

February 27, 2023

Laurel Ziemianski
Project Manager
SWaN Hill Top House Hotel, LLC
P.O. Box 6247
Leesburg, VA 20187

Re: Hill Top Barbershop Like-for-like repairs

Dear Ms. Ziemianski,

This letter serves to acknowledge that the West Virginia Department of Economic Development (WVDED) is aware of minor construction activity, scheduled to take place in late February and early March of 2023, at the site of the Barbershop building within the Hill Top House Hotel Tourism Development District. The activity is described as follows:

1. Repointing of the brick chimneys
2. Removal of all vegetation on outside of building cleaning up site
3. Renovation of the shed basement entrance to the east of the main structure (like-for-like)
4. Remediation of the asbestos on the roof (existing roof removal) and lead paint on exterior bricks by certified remediation company who will file all WV State paperwork
5. Securing of all broken windows and doors
6. New standing seam metal roof (like-for-like)
7. Repairs on crack in brick on front façade
8. Some possible painting

The WVDED reviewed the documents provided (enclosed) and, based upon the information and nature of the proposed work, concluded that no building permits are required in relation to this activity. The WVDED is appreciative of you keeping us informed of the progress at the site of the future Hill Top House Hotel.

Sincerely,



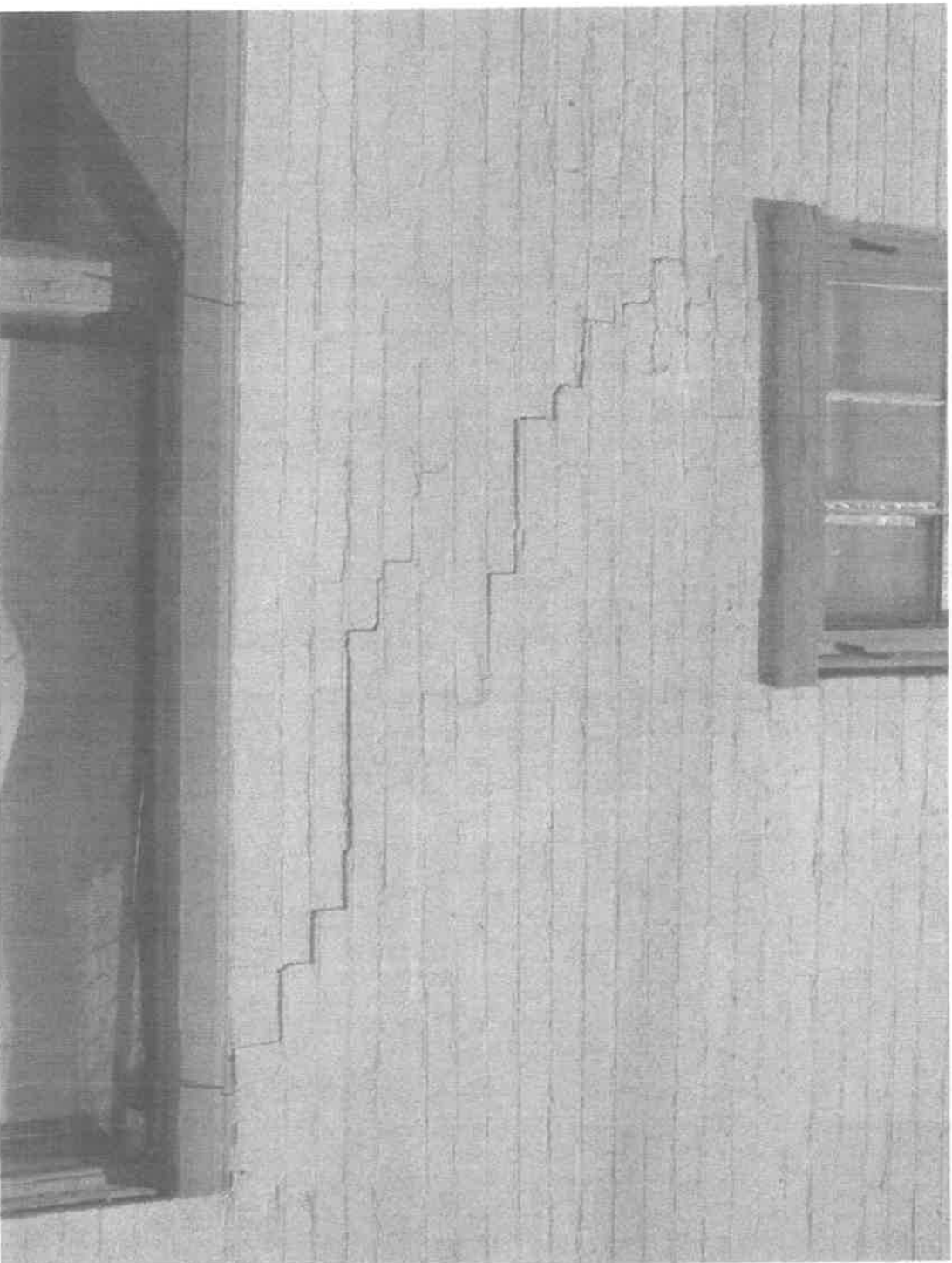
Michael R. Graney
Executive Director

MG:ms

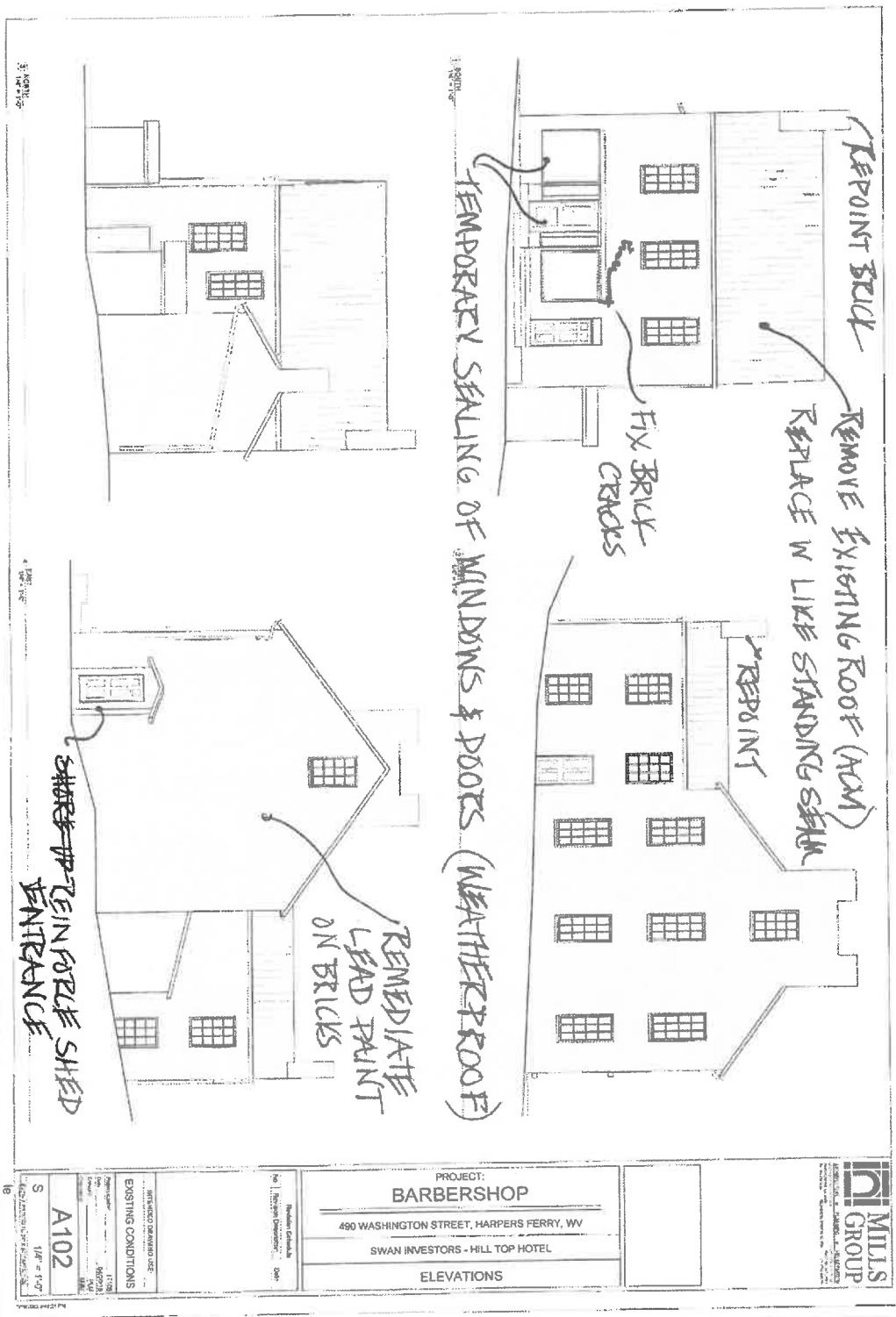
Enclosure



South elevation of building located at Block E, Lot 6.



View of crack in masonry wall at south elevation.



PROJECT:
BARBERSHOP

490 WASHINGTON STREET, HARPERS FERRY, WV
SWAN INVESTORS - HILL TOP HOTEL

ELEVATIONS

EXISTING CONDITIONS

A102

1/8" = 1'-0"

16

BUILDING PERMIT

JOB WEATHER CARD

Permit #: 21-1149 - TDD
Owner: SWan Hill Top Operating Partners, LLC
Property Address: 400 E Ridge St, Harpers Ferry, WV
Subdivision: 1 LT-HILLTOP HOTEL
Legal Description:
Parcel Number: Tax Dist: 05-Harpers Ferry Corp, Map 2, Parcel 46
Type of Improvement: DEMOLITION

West Virginia Department of Economic Development
1900 Kanawha Boulevard, East
Building 3, Suite 600
Charleston, West Virginia 25305

Special Conditions of Approval:

