

Commercial & Multi-Family Building Application
Campbell County & Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County or in the City of:
- | | | | | |
|-------------------------------------|---|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Alexandria | <input type="checkbox"/> Bellevue | <input type="checkbox"/> California | <input type="checkbox"/> Cold Spring | <input type="checkbox"/> Crestview |
| <input type="checkbox"/> Dayton | <input type="checkbox"/> Highland Heights | <input type="checkbox"/> Melbourne | <input type="checkbox"/> Mentor | <input type="checkbox"/> Silver Grove |
| <input type="checkbox"/> Southgate | <input type="checkbox"/> Woodlawn | | | |

2. Project Address: _____

3. Project (Business) Name: _____

4. PIDN: **999-99-**____ - ____ . ____ Zone: _____

5. Subdivision: _____ Lot #: _____

6. **Applicant's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

7. **Contractor's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

8. **Property Owner's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

9. **Engineer's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

10. **Architect's Name:** _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

11. Who is the Design Professional (listed above) in Charge? Engineer Architect

12. Proposed Activity: (Check all that apply.) Commercial Industrial Multi-family
- New Construction Remodeling/Tenant Finish Addition
- Change in Use Change in Occupancy
- Range Hood Range Hood Extinguishing System Other Suppression System
- Fire Suppression Fire Alarm
- Automatic Sprinkler System: # of Sprinkler Heads: _____
- Other: _____

13. Estimated Cost of Project \$ _____

14. Existing use(s) of building: _____

15. Proposed use(s) of Building/Addition/Remodeled Area: _____

16. Use Group Classification (KBC Chapter 3): _____ Construction Type (KBC Chapter 6): _____

17. Total Square Footage: (including storage space, garage, decks, patio, porch, cistern, entry stoop, etc.)

Existing Building:	_____ Sq. Ft.	Addition/Remodeled Area:	_____ Sq. Ft.
New Building:	Lower Level : _____ Sq. Ft.	3 rd Floor:	_____ Sq. Ft.
	1 st Floor : _____ Sq. Ft.	4 th Floor:	_____ Sq. Ft.
	2 nd Floor : _____ Sq. Ft.	Other Spaces:	_____ Sq. Ft.

of stories (including basement): _____ Is there a basement? Yes No

of units in building: _____

18. Occupant load as determined by the Design Professional in Charge: _____

19. Floodplain: Is any portion of this project located in the Floodplain? Yes No

20. Steep Slopes: Is any portion of this project located on a Hillside Slope of 20% or Greater? Yes No

21. Verification of 2012 International Energy Conservation Code:

Performance: Blower Door Test (by 3rd Party) Prescriptive: Visual Inspection (by Building/HVAC Inspector)

22. **SIGNATURE:** I hereby certify that I am requesting the permit on behalf of all owners of this property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

No work shall begin until the proper permits have been issued. If work begins prior to issuance of a permit, all fees may be subject to a penalty equal to the total cost of the permit. The applicant is responsible for meeting all requirements of the Kentucky Building Code and local zoning ordinances. All fees are nonrefundable.

Print Name

Applicant Signature

Date

The following documents are **required for all** projects and must be submitted with all applications.

- Three (3) sets of building plans [**Four (4) sets if located within the City of Alexandria.**]
- Two (2) copies of a site plan [**Three (3) sets if located within the City of Alexandria.**]
- Affidavit of Assurance and Contractor's Occupational Tax License Number (County and City)
- Liability Insurance Certificate/Workers Compensation and Unemployment Insurance
- List of all subcontractors – name and address
- Permit Fees per current fee schedule

In addition, the following documents (as applicable) are **required for all new construction.**

- Change of Use / Occupancy Application if applicable
- Copy of Recorded Deed, Record Plat or Approved Subdivision Plan
- County or State Road Encroachment Permit Application
- HVAC Permit Application
- Electric Permit Application

The following Shop Drawings may be submitted for review at a later date, but **prior** to installation.

