



CITY OF WESTOVER  
500 DUPONT RD  
WESTOVER, WV 26501  
OFFICE: 304-296-6860  
FAX: 304-296-6582

## APPLICATION FOR LETTER OF COMPLIANCE REGISTRATION

**PLEASE USE SEPARATE FORM FOR EACH STRUCTURE REGISTERED**

Date: \_\_\_\_\_

WHO IS RESPONSIBLE FOR GARBAGE FEES?  
THIS IS AN INITIAL APPLICATION ( )

OWNER ( ) OR TENNANT ( )  
THIS IS A RENEWAL APPLICATION ( )

DWELLING LOCATION: \_\_\_\_\_

NUMBER OF BEDROOMS: \_\_\_\_\_

NUMBER OF BATHROOM: \_\_\_\_\_

TOTAL SQUARE FOOTAGE: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY- \_\_\_\_\_

STATE-ZIP: \_\_\_\_\_

AREA CODE/ HOME PHONE: \_\_\_\_\_

/ WORK PHONE: \_\_\_\_\_

NOTIFY IN CASE OF EMERGENCY:

OWNER/AGENT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_

AREA CODE/ HOME PHONE: / WORK PHONE: \_\_\_\_\_

EMAIL ADDRES: \_\_\_\_\_

NUMBER AND TYPE OF OCCUPANCY WITH APPLICATION FEES (FOR EACH SEPARATE STRUCTURE)

\_\_\_\_\_ APARTMENTS (PER STRUCTURE) X \$25.00 PER APARTMENT UP TO 5 UNITS

\_\_\_\_\_ APARTMENTS (PER STRUCTURE) X \$15.00 PER APARTMENT FOR 6 OR MORE/ STRUCTURE

\_\_\_\_\_ ROOMERS X \$15.00 PER SLEEPING ROOM (OWNER OCCUPIED W/MORE THAN ONE ROOMER PER STRUCTURE)

\_\_\_\_\_ BOARDING/LODGING ROOMS X \$15.00 PER SLEEPING ROOMS (PER STRUCTURE)

\_\_\_\_\_ HOUSE (OR SINGLE FAMILY DWELLING UNIT) \$25.00

\_\_\_\_\_ NUMBER OF OFF STREET PARKING SPACES ONLY (FOR STRUCTURE LISTED ABOVE)

**(THIS CANNOT INCLUDE ANY PARKING ON CITY STREETS/ALLEYS)**

**\*\*\*1752.05 Application for Letter of Compliance, filing, deadline, fees (B) Renewal application shall be filed at least thirty (30) days before the expiration of the existing Letter of Compliance.\*\*\***

**\*\*\*1701.99 Penalty (a) Whoever violates any provision of this Part Seventeen Building and Housing Code shall be fined not more than five hundred dollars (\$500.00).\*\*\***

**\*\*\* I acknowledge that a \$20.00 fee will be assessed for each missed appointment and that the failure to correct any cited deficiency within the prescribed time may result in a penalty of not less than \$100.00 not more than \$500.00 per article 1752.04.**

**Each day the violation exists beyond the correction deadline is a separate offense. \*\*\***

CONSENT TO INSPECT GIVEN \_\_\_\_\_

SIGNATURE OF OWNER OR APPLICANT

FEE SUBMITTED \_\_\_\_\_ **PAYMENT PAYABLE TO CITY OF WESTOVER, 30 DAYS FROM LETTER DATE**