All utilities must be properly terminated prior to beginning any demolition work; and, all protective barriers must be in place prior to beginning demolition work. All demolition work must be in compliance with the approved Site Demolition Package-Phase 1.

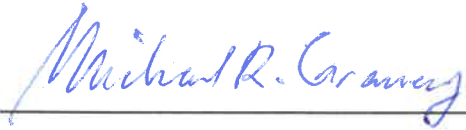
ANY POSSIBLE OMISSIONS OR DELETIONS FROM ANY PART OF THE MANDATED CODE NOT SHOWN ON PLANS MUST BE CORRECTED WHEN DETECTED AND WHEN BUILDING IS INSPECTED

USE AND/OR OCCUPANCY PRIOR TO APPROVED FINAL INSPECTION & ISSUANCE OF USE & OCCUPANCY PERMIT IS UNLAWFUL

Permit Date: December, 09, 2021

Building Construction Type: COMMERCIAL

BY



THIS PERMIT CONVEYS NO RIGHT TO OCCUPY ANY STREET, ALLEY OR SIDEWALK OR ANY PART THEREOF, EITHER TEMPORARILY OR PERMANENTLY. ENCROACHMENTS ON PUBLIC PROPERTY NOT SPECIFICALLY PERMITTED UNDER THE BUILDING CODE, MUST BE APPROVED BY THE JURISDICTION. STREET OR ALLEY GRADES AS WELL AS DEPTH AND LOCATION OF PUBLIC SEWERS MAY BE OBTAINED FROM THE DEPARTMENT OF PUBLIC WORKS. THE ISSUANCE OF THIS PERMIT DOES NOT RELEASE THE APPLICANT FROM THE CONDITIONS OF ANY APPLICABLE SUBDIVISION RESTRICTIONS.