- Truss Drawings
- HVAC Plans (including two (2) copies of the duct layout and load calculations)
- Fire Suppression Plans
- Fire Alarm Plans
- Range Hood Plans
- Elevator Plans

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s: _____

Building: _____

Zoning: _____

Electric: _____

Encroachment: _____

Current Zone: _____

Total Sq. Ft.: _____

FEE	DESCRIPTION	CODES
\$	Building Permit	
\$	Zoning Permit	
\$	Electric Permit	ELECPMT
\$	Encroachment Permit	ENCRPMT
\$	Certificate of Occupancy	CERTCON
\$	Change of Use/Occupancy	CHGUSE1 / CHGOCC1
\$	HVAC Permit	
\$	Commercial Range Hoods	RNGHOOD
\$	Range Hood Extinguishing Sys.	RNGHDES
\$	Fire Alarm System	FIREA20 / FIREADL
\$	Automatic Sprinkler Systems	SPRSYS 2 or 3 or 9
\$	All Other Suppression Systems	OTHRSYS
\$	Other	LATEPEN / CREDITCARD
\$	TOTAL AMOUNT DUE	

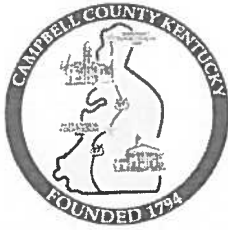
DATE RECD: _____

- Approved
- Approved With Conditions
- Denied

Reviewed By: _____

- Cash
- Check #: _____

Check Name: _____



Building Permit Application Instructions

Campbell County & Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

Please fill out the Building Permit Application in its entirety (all spaces). Use "N/A" for all items not applicable. All fees are due at the time your application is submitted. **All fees are non-refundable.**

Attachments to Application:

The following information will be required to be attached to each application submitted for review. Depending on the type of project, additional information may be requested.

1. **Building Plans:** Attach two (2) sets of residential or three (3) sets of commercial/multi-family building plans for review. Plan sets must be readable. One approved set will be returned to you to be kept onsite during construction. *Alexandria projects must also include an additional file copy not to exceed 11x17 size.*
2. **Site Plans:** Attach two (2) copies of a site plan. One set will be returned to you. *Alexandria projects must also include a file copy not to exceed 11x17 size.* The site plan must include:
 - shape and dimensions of the lot
 - location and dimensions of existing buildings
 - setbacks (front, rear, side) from structure to property line or right-of-way
 - proposed buildings and/or additions
 - sidewalk
 - driveway
 - retaining wall
 - location and names of public or private roads
 - access easements of record
 - location of all utilities and septic systems
 - applicable provisions for erosion control and surface water drainage
3. **Affidavit of Assurance and Occupational Tax License:** A notarized *Affidavit of Assurance* and the contractor's Occupational Tax License number for the County and City where the project is located.
4. **Liability Insurance:** A current statement of Liability Insurance Certificate and/or Kentucky's Workers Compensation Insurance. If the homeowner is self-performing the work, the declaration page of the homeowner's insurance policy is acceptable.
5. **Subcontractor List:** A complete list (name and addresses) of all contractors and subcontractors.
6. **Encroachment Permit Application:** A completed Encroachment Permit application for access from all county or city maintained roads/streets. Access from a state road requires coordination with the Kentucky Department of Transportation. Access from a private road or driveway, requires a recorded easement authorizing access through the private road or driveway.
7. **Recorded Deed and Record Plat:** A copy of the approved and recorded deed and plat showing the Campbell County Clerk's recording stamp. An approved subdivision plan defining the lot may also be substituted for the deed and plat.

Processing Information:

Completed applications require processing by a zoning official and/or building inspector. Please make certain that you have allotted enough time for processing the permit into your construction schedule. Please check with staff to approximate the current processing schedule. Once the permit has been issued, the work must start within six (6) months.

