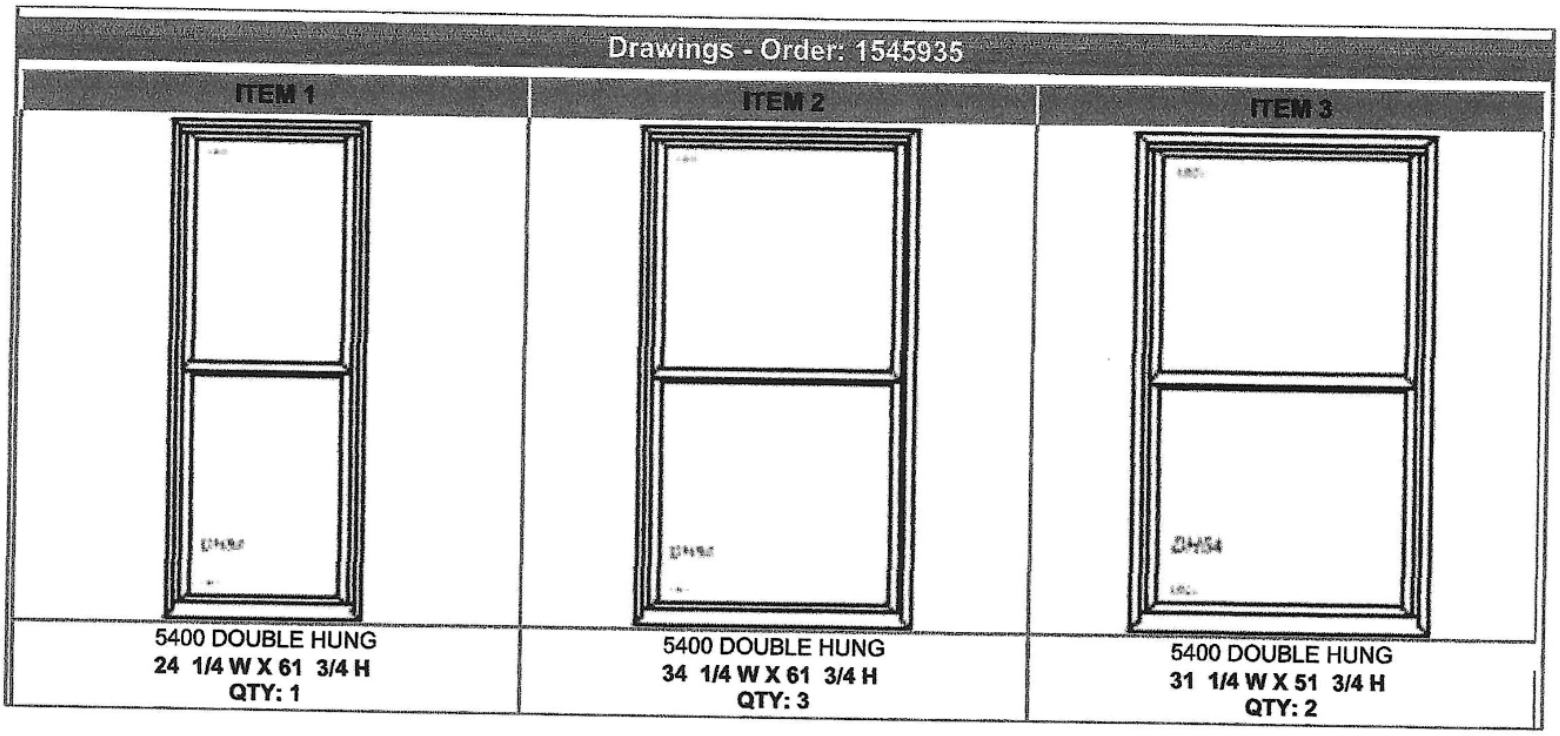
PROPOSAL
A request for a Certificate of Appropriateness to replace windows and siding

DETAILS

1. Close 4 window openings, located on sides and rear of structure, and replace with wood/wood-based T1-11 siding over Tyvek wrap.
2. Replace 6 windows with in-kind double hung

Pictures provided by applicant:





ORDINANCE REQUIREMENTS

None.