THE PERMIT HOLDER SHALL CONTACT THE JEFFERSON COUNTY OFFICE OF PERMITS & INSPECTIONS AND SCHEDULE THE REQUIRED INSPECTIONS

APPROVED PLANS MUST BE RETAINED ON JOB AND THIS CARD KEPT POSTED UNTIL FINAL INSPECTION HAS BEEN MADE. WHERE A CERTIFICATE OF OCCUPANCY IS REQUIRED SUCH BUILDING SHALL NOT BE USED AND /OR OCCUPIED UNTIL FINAL INSPECTION HAS BEEN APPROVED

ELECTRICAL INSPECTIONS SHALL BE PERFORMED BY AN ELECTRICAL INSPECTOR APPROVED BY THE STATE FIRE MARSHAL'S OFFICE

POST THIS CARD VISIBLE FROM THE STREET

BUILDING INSPECTION APPROVALS	PLUMBING INSPECTION APPROVALS	ELECTRICAL INSPECTION APPROVALS
WORK SHALL NOT PROCEED UNTIL THE INSPECTOR HAS APPROVED THE VARIOUS STAGES OF CONSTRUCTION.		

BUILDING PERMIT

JOB WEATHER CARD

Permit #: 21-1148 - TDD
Owner: SWan Hill Top Operating Partners, LLC 500 E
Property Address: Ridge St, Harpers Ferry, WV
Subdivision: LT #1 PT #2 & MERGER PARCEL BLK U-RIDGE ST
Legal Description:
Parcel Number: Tax Dist: 05-Harpers Ferry Corp, Map 2, Parcel 43
Type of Improvement: ROOF REPLACEMENT

West Virginia Department of Economic Development
1900 Kanawha Boulevard, East
Building 3, Suite 600
Charleston, West Virginia 25305

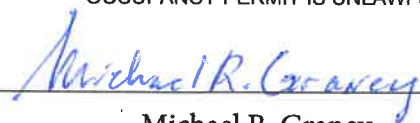
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USE AND/OR OCCUPANCY PRIOR TO APPROVED FINAL INSPECTION & ISSUANCE OF USE & OCCUPANCY PERMIT IS UNLAWFUL

Permit Date: December 10, 2021

BY



Michael R. Graney

Building Construction Type: COMMERCIAL

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Permit #

24-506- TDD

BUILDING PERMIT

JOB WEATHER CARD

Owner: SWan Hill Top Operating Partners, LLC
Property Address: 500 E Ridge St, Harpers Ferry, WV
Subdivision: Legal
Description: LT #1 PT #2 & MERGER PARCEL RIDGE ST
Parcel Number: Tax Dist: 05-Harpers Ferry Corp, Map 2, Parcel 43

West Virginia Department of Economic Development
1900 Kanawha Boulevard, East
Building 3, Suite 600
Charleston, West Virginia 25305

ANY POSSIBLE OMISSIONS OR DELETIONS FROM ANY
PART OF THE MANDATED CODE NOT SHOWN ON
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WHEN BUILDING IS INSPECTED

Type of Improvement: Renovation of Yellow House

Special Conditions of Approval:

USE AND/OR OCCUPANCY PRIOR TO APPROVED
FINAL INSPECTION & ISSUANCE OF USE &
OCCUPANCY PERMIT IS UNLAWFUL

This building permit is issued contingent upon the developer/contractor obtaining all other required local, state and/or federal permits and approvals required for this project; including but not limited to: WVDOH highway entrance permits, water & sanitary sewer health department permits, water and sanitary sewer utility service, West Virginia State Fire Marshal permits, and Jefferson County Site Plan approval. Site Plan permitting shall be under a separate application submission.