Types and Scheduling of Inspections:

Each application is reviewed on an individual basis and the building inspector determines the types of inspections that would be required. Refer to your approval letter and call (859) 292-3880 to schedule your inspections. Inspections should be scheduled one (1) day in advance for residential and three (3) days for commercial sites. Make certain the approved stamped plans are on site for all inspections. We do not accept fax, text message or email request for inspections.

Plumbing Permits and Inspections:

Plumbing and/or Septic System permits are regulated by the State, please contact:
Plumbing Permits/Inspections (859) 341-8228
Septic System Permits/Inspection (859) 341-4151

Electric Inspections:

Electrical inspections must be performed by one of the following agencies:

Northern Kentucky Electric Inspections Inc. (859) 746-9111
 Inspection Bureau Inc. (513) 381-6080

Projects with the Alexandria City limits must use Northern Kentucky Electric Inspections Inc.

Kentucky Energy Code Duct Tightness Verification:

As of July 1, 2015, ductwork placed in an unconditioned space must have a completed Duct Tightness Verification (DTV) form turned in to our office prior to issuance of a certificate of occupancy. No certificate of occupancy will be issued without this document.

International Energy Conservation Code Verification:

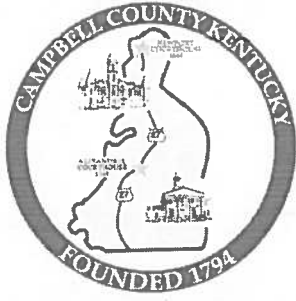
Two (2) framing inspections to determine visual compliance with the International Energy Conservation Code:

- Building Envelope/Framing Inspection: Structure framing complete and prior to installation of insulation, brick or siding, and exterior vapor/air barrier.
- Building Insulation/Framing Inspection: After plumbing/electrical rough approvals and installation of insulation.

Failure to obtain these inspections will require that a successful blower door test shall be performed, by a licensed 3rd party, in the presence of the building inspector prior to a certificate of occupancy being issued.

Common energy conservation items to be inspected are as follows:

Air Barrier and Thermal Barrier	<ul style="list-style-type: none"> ▪ Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier. ▪ Breaks or joints in the air barrier are filled or repaired. ▪ Air-permeable insulation is not used as a sealing material. ▪ Air-permeable insulation is inside of an air barrier.
Ceiling/Attic	<ul style="list-style-type: none"> ▪ Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed. ▪ Attic access (except unvented attic), knee wall door, or drop down stair is sealed.
Walls	<ul style="list-style-type: none"> ▪ Corners and headers are insulated. ▪ Junction of foundation and sill plate is sealed.
Windows and Doors	<ul style="list-style-type: none"> ▪ Space between window/door jambs and framing is sealed.
Rim Joists	<ul style="list-style-type: none"> ▪ Rim joists are insulated and included in air barrier.
Floors (including above-garage and cantilevered floors)	<ul style="list-style-type: none"> ▪ Insulation is installed to maintain permanent contact with underside of subfloor decking. ▪ Air barrier is installed at any exposed edge of insulation.
Crawl Space Walls	<ul style="list-style-type: none"> ▪ Insulation is permanently attached to walls. ▪ Exposed earth in unvented crawl spaces is covered with Class I vapor retarder with overlapping joints taped.
Shafts, Penetrations	<ul style="list-style-type: none"> ▪ Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
Narrow Cavities	<ul style="list-style-type: none"> ▪ Butts in narrow cavities are cut to fit, or narrow cavities are filled by sprayer/blown insulation.
Garage Separation	<ul style="list-style-type: none"> ▪ Air sealing is provided between the garage and conditioned spaces.
Recessed Lighting	<ul style="list-style-type: none"> ▪ Recessed light fixtures are air tight, IC rated, and sealed to drywall. Exception – Fixtures in conditioned spaces.
Plumbing and Wiring	<ul style="list-style-type: none"> ▪ Insulation is placed between outside and pipes. ▪ Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
Shower/Tub on Exterior Wall	<ul style="list-style-type: none"> ▪ Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
Electrical/Phone Box on Exterior Walls	<ul style="list-style-type: none"> ▪ Air barrier extends behind boxes or air sealed-type boxes are installed.
Common Wall	<ul style="list-style-type: none"> ▪ Air barrier is installed in common wall between dwelling units.
HVAC Register Boots	<ul style="list-style-type: none"> ▪ HVAC register boots that penetrate building envelope are sealed to subfloor or drywall.
Fireplace	<ul style="list-style-type: none"> ▪ Fireplace walls included an air barrier.