HISTORIC DISTRICT REQUIREMENTS

1. ***Windows***

- *The CTHLC generally will not approve creation of new window openings, enlargement of historical window openings or eliminating existing historical window openings. Any such request shall require extensive documentation, including architectural renderings and explaining why such elimination, enlargement or new opening is needed. The onus will be on the applicant to detail the need.*

Design Gudlines pg. 38.

As the structure is non-contributing and already identied as haing a compromised historical integrity, the removal of windows and repalcing them with siding or new windows of a similair deisgn is not in violation of the guidelines.

2. Siding

Applicant propoes to use T1-111 siign, which is a wood or wood based sising material. It is to be painted white to match the exisitng siding.

RECOMMENDATION

Approval

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

No buildings, site or structure shall be moved or demolished until after an application for a certificate of appropriateness has been submitted to and approved by the Historic Landmarks Commission. All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).

Many of the activities for which a COA is required also requires building permit, which is a separate process from obtaining a COA.

COA Application No._____

1. DATE: 2/13/25

2. APPLICANT'S NAME* JC Siding and Roofing

Address: 48 Gibson town Rd Charles town, WV 25414

Telephone Number: (304) 444-1641

Email Address: jcsidingandroofing650@gmail.com

Relationship to Owner: ☐ Lessee ☑ Contractor ☐ Architect ☐ Consultant

Other:_____

3. PROPERTY OWNER'S NAME Forrest Pritchard

Address: 212 N. George street Charles town, WV 25414

Telephone Number: (540) 303-0740

Email Address: homespunchalestown@gmail.com

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

Property Address: 212 N. George street Charles town, WV. 25414

Tax Map # and Parcel(s): _____

5. DESCRIPTION OF PROPOSED USE(S) OF THE PROPERTY

The proposed use is for Restaurant

6. DESCRIBE THE CURRENT (or if vacant, former) USE OF THE SUBJECT PROPERTY

former use was Restaurant / vacant

7. TYPE OF WORK:

A. [x] Exterior alteration or repairs.

B. [ ] New Construction: 1) [ ] Primary Structure; 2) [ ] Garage; 3) [ ] New Addition; 4) [ ] Other;

C. [ ] Demolition: 1) [ ] Whole Structure; 2) [ ] Part of Structure;

D. [ ] Relocation of Structure

E. Other:

8. City of Charles Town Business License # if work is being performed for a commercial use:

7. A. Will closed 4 window opening and Repair about 4 squares of T1-11 siding, Will Remove and install new white T1-11 siding
Replace 6 old windows, with double hung no grids simonton 5400 series

9. EXTERIOR ALTERATION OR REPAIR

A. **Check all that apply** for which approval of the proposed activity is requested:

☐ Architectural feature (decorative ornamentation)	☐ Metal trim	☐ Iron fences
☐ Material changes (wood, brick, metal, etc.)	☑ Windows - replacement, removal, elimination or new opening	☐ New construction
☐ Roof – Change in shape/profile	☐ Shutters	☐ Additions or alterations
☐ Skylights or dormers	☐ Door and transoms	☐ Signs
☐ Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	☐ Cut stone steps	☐ Solar panels
☐ Removal of historic markings and paintings	☐ Security Features	☐ Mothballing
☐ Wood cornices and concealed box gutters	☐ Porch or deck	☐ Demolition
☐ Wood trim	☐ Awnings and canopies	☐ T1-11 siding Repair

B. **PROVIDE A NARRATIVE. List and describe in detail all work** to be done for each item checked. Include the following materials when appropriate:

1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.

2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

1) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.**

(continued on next page)

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

1) Site plan with measured distances.
2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
3) Samples or other description of materials to be used.
4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
2) If a building will be moved into a district from outside, include photographs.
3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

Signs

Estimated Cost of Signage (**Excluding** Labor & Installation):

_____

Sign Contractor:

_____

Contractor License #: WV & City of Charles Town:

_____

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing	☐	Suspended	☐
Building Mounted	☐	Awning	☐
Window Lettering	☐	Other (List)	☐

Where on the property or building will the sign(s) be located?

