

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.campbellcountky.org

1. Project Located In: Unincorporated Campbell County * **Only at City's Request**
- | | | | | |
|---------------------------------------|--------------------------------------|---|--------------------------------------|------------------------------------|
| <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 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: _____
Occupational License #: _____
For Campbell County For City in Which the Project is Located

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.

For all applications, pursuant to KRS 198B.060(10), 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).

For all work completed by the homeowner, I certify that I am the owner of the above referenced property and that I currently reside at that location, or am constructing the home for use as my personal residence, and that I will personally perform all work on the Electric and/or HVAC system. All work shall conform with the Kentucky Residential Code and 815 KAR 8:070. I further state that I have not been issued a Homeowner's Electric and/or HVAC Permit for any location in the State of Kentucky in the last five (5) years.

For all Farm Exempt permits, I attest to the fact that the said property will be used for agricultural purposes on the property. Any barn or accessory structure will not be used or converted to a dwelling, living quarter or non-agricultural commercial space without an approved zoning permit indicating this use.

Print Name

Applicant Signature

Date

-----TO BE COMPLETED BY NOTARY-----

County of: _____

State of: _____

The foregoing Affidavit of Assurance was acknowledged and sworn before me by

_____, on the ____ day of _____, 20_____.

Notary Public: _____
Print Name

Signature

Notary of which state: _____

Notary ID #: _____

Commission Expiration 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.]
- List of all subcontractors – name and address
- Permit Fees per current fee schedule

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s: _____

BP - _____ - _____

Current Zone: _____

Total Sq. Ft.: _____

FEE	DESCRIPTION
\$	Building Permit
\$	Zoning Permit
\$	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)

- | | | | | |
|---|-------------------------------------|---|--------------------------------|--|
| <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 _____

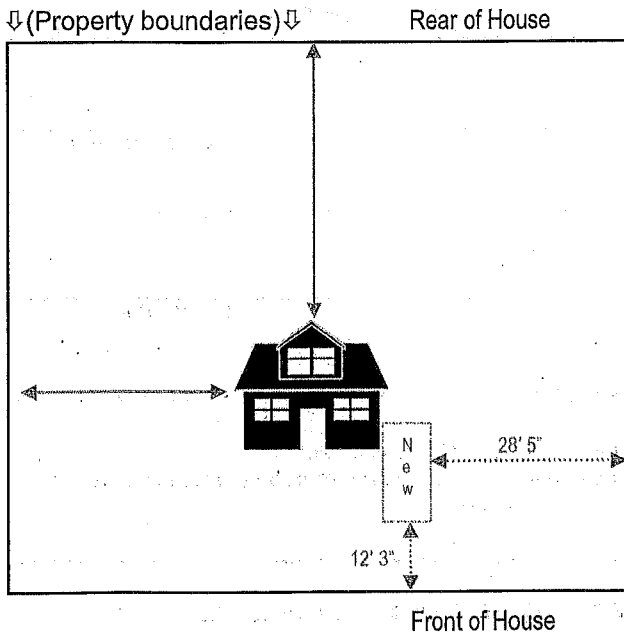
Comments: _____

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: _____