Affidavit of Assurances

**Campbell County & Municipal
Planning & Zoning Commission**
1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

Project Address: _____

Project Name: _____

Here comes the Applicant, _____, and
(Print Applicant Name)
states, pursuant to KRS 198B.060(10), that all Contractors and Sub-Contractors employed or that will be employed on any activity under the above referenced project shall be in compliance with the Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341).

This the _____ day of _____, 20_____.

Signature of Contractor, Property Owner or Owner's Agent

County of: _____

State of: _____

The foregoing Affidavit of Assurance was acknowledged and sworn before me by
_____, Applicant, on the _____ day
of _____, 20_____.

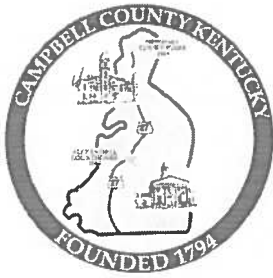
Notary Public: _____
Print Name

Signature

Notary of which state: _____ **Notary ID #:** _____

Commission Expiration Date: _____

Occupational Tax License #: County _____ City _____



Encroachment Permit Application

Campbell County Planning & Zoning Department

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County or in the City of:
- | | | | | |
|-------------------------------------|---|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Alexandria | <input type="checkbox"/> Bellevue | <input type="checkbox"/> California | <input type="checkbox"/> Cold Spring | <input type="checkbox"/> Crestview |
| <input type="checkbox"/> Dayton | <input type="checkbox"/> Highland Heights | <input type="checkbox"/> Melbourne | <input type="checkbox"/> Mentor | <input type="checkbox"/> Silver Grove |
| <input type="checkbox"/> Southgate | <input type="checkbox"/> Woodlawn | | | |

2. Project Address: _____

3. PIDN: 999-99-____ - ____ - ____

4. Property Owner's Name: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

5. Contractor's Name: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

6. Applicant's Name: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

7. Type of Encroachment:
 Residential Commercial Industrial
 Farm Other: _____

8. Floodplain: Is any portion of this project located in the Floodplain? Yes No

9. Steep Slopes: Is any portion of this project located on a Hillside Slope of 20% or Greater? Yes No

10. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

No work shall begin until the proper permits have been issued. If work begins prior to issuance of a permit, all fees may be subject to a penalty equal to the total cost of the permit. The applicant is responsible for meeting all requirements of the Kentucky Building Code and local zoning ordinances. All fees are nonrefundable.

Print Name

Applicant's Signature

Date

The following documents are **required for all** construction projects and must be submitted with the application.

- Two (2) sets of building plans indicating the materials used for creation of the driveway (concrete or asphalt; depth of material; information on subbase; etc.).
- Two (2) copies of site plan showing the shape and dimensions of the lot; the location and dimensions of all existing and proposed buildings or additions to existing buildings; and the location and names of all existing roads; and any right-of-ways and access easements of record.
- Affidavit of Assurance and Contractor's Occupational Tax License Number
- Liability Insurance Certificate / Workers Compensation and Unemployment Insurance
- OR**
- Homeowner's Insurance Certificate when self-construction
- Permit Fees

Section B: To be completed by the Road Department/Public Works Supervisor.

