

BUILDING PERMIT REQUIREMENTS

Below I have listed all the required documents to obtain a building permit. Gather all of the documents below and drop them off at my office (I do not have to be here when you drop them off) Once I have had a chance to review all the documents, I will contact you and let you know how much the fee will be. Please allow at least a week for review once all documents have been turned in.

- Completed Building Permit Application (I have attached a copy for you)
- Site Plan (showing setbacks dimensions to all property lines from the proposed structure)
- Building Plans (Floor Plan, elevations, etc.) If a remodel, I need a drawing of existing and then a drawing of proposed.
- Floor plan with all rooms labeled as to use, dimensions of all rooms and hallways, stairways, locations of furnace, water heater, fireplaces, etc.
- Footer plans
- Cross section through a typical bearing wall, from footer to roof deck. Indicate dimension and size of footing, foundation wall, anchor bolts, plates and sills, studs, sheathing, etc.
- Roof & Floor framing plan indicating size and spans of rafters & floor joists. If trusses, provide the truss specs.
- List of all sub-contractors to be used on the job with addresses & telephone numbers
- Total cost of construction to complete the job
- Contractor Information (name, address, phone #, business license # & Tax ID)
- Certificate of Insurance from Contractor (Liability & WC)

Electrical permit will be pulled through our office by your electrician for a fee of \$25.00

Plumbing permit will need to be pulled by your plumber through the Bourbon County Health Department. (or if over 10 acres you can fill out the Farm Exemption Affidavit