_____

Sign Material:

_____

SIGN DIMENSIONS:

Height	Width	Depth

WILL SIGN(S) BE LIT? If yes, describe the type of lighting to be used:

_____

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage), and attach to this form.

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH of the PROPOSED SIGN(S) and LOCATION.

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review *Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign* request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

Allen J Cross / JC. Siding and Roofing Date 2/13/25

Signature of Property Owner(s) (If different than Applicant)

_____ Date 2/13/2025

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

Fee: $_____ Paid: $_____ Check No._____

Receipt No._____

Historic Landmarks Commission Approval or Denial and date of action:

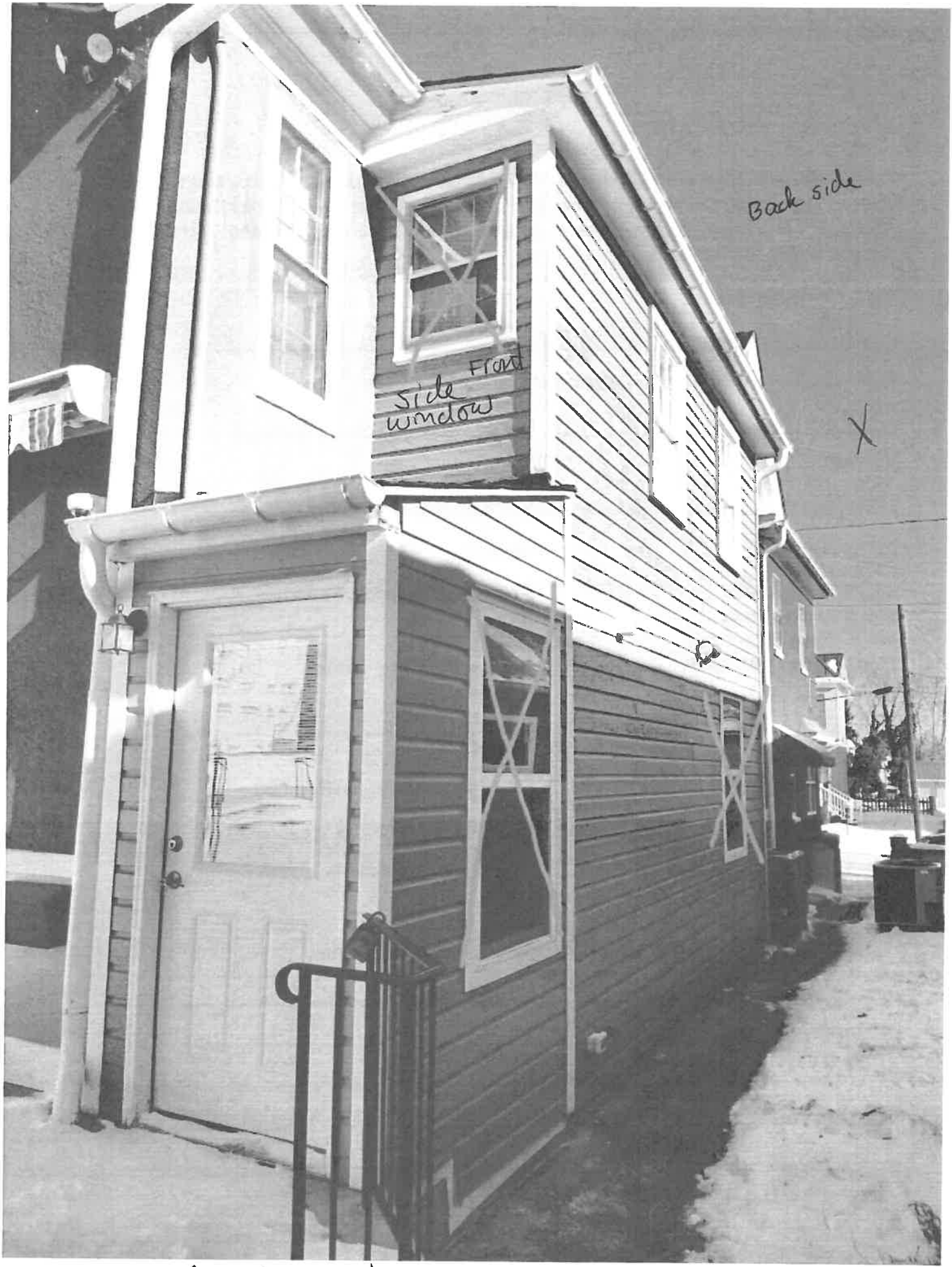
_____

Comments:_____

_____

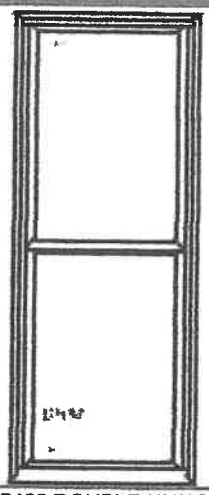
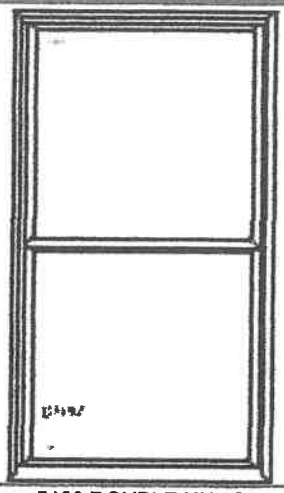
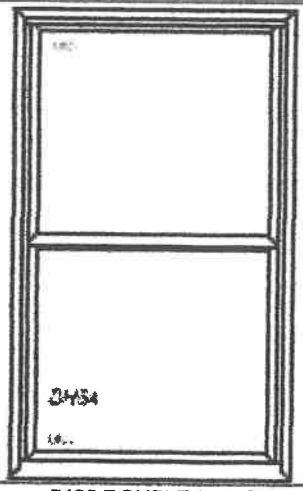
_____

_____



T1-11 siding in white

Drawings - Order: 1545935

ITEM 1	ITEM 2	ITEM 3
		
5400 DOUBLE HUNG **24 1/4 W X 61 3/4 H** **QTY: 1**	5400 DOUBLE HUNG **34 1/4 W X 61 3/4 H** **QTY: 3**	5400 DOUBLE HUNG **31 1/4 W X 51 3/4 H** **QTY: 2**

City of Charles Town

Department of Community Development
Division of Building Inspection & Code Compliance

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

2018 International Building Code or 2018 International Residential Code with Adopted West Virginia Amendments.

TO OBTAIN A BUILDING PERMIT, THE FOLLOWING ITEMS ARE NEEDED:

All Commercial projects are required to have approved plan(s) submission through the State Fire Marshal's Office PRIOR to submitting plans to the City of Charles Town. An approval letter from the State Fire Marshal must accompany all such building permit applications to the City.

1. Completed application.
2. Two (2) sets of detailed construction drawings; designed to current code standards:
   a. Plumbing plans, riser diagrams
   b. Mechanical plans, manual J
   c. Electrical plans with load calculations and panel schedules
   d. Truss drawings, if used.
3. Sizes and U values of windows and doors.
4. R values of insulation in ceilings, walls & floors.
5. House location survey with setbacks delineated and labeled, metes and bounds, all easements, parking and driveway areas, scale, north arrow, date, tax map and parcel number, deed book and page, record plat application number (where applicable), lot size, lot width, lot coverage percentage, house and all accessory structure dimensions and distances from property lines, adjoining street name(s), and a WV Licensed Engineer or Surveyor's seal and signature.
6. Signed owner affidavit (If applicant is not the owner).
7. All fees paid. (See fee schedule).

Would you like to apply for a permit online?

Go to www.mygovernmentonline.org
Click on Permits & Licensing
First time users will need to create an account.