Pipe Size Required (12" Minimum): _____ Pipe Material: _____

Projected Date of Installation: _____

Special Instructions to Applicant: _____

Plan Reviewed By: _____
Road Department/Public Works Supervisor Date

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s:
 Building: _____
 Encroachment: _____
 Current Zone: _____

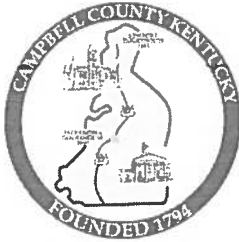
FEE	DESCRIPTION	CODE
\$	Building Permit	BPNEWC1
\$	Encroachment Permit	ENCRPMT
\$	Other	LATEPEN / CREDITCARD
\$	TOTAL AMOUNT DUE	

DATE RECD: _____

- Approved
- Approved With Conditions
- Denied

Reviewed By: _____

Cash Check #: _____ Name: _____



Electrical Permit Application

Campbell County & Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County or in the City of:
- | | | | | |
|-------------------------------------|---|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Alexandria | <input type="checkbox"/> Bellevue | <input type="checkbox"/> California | <input type="checkbox"/> Cold Spring | <input type="checkbox"/> Crestview |
| <input type="checkbox"/> Dayton | <input type="checkbox"/> Highland Heights | <input type="checkbox"/> Melbourne | <input type="checkbox"/> Mentor | <input type="checkbox"/> Silver Grove |
| <input type="checkbox"/> Southgate | <input type="checkbox"/> Woodlawn | | | |

2. Project Name: _____

3. Project Address: _____

4. PIDN: 999-99-____ - ____ . ____

5. Subdivision: _____ Lot #: _____

6. Property Owner's Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

7. Contractor's Name: _____

Business Name: _____

Ky Electric License #: ME - _____ CE - _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

Occupational Tax License #: _____ County: _____ City: _____

8. Estimated Cost of Electrical Work Being Performed: \$ _____

9. Type of Structure:

- Single Family Home Mobile Home Multi-Family Home Commercial Structure
- Detached Garage Pole Barn Shed
- Other: _____

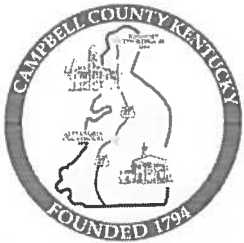
10. Type of Work Being Performed:

- New Construction New Service Panel Repair Addition
- Alteration Other: _____

11. For Electrical Inspections: Contact One of the following State-Certified Electrical Inspectors listed below. The same inspector must perform all inspections on this project.

Electrical Inspection, Inc. (859) 746-9111 *City of Alexandria must use Electrical Inspection, Inc.*
Inspection Bureau Inc. (513) 381-6080

Once a final inspection has been obtained by the appropriate electrical inspector, the Building Inspection Department will need to be advised of the completion of the job. If you can take a photo of the approval sticker in the service panel, please email a copy to our office at sturner@campbellcountyky.org. If you are unable to locate this information, contact our office and schedule an inspector to visit your site.



HVAC Application for Commercial Buildings

Campbell County & Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County or in the City of:
- | | | | | |
|---------------------------------------|-------------------------------------|---|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Alexandria | <input type="checkbox"/> Bellevue | <input type="checkbox"/> California | <input type="checkbox"/> Cold Spring | <input type="checkbox"/> Crestview |
| <input type="checkbox"/> Dayton | <input type="checkbox"/> Ft. Thomas | <input type="checkbox"/> Highland Heights | <input type="checkbox"/> Melbourne | <input type="checkbox"/> Mentor |
| <input type="checkbox"/> Silver Grove | <input type="checkbox"/> Southgate | <input type="checkbox"/> Wilder | <input type="checkbox"/> Woodlawn | |

2. Project Name: _____

3. Project Address: _____

4. PIDN: 999-99-____ - ____ . ____

5. Subdivision: _____ Lot #: _____

6. **Property Owner's Name:** _____
Address: _____

City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

7. **Contractor's Name:** _____
Business Name: _____
Ky Master HVAC License #: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____
Occupational Tax License #: _____ County: _____ City: _____

8. Check all boxes that apply:

- New Construction Replacement Geothermal System Heat Pump
 Gas Forced Air Other: _____

9. **Will any duct be located in an unconditioned area?** Yes No
If yes, you will be required to complete Duct Tightness Verification.

