

**Miscellaneous Building Permit Application**  
(Includes Decks, Detached Garages, Fence, Pole Barns, Sheds and Pools)

**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](http://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-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_ Zone: \_\_\_\_\_

4. Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

5. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

6. Contractor's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

7. Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

8. Proposed Activity: (Check all that apply.)       New Construction       Remodel/Addition

**Deck/Patio/Porch:**

- A. Is the structure attached directly to the home?       Yes       No
- B. At 4 feet from the edge of the structure, is the grade equal to or greater than 30 inches from floor to finished grade?       Yes       No
- C. What is the square footage of the deck, patio or porch? \_\_\_\_\_ Sq. Ft.

**Garage:**

- A. Will electric be installed?       Yes       No
- B. Will HVAC be installed?       Yes       No
- C. What is the square footage of the detached garage? \_\_\_\_\_ Sq. Ft.

**Fence:** *Surveys are recommended, but not required for fences.*

A. Type of Fence: \_\_\_\_\_ Height of fence: \_\_\_\_\_ inches

- Chain Link       Solid Privacy       Vertical Picket  
 Split Rail or Board (with horizontal boards)       Other: \_\_\_\_\_

B. Does your lot sit on a corner?  Yes       No

If "Yes", is your lot a double frontage lot?  Yes       No

C. Is the fence to be used to enclose a swimming pool?  Yes       No

**Driveway/Off-Street Parking/Loading Area:**

A. Will the curb be modified?  Yes       No

B. Will the parking area be paved?  Yes       No

C. What is the square footage of the additional area? \_\_\_\_\_ Sq. Ft.

**Pole Barn/Shed:** *See the Pole Barn Handout for additional information*

A. Will electric be installed?  Yes       No

B. Will HVAC be installed?  Yes       No

C. What is the square footage of the structure? \_\_\_\_\_ Sq. Ft.

**Pool:**

A. Type of Pool:  Above Ground       In-Ground

B. Maximum Depth: \_\_\_\_\_ Ft.

C. Type of Enclosure

Fence around the yard with self-closing and self-latching gate(s). Height of fence: \_\_\_\_\_ inches

Chain Link

Vertical Pickets (maximum 4 inch spacing between pickets)

Solid Privacy Fence (maximum 8 feet high)

Split Rail or Board Fence with horizontal rails (must have attached wire liner)

Other: \_\_\_\_\_

Deck Enclosure with self-closing and self-latching gates (**deck permit also required**)

Not Applicable: Above ground pool with 48 inches or greater side wall of pool **projecting above grade.**

D. Additional Points of Information:

- A temporary or permanent enclosure must be installed immediately after excavation for in-ground pools.
- Pools may not be filled with more than 23 inches of water until the proper enclosure has been constructed.
- A final inspection is required prior to placing the pool in service. Electric inspection must be complete. Pool enclosure must be complete.

**Retaining Wall (greater than 4 feet in height):**

A. Do you have engineered drawings for the plan?  Yes       No  
Please attach a stamped copy to this application.

B. What is the maximum height of the retaining wall? \_\_\_\_\_ Sq. Ft.

9. Estimated Cost of Project: \$ \_\_\_\_\_

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

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

12. **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

\_\_\_\_\_  
Owner or Contractor Signature Date

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

- Two (2) sets of building plans [Three (3) 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
- Liability Insurance Certificate/Workers Compensation and Unemployment Insurance  
**OR**  
Homeowner's Insurance Certificate when self-construction
- List of all subcontractors – name and address
- Permit Fees per current fee schedule

\*\*\*\*\*  
**INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL**

APPLICATION #'s: \_\_\_\_\_

Building: \_\_\_\_\_  
Zoning: \_\_\_\_\_

Current Zone: \_\_\_\_\_

Total Sq. Ft.: \_\_\_\_\_

FEE	DESCRIPTION	CODE
\$	Building Permit	See VI., H.
\$	Zoning Permit	ACCSTRT
\$	Other	LATEPEN / CREDITCARD
<b>TOTAL AMOUNT DUE</b>		

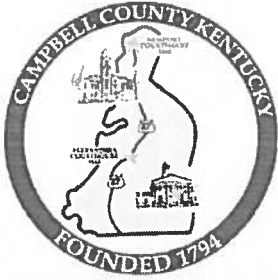
DATE RECD: \_\_\_\_\_

- Approved
- Approved With Conditions
- Denied

Reviewed By: \_\_\_\_\_

- Cash
- Check #: \_\_\_\_\_

Check Name: \_\_\_\_\_



**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** \_\_\_\_\_



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 \_\_\_\_\_

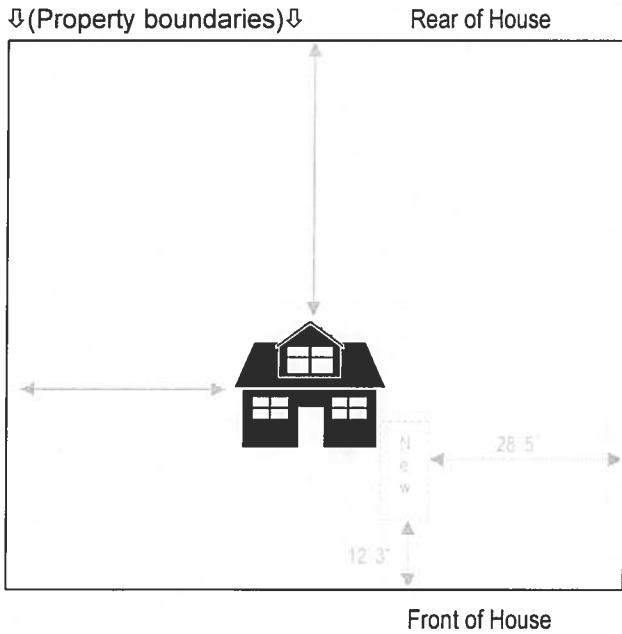
Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_ Zoning Fee: \_\_\_\_\_

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 ( ← → ):**

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_