REQUIRED INSPECTIONS:

1. Footers, before placement of concrete;
2. Foundation, a Wall Check survey is required to be approved by zoning prior to framing schedule.
3. Damp proofing/drain tile (Prior to backfill);
4. Slabs, before placement of concrete (Radon for habitable spaces);
5. Framing, rough plumbing, mechanical and electrical
6. Insulation (before drywall);
7. Final

Inspectors may make unscheduled visits at any time during normal business hours.

A Use and Occupancy Permit will be issued after all final inspections have been successfully completed and documented.

SCHEDULING INSPECTIONS:

To schedule an inspection, please call: 304-724-3249 or submit an online request through the MyGovernmentOnline portal.
Be prepared to provide the following information:

1. Permit Number;
2. Address of Job Site;
3. Type of Inspection;
4. Requested inspection date;
5. Name of person requesting inspection.

NOTE: All inspection requests for the next working day must be called in no later than 3:00 pm. This office reserves the right to change the time deadline for next-day inspections. All inspections will be completed within 48 hours. No appointments will be made.

CERTIFICATION: By signing below, the applicant acknowledges that all property restriction and easement information has been submitted to the City, and that all information is accurate.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

Alba Coreas / JC. Siding and Roofing — (Print Name)
(Signature)
2/12/25 — (Date)

Property Information: **LOCATION OF WORK →** (Address)	212 N. George St. Charles Town, WV. 25414
Subdivision Name:	
Property Owner Name:	Forrest Pritchard
Owner Mailing Address: **Owner Email Address:**	same as above homespuncharlestown@gmail.com
Applicant Name, if different	JC Siding and Roofing
Applicant Email Address:	JCsidingandROOFing@gmail.com
Property Lot Number and Tax Map	
Parcel Type: Residential – R Commercial -C Industrial – I Other - O	R
Owner Phone Number(s) **Applicant Phone Numbers(s)**	540-303-0740 304-444-1641

Total Cost of Improvement: (Must include all materials and labor)	$ 3,600
Building	$
Electrical	$
Mechanical (HVAC)	$
Other	$ Window Replacement

Current List of Codes Adopted by the City of Charles Town:

Building	International Building Code 2018
Building	International Residential Code 2018
Fire	NFPA 101 2021
Mechanical	International Mechanical Code 2018
Plumbing	International Plumbing Code 2018
Residential Energy	International Energy Conservation Code 2015
Commercial Energy	ANSI/ASHRAE/IESNA 90.1.10
Fuel Gas	International Fuel Gas Code 2018
Electrical	NEC 2020
Accessibility	IBC 2018
Handicap	ANSI 2009
Pool	International Swimming Pool and Spa Code 2018

CONTRACTORS LICENSING INFORMATION

☑ Check HERE if the Contractor has a current City Business License.

All contractors and subcontractors/trades are required to obtain a City of Charles Town business license as a prerequisite prior to the start of any work. Contact the City Finance Department to obtain a City business license or email businesslicense@charlestownwv.us

All information below must be completed to process the permit.

	NAME OF CONTRACTOR	ADDRESS	Phone	WV LICENSE # / CITY #
Applicant (not owner)	Alba Coreas / JC	Siding and Roofing	304-444-1641	N/A
Architect				N/A
General Contractor	JC Siding and Roofing			WV057675
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

BUILDING PERMIT TYPE

(Only complete areas that pertain to your project)

PERMIT TYPE:

☐ BUILDING (B) ☐ MECHANICAL (M) ☐ PLUMBING (P) ☐ ELECTRICAL (E) ☑ OTHER (O)

IMPROVEMENT TYPE:

- ☐ NEW CONSTRUCTION (1)
- ☐ ADDITION (2)
- ☐ ALTERATION (3)
- ☑ REPAIR REPLACEMENT (4)
- ☐ DEMOLITION (5)
- ☐ RELOCATION (6)
- ☐ FOUNDATION ONLY (7)
- ☐ ACCESSORY STRUCTURE (SHED) (8)
- ☐ DECK(9)
- ☐ FENCE(10)
- ☐ SIDEWALK / DRIVEWAY (11)
- ☐ MECHANICAL(12)
- ☐ PLUMBING (13)
- ☑ ROOF / SIDING (14) about 4sq of siding repair
- ☐ ELECTRICAL (15)
- ☐ OTHER (15)