All future Renovations/Improvements/Additions/Change of Use must process the necessary approvals/permits prior to the Renovation/Improvement/Addition/Change of Use taking place.

Permit Date: May 20, 2024

Building Construction Type: COMMERCIAL

BY

Michael R. Gruney

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THE PERMIT HOLDER SHALL CONTACT
THE JEFFERSON COUNTY OFFICE OF
PERMITS & INSPECTIONS AND SCHEDULE
THE REQUIRED INSPECTIONS

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INSPECTOR APPROVED BY THE STATE FIRE
MARSHAL'S OFFICE

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Permit #

24-558- TDD

BUILDING PERMIT

JOB WEATHER CARD

Owner: SWan Hill Top Operating Partners, LLC
Property Address: 400 E Ridge St, Harpers Ferry, WV
Subdivision: Legal
Description: 1 LT-HILLTOP HOTEL
Parcel Number: Dist: 05-Harpers Ferry Corp, Map 2, Parcel 46

West Virginia Department of Economic Development
1900 Kanawha Boulevard, East
Building 3, Suite 600
Charleston, West Virginia 25305

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Type of Improvement: Lodge Renovations & Addition

Special Conditions of Approval:

USE AND/OR OCCUPANCY PRIOR TO APPROVED
FINAL INSPECTION & ISSUANCE OF USE &
OCCUPANCY PERMIT IS UNLAWFUL

This building permit is issued contingent upon the developer/contractor obtaining all other required local, state and/or federal permits and approvals required for this project; including but not limited to: WVDOH highway entrance permits, water & sanitary sewer health department permits, water and sanitary sewer utility service, West Virginia State Fire Marshal permits, and Jefferson County Site Plan approval. Site Plan permitting shall be under a separate application submission.

Prior to the start of construction, all contractors shall have a valid West Virginia business license, contractor's license, and be in good standing with the state of West Virginia regarding Worker's Compensation and any other applicable state requirements.

All future Renovations/Improvements/Additions/Change of Use must process the necessary approvals/permits prior to the Renovation/Improvement/Addition/Change of Use taking place.

Permit Date: May 31, 2024 Building Construction Type: COMMERCIAL BY

Michael R. Craney

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Permit #

24-743- TDD

BUILDING PERMIT

JOB WEATHER CARD

Owner: SWan Hill Top Operating Partners, LLC
Property Address: 500 E Ridge St, Harpers Ferry, WV
Subdivision: Legal
Description: 1 LT-HILLTOP HOTEL
Parcel Number: Tax Dist: 05-Harpers Ferry Corp, Map 2, Parcel 46

West Virginia Department of Economic Development
1900 Kanawha Boulevard, East
Building 3, Suite 600
Charleston, West Virginia 25305

ANY POSSIBLE OMISSIONS OR DELETIONS FROM ANY PART OF THE MANDATED CODE NOT SHOWN ON PLANS MUST BE CORRECTED WHEN DETECTED AND WHEN BUILDING IS INSPECTED

Type of Improvement: New Construction of a 121 Key Historically

Inspired Hotel including; restaurant, event space, a 2-story spa, parking structure, outdoor pool, outdoor patio and exterior improvements.

USE AND/OR OCCUPANCY PRIOR TO APPROVED FINAL INSPECTION & ISSUANCE OF USE & OCCUPANCY PERMIT IS UNLAWFUL

Special Conditions of Approval:

This building permit is issued contingent upon the developer/contractor obtaining all other required local, state and/or federal permits and approvals required for this project; including but not limited to: WVDOH highway entrance permits, water & sanitary sewer health department permits, water and sanitary sewer utility service, West Virginia State Fire Marshal permits, and Jefferson County Site Plan approval. Site Plan permitting shall be under a separate application submission.

Prior to the start of construction, all contractors shall have a valid West Virginia business license, contractor's license, and be in good standing with the state of West Virginia regarding Worker's Compensation and any other applicable state requirements.