10. Estimated Job Cost: \$ _____

11. Total Permit Fee: \$ _____

Value of Project	Permit Fee	Value of Project	Permit Fee	Value of Project	Permit Fee	Value of Project	Permit Fee
\$2,000 or less	\$125	\$100,001 to \$150,000	\$630	\$500,001 to \$600,000	\$1,725	\$1,100,001 to \$1,200,000	\$3,050
\$2,001 to \$10,000	\$180	\$150,001 to \$200,000	\$760	\$600,001 to \$700,000	\$1,900	\$1,200,001 to \$1,300,000	\$3,280
\$10,001 to \$25,000	\$270	\$200,001 to \$250,000	\$885	\$700,001 to \$800,000	\$2,125	\$1,300,001 to \$1,400,000	\$3,510
\$25,001 to \$50,000	\$330	\$250,001 to \$300,000	\$1,025	\$800,001 to \$900,000	\$2,355	\$1,400,001 to \$1,500,000	\$3,735
\$50,001 to \$75,000	\$390	\$300,001 to \$400,000	\$1,150	\$900,001 to \$1,000,000	\$2,590	\$1,500,001 to \$1,600,000	\$3,965
\$75,001 to \$100,000	\$500	\$400,001 to \$500,000	\$1,500	\$1,000,001 to \$1,100,000	\$2,820	\$1,600,001 and above	**

** \$3,965 plus \$200 each \$100,000 over \$1,600,000

12. **SIGNATURE:** I hereby certify that I am requesting the permit on behalf of all owners of this property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

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We are issuing this HVAC construction permit upon your request in accordance with KRS 198B.6671 and 815 KAR 8:070. You the undersigned, are fully aware that you are responsible for this installation in its entirety through completion. **It is your responsibility to notify, request and obtain all required inspections.** If for any reason you fail to complete this installation, it shall be your responsibility to notify us immediately.

Master HVAC Contractor Signature

Date

The following documents are **required** to be submitted with all applications for **new construction**.

- Two (2) copies of duct layout *[Three (3) sets if located within the City of Alexandria.]*
- Two (2) copies of load calculations *[Three (3) sets if located within the City of Alexandria.]*

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s: _____

Building: _____
HVAC: _____

Current Zone: _____

FEE	DESCRIPTION	
\$	HVAC Permit	
\$	Other	CREDITCARD
\$	TOTAL AMOUNT DUE	

DATE RECD: _____

- Approved
- Approved with conditions
- Denied

Processed By: _____

- Cash
- Check #:

Check Name: _____

13. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

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Print Name

Applicant's Signature Date

The following documents are **required** to be submitted with all applications for **new construction**.

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- Two (2) copies of load calculations *[Three (3) sets if located within the City of Alexandria.]*

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s: _____

Building: _____
HVAC: _____

Current Zone: _____

FEE	DESCRIPTION	CODE
\$	HVAC Permit	See Below
\$	Other	LATEPEN / CREDITCARD
\$	TOTAL AMOUNT DUE	

- HVACONE 1-2 Family Dwelling
- HVACAD1 1-2 Family Dwelling additional units
- HVACMUL Multi-Family Dwelling
- HVACMF1 Multi-Family Dwelling additional units

