



Town of Moorefield

206 Winchester Ave., Moorefield WV 26836 • (304)530-6142

Application For Certificate of Use and Occupancy Moorefield Municipal Code - Chapter 23

Initial Renewal

CUO # _____

Application must be completely filled out and signed by the Housing Official and Property Owner before your certificate will be issued.

Date: _____ Address: _____ Unit #: _____

Name of Owner: _____ Owner Phone #: _____

Business name (if applicable): _____

Zone District: _____ Sq. Footage: _____ #Stories: _____ #Bed Rooms _____ #Baths _____

ALL FEES MUST BE PAID IN FULL PRIOR TO SCHEDULING AND INSPECTION.

Basic Inspection Checklist

Fee	
\$30 per rental dwelling	
\$20 per rental dwelling (for 8 or more units in a single structure)	
_____ Amount	
_____ Check #	<input type="checkbox"/> Cash
_____ Receipt #	

Exterior
• Suitable construction of structure Ex. foundation, chimney, roof
• Windows
• Handrails/Porch Railings
• Clear of snow and ice
• Disposal of garbage

Interior
• Open holes ceiling/floor
• Roof leaks
• Door Locks
• Kitchen Sink Hot/Cold water
• Bathroom Sink Hot/Cold water
• Functioning toilet
• Functioning shower/tub
• Safe heat
• Extension cord safety
• Fuse box safety
• Light switches
• Common area lighting
• Lead paint
• Smoke detectors
• Carbon monoxide detectors
• Two clear means of egress
• Occupancy
• Common areas clean, sanitary
• Stagnant water
• Pest free
• Disposal of garbage

Please make checks payable to:

Town of Moorefield, 206 Winchester Ave., Moorefield WV 26836

I acknowledge that the Moorefield Municipal Code, Chapter 23 requires that scheduled access be provided to all areas of any structure containing rental dwellings. I agree to provide such access and to schedule inspection(s) on or before the expiration date of the current Certificate of Use and Occupancy. I understand I must pay the required registration fee. I also understand that scheduling inspections and ensuring all rental properties have a current Certificate of Occupancy is the responsibility of the property owner(s). Property owners missing a scheduled inspection and/or failing to provide twenty-four (24) hours notice of cancellation to the Rental Inspection office will be charged an additional fee. Any owner(s) found to have been renting a property without a Certificate of Occupancy, owner will be subject to a fine of \$500.00 per month.

CONSENT TO INSPECT: _____ Date: _____
Signature of Owner/Manager

Housing Official: _____ Date: _____