All future Renovations/Improvements/Additions/Change of Use must process the necessary approvals/permits prior to the Renovation/Improvement/Addition/Change of Use taking place.

Permit Date: August 6, 2024 Building Construction Type: COMMERCIAL

BY Michael R. Graney
Its Executive Director

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Permit #

26-509-TDD

BUILDING PERMIT

JOB WEATHER CARD

Owner: SWan Hill Top Operating Partners, LLC
Property Address: 500 E Ridge St, Harpers Ferry, WV
Subdivision: Legal
Description: 1 LT-HILLTOP HOTEL
Parcel Number: Tax Dist: 05-Harpers Ferry Corp, Map 2, Parcel 46

West Virginia Department of Commerce
Division of Economic Development
1900 Kanawha Boulevard, East
Building 3, Suite 600
Charleston, West Virginia 25305

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Type of Improvement: Type of Improvement: Site Plan Permit for Site Construction for a
121 Key Historically Inspired Hotel; including but not limited to: site
grading, erosion & sediment control, storm-water management and
storm drainage system, site utilities construction, site access, on-site
parking, landscaping, walkways, site stabilization, etc.

USE AND/OR OCCUPANCY PRIOR TO APPROVED
FINAL INSPECTION & ISSUANCE OF USE &
OCCUPANCY PERMIT IS UNLAWFUL

Special Conditions of Approval:

This site plan permit is issued contingent upon the developer/contractor obtaining all other required local, state and/or federal permits and approvals required for this project; including but not limited to: WVDOH highway entrance permits, water & sanitary sewer health department permits, water and sanitary sewer utility service, West Virginia State Department of Environmental Protection approvals, USACE Clean Water Act permits, WV Fire Marshal blasting permits, etc.

Prior to the start of construction, all contractors/firms/businesses shall have a valid West Virginia business license, contractor's license, and be in good standing with the state of West Virginia regarding Worker's Compensation and any other applicable state and federal requirements.

All future Renovations/Improvements/Additions/Change of Use and/or Site Plan Changes must process the necessary approvals/permits prior to the Renovation/Improvement/Addition/Change of Use taking place or site plan changes.

Permit Date: June 01, 2026 Building Construction Type: COMMERCIAL

BY

Its


Acting Executive Director

THIS PERMIT CONVEYS NO RIGHT TO OCCUPY ANY STREET, ALLEY OR SIDEWALK OR ANY PART THEREOF, EITHER TEMPORARILY OR PERMANENTLY. ENCROACHMENTS ON PUBLIC PROPERTY NOT SPECIFICALLY PERMITTED UNDER THE BUILDING CODE, MUST BE APPROVED BY THE JURISDICTION. STREET OR ALLEY GRADES AS WELL AS DEPTH AND LOCATION OF PUBLIC SEWERS MAY BE OBTAINED FROM THE DEPARTMENT OF PUBLIC WORKS. THE ISSUANCE OF THIS PERMIT DOES NOT RELEASE THE APPLICANT FROM THE CONDITIONS OF ANY APPLICABLE SUBDIVISION RESTRICTIONS.

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POST THIS CARD VISIBLE FROM THE STREET

BUILDING INSPECTION APPROVALS	PLUMBING INSPECTION APPROVALS	ELECTRICAL INSPECTION APPROVALS
Special Note: Site Plan Permit issued for Hill Top House Hotel- Civil Plan set "Issue for Permit" Dated June 06, 2024; Project No. D109-0301 by GordonDC, 1112 16Th Street, Suite 910, Washington, DC 20036; signed and sealed by Jessie Jo Ponce De Leon WVPE#23000, on October 27, 2023; and approved for permit by Eric S. Siegel, PE, Urban Engineers via letter signed, June 03, 2026.		
WORK SHALL NOT PROCEED UNTIL THE INSPECTOR HAS APPROVED THE VARIOUS STAGES OF CONSTRUCTION.		