DATE RECD: _____

- Approved
- Approved with conditions
- Denied

Processed By: _____

- Cash
- Check #: _____

Check Name: _____



CITY OF ALEXANDRIA
 8236 WEST MAIN STREET
 ALEXANDRIA, KY 41001
 (859) 635-4125
 FAX (859) 635-4127

APPLICATION FOR ZONING PERMIT

APPLICANT: _____ **PERMIT#:** _____
PROPERTY LOCATION: _____ **PHONE NO.** _____
EMAIL: _____ **CELL NO.** _____

PROPOSED ZONING ACTIVITY: *(Mark all that apply)*

- | | | | | |
|---|-------------------------------------|---|--------------------------------|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Alteration | <input type="checkbox"/> Off-street Parking | <input type="checkbox"/> Sign | <input type="checkbox"/> Corner Lot |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Demolition | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Fence | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Other _____ | | | | |

Description: _____ Estimated Cost: _____

OWNER: _____
NAME ADDRESS CONTACT PHONE #

DBA: _____

CONTRACTOR: _____
NAME ADDRESS CONTACT PHONE #

NOTE:

- 1) In order to do business in the City of Alexandria, all contractors and sub-contractors must have a current Occupational License with Campbell County AND Alexandria.
- 2) You are required to complete the attached SUB-CONTRACTOR form and return it with application.
- 3) You are required as a contractor, to attach proof of Worker's Compensation Insurance; if you hire sub-contractor(s), you are responsible for making sure they have current Worker's Compensation Insurance.

THE ABOVE INFORMATION & ATTACHMENTS ARE TRUE & ACCURATE TO THE BEST OF MY KNOWLEDGE:

Dated _____ Applicants
 Signature _____

Comments: _____

FOR OFFICE USE ONLY

Date Received: _____ Does Contractor have Occupational License? Y _____ N _____

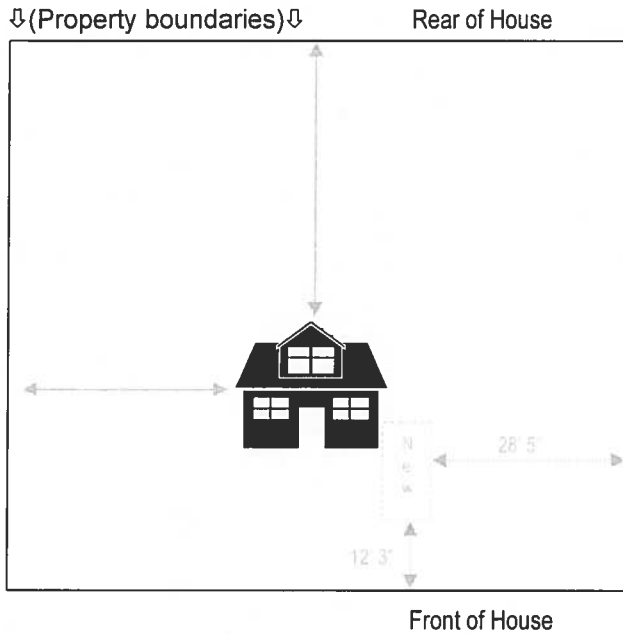
Date Approved: _____ Approved By: _____ Zoning Fee: _____

Zoning Permit # _____ Date C.O. Issued: _____ Other Fee: _____

Notes: _____ Total Fees: _____

Indicate the following information on the diagram below, or on a separate attachment:

- a) Show all **existing** and **proposed** structures including dimensions and height.
- b) **Indicate Setbacks:**
 - Front yard setback is the distance from the road right-of-way, to the proposed addition or existing building.
 - Side & rear setbacks are measured from the proposed addition to the property line.
- c) **Is this house located on a corner lot?** _____
 - **If so, please indicate the street locations next to the drawing below.**
- d) Locate existing driveway, parking and sidewalk if affected by proposed project.
- e) A drainage plan of lot, showing general direction of drainage and its relationship to adjacent property.



SETBACK (\longleftrightarrow):

A setback is the distance measured from the property line to nearest point of the proposed improvement. Please mark the setback in "feet" and "inches."

THE ABOVE INFORMATION & ATTACHMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Dated

Signature

COMMENTS: _____

