

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: _____

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

7. Contractor's Name: _____

Address: _____

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

8. Property Owner's Name: _____

Address: _____

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

9. Engineer's Name: _____

Address: _____

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

10. Architect's Name: _____

Address: _____

Phone Number: _____ City _____ State _____ Zip _____
 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)
- 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

For Commercial Remodels on older structures:

- Copy of Approved Permit Sent to the KY Division of Air Quality.

APPLICATION #'s:

BP - _____ - _____

Current Zone: _____

Total Sq. Ft.: _____

FEE	DESCRIPTION
\$	Building Permit
\$	Zoning Permit
\$	Electric Permit
\$	Encroachment Permit
\$	Change of Use/Occupancy
\$	HVAC Permit
\$	Commercial Range Hoods
\$	Range Hood Extinguishing Sys.
\$	Fire Alarm System
\$	Automatic Sprinkler Systems
\$	All Other Suppression Systems
\$	Other
\$	TOTAL AMOUNT DUE

DATE RECD: _____

Credit Card

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)

- 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 _____

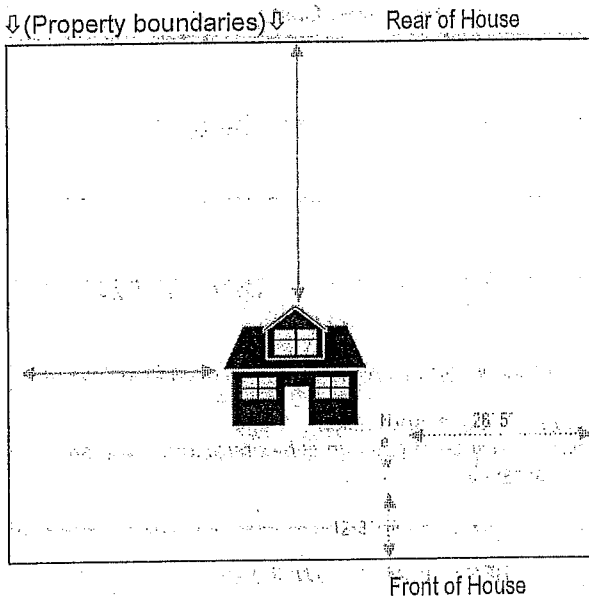
Date Approved: _____ Approved By: _____ Zoning Fee: _____

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: _____