PROPOSED USE:

ASSEMBLY
- ☐ THEATRE (1)
- ☐ NIGHT CLUB (2)
- ☐ RESTAURANT (3)

OTHER ASSEMBLY
- ☐ CHURCH (4)
- ☐ BUSINESS (5)
- ☐ EDUCATIONAL (GRADES 1-12) (6)
- ☐ DAY CARE FACILITY (7)
- ☐ POST HIGH SCHOOL (8)

FACTORY
- ☐ MODERATE HAZARD (9)
- ☐ LOW HAZARD (10)
- ☐ HIGH HAZARD (11)

INSTITUTIONAL
- ☐ GROUP HOME (12)
- ☐ HOSPITAL (13)
- ☐ JAIL (14)
- ☐ MERCANTILE (15)

RESIDENTIAL
- ☐ HOTEL, MOTEL (16)
- ☐ MULTI-FAMILY (17)
- ☐ IRC TWO FAMILY (18)
- ☐ IRC SINGLE FAMILY (19)

STORAGE
- ☐ MODERATE HAZARD (20)
- ☐ LOW HAZARD (21)

- ☐ OTHER (22) _____

FRAME TYPE (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)

EXTERIOR WALLS (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)

(Only complete areas that pertain to your project)

	NO. FEET		NO. OF		SQ. FT. OF
Frontage*		Stories	2	Lot Area*	
Front Setback*		Bedrooms		Building Area*	
Rear Setback*		Full Baths		Accessory Structures: (storage buildings;sheds;pools;etc.)	
Left Setback*		Partial Baths		Living Area	
Right Setback*		Garages		Basement Area ☐ Finished ☐ Unfinished	
Elevation		Windows	6	Garage Area ☐ 1 story ☐ 2 story	
Building Height*		Fire Places		Office/Sales	
		Enclosed Parking		Deck/Porch/Stoop	
# OF RESIDENTIAL UNITS*		Outside Parking		Roof (# of squares)	

*** Only needed for New Construction / Additions**

ELECTRICAL INFORMATION		
Total Service_____AMPS	# of Circuits:____2 WIRE____3 WIRE____4 WIRE	# of Service Outlets: ____110V_____220V

Only commercial applications need to complete electrical information below (if applicable)

	POWER DEVICES	OUTPUT/LOAD		POWER DEVICES	OUTPUT/LOAD
1			4		
2			5		
3			Total # of Motors		

PLUMBING PERMIT APPLICATION

Enter the Number of Fixtures Being Installed or Replaced

Tubs/Showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Other	
Dishwashers		Bidets		Fire Sprinklers (Y/N)	
Garbage Disposals				Lawn Sprinklers (Y/N)	
TOTAL FIXTURES					

Public Water (Y/N)	Public Sewer (Y/N)	
Water Service Size _____ IN.	Water Meter Size _____IN.	Avg. Daily Water Use _____GPD
Est. Start ____/_____/_____	Est. Finish _____/_____/_____	Est. Value $_____

MECHANICAL PERMIT APPLICATION

Enter Number of New or Replacement Units

Forced Air Furnaces		Incinerators		Air Handling Units	
Unit Heaters		Boilers		Heat Pumps	
Gas/Oil Conversions		Coil Units		Air Cleaners	
Space Heaters		Window A/C Units		Humidifiers	
Gravity Furnaces		Split System A/C		Dehumidifiers	
Coal Stokers		A/C Compressors		Other	
Service Revisions					
Type of Heating Fuel (Check One)				Gas_____ Oil_____ Coal_____ Wood_____ Other_____	
Est. Value $					

ADDITIONAL INFORMATION

Permit / Improvement Type: (If not listed above)

Complete Description of Work: Will Removed existing old windows and Replace with new Double hung no grids Simonton 5400 series Replacement windows, Will also Repair about 4 squares of siding will Remove siding and will install new Tyvek wrap. and new siding.

Est. Start	Est. Finish	Est. Value $
As soon as we get permit	/ /	3,600 windows 4,000 Siding 7,600

Approx Labor and Materials