

Commercial and Multi Family Building Permit Application



CAMPBELL
COUNTY | KY

Campbell County Planning, Zoning and Building Inspection
1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

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

www.campbellcountyky.gov

1. Project Located In:

<input type="checkbox"/> Unincorporated Campbell County	<input type="checkbox"/> Alexandria	<input type="checkbox"/> Crestview	<input type="checkbox"/> Highland Heights	<input type="checkbox"/> Southgate
<input type="checkbox"/> Bellevue	<input type="checkbox"/> Dayton	<input type="checkbox"/> Melbourne	<input type="checkbox"/> Wilder	
<input type="checkbox"/> California	<input type="checkbox"/> Ft. Thomas	<input type="checkbox"/> Silver Grove	<input type="checkbox"/> Woodlawn	
<input type="checkbox"/> Cold Spring				

2. Project (Business) Name/ Description: _____
 Project Address: _____
 City: _____ State: _____ Zip: _____

3. PIDN: 999-99-____ - _____
4. Applicant: Engineer/Architect Property Owner Contractor

Engineer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact: _____

Architect: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact: _____

Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact: _____

Occupational Tax License: _____
County City

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

5. Type of structure: Commercial Industrial Multi-Family
6. Proposed Activity (*check all that apply*)
- | | | |
|---|---|---|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Change in use or occupancy | <input type="checkbox"/> Fire Alarm |
| <input type="checkbox"/> Remodel | <input type="checkbox"/> Range Hood | <input type="checkbox"/> Fire Suppression |
| <input type="checkbox"/> Tenant Finish | <input type="checkbox"/> Range Hood Ext. System | <input type="checkbox"/> Automatic Sprinkler System |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Other Suppression System | <input type="checkbox"/> Other _____ |
7. Estimated cost of project: _____
8. Existing use(s): _____ Proposed use(s): _____
9. Group Classification (KBC Ch.3) _____ Construction Type (KBC Ch.6) _____
- Number of Stories (*including basement*): _____ Number of units: _____
- Building Square Footage: _____ Square Footage of Remodel Area: _____
- Occupant load: _____
10. Verification of International Energy Conservation Code:
- Performance: Blower Door Test (by third party)
- Prescriptive: Visual Inspection (by Building/HVAC Inspector)
11. Is this project located in the Floodplain? YES NO
12. Is this project located on a Hillside Slope of 20% or greater? YES NO
13. Is this project located in a Historic District? YES NO
14. ACKNOWLEDGEMENT and AFFIDAVIT OF ASSURANCES (Notary Required):

I hereby certify that I am requesting this review on behalf of all owners of this property. All fees are due at the time of application and are not refundable, regardless of the decision of the Building Inspections, Planning Commission, Board of Adjustment and/or their authorized agent.

As applicant, I assure by this affidavit, that all contractors and subcontractors employed or that will be employed, on activity covered by the permit shall be in compliance with Kentucky requirements for workers' compensation insurance according to KRS Chapter 342 and unemployment insurance according to KRS Chapter 341.

Applicant's Affidavit Signature Date

<p>----- NOTARY -----</p> <p>The foregoing Affidavit of Assurance was acknowledged and sworn to before me by _____, Applicant, on this the ____ day of _____, 20____</p> <p>Notary Public State: _____</p> <p>Notary ID: _____</p> <p>My Commission Expires: _____, 20____</p> <p style="text-align: center; font-size: small;">(a notary is available at the PZ office)</p>

Note: This Affidavit of Assurances shall be submitted for any project requiring a building permit. Persons claiming exemption to the Workers' Compensation Laws should file a Waiver with the Kentucky Department of Workers' Claims, Division of Security & Compliance, 657 Chamberlin Ave, Frankfort Kentucky 40601 (800) 554-8601.

ATTACHMENTS (HVAC and Electrical to be submitted separately):

- | | |
|---|--|
| <input type="checkbox"/> Three sets of building plans (Four for Alexandria or Bellevue) | <input type="checkbox"/> Encroachment Permit Application |
| <input type="checkbox"/> Two sets of site plan (Three for Alexandria or Bellevue) | <input type="checkbox"/> Truss Drawings |
| <input type="checkbox"/> List of subcontractors with names and addresses | <input type="checkbox"/> Fire Alarm/Suppression Plans |
| <input type="checkbox"/> Historic Certificate of Appropriateness | <input type="checkbox"/> Range Hood Plans |
| | <input type="checkbox"/> Elevator Plans |
| | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Permit Fee |

-----INFORMATION BELOW TO BE COMPLETED BY STAFF-----

BP	-	-	Fees Recd.	Date Recd. _____
			\$_____ Bldg. Permit	<input type="checkbox"/> Credit Card
			\$_____ Zoning Permit	<input type="checkbox"/> Cash
			\$_____ Encrmt. Permit	<input type="checkbox"/> Check (#) _____
			\$_____ Change of Use	
			\$_____ Range Hoods	
			\$_____ Range Hood Ext.	
			\$_____ Fire Alarm System	
			\$_____ Sprinkler System	
			\$_____ Other	
			\$_____ Total	



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)*

New Construction Alteration Off-street Parking Sign Corner Lot
 Addition Demolition Accessory Building Fence Change of Use
 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 _____

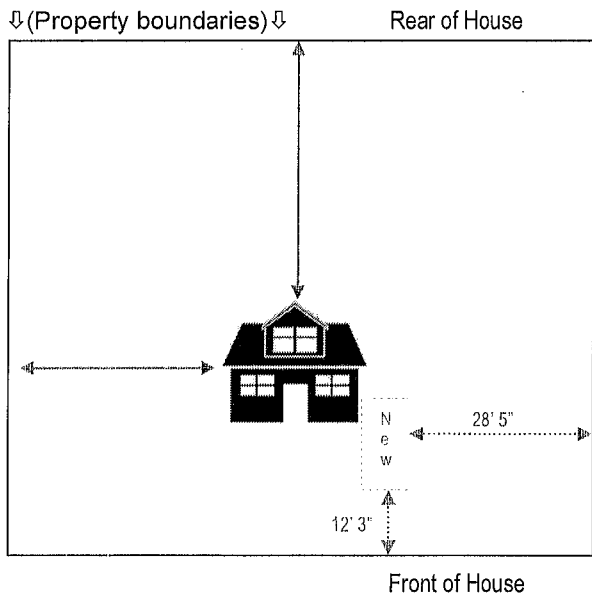
Date Approved: _____ Approved By: _____ Zoning Fee: _____

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 (←————→):

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: _____

**CITY OF ALEXANDRIA
Sub-Contractors List**

PHASE	BUSINESS NAME	ADDRESS	PHONE
GEN CONTRACTOR			
SUB CONTRACTOR			
EXCAVATION			
SEPTIC INSTALL			
FRAMING			
INSULATION			
HVAC			
PLUMBING			
ELECTRIC			
DRYWALL			
CONCRETE			
MASONRY			
ROOFING			
SIDING			
GUTTERS			
FLOORING			
GARAGE DOORS			
PAINTING			
TILE WORK			
DECK			
LANDSCAPE			
DESIGNER			
OTHER			
OTHER			
OTHER			
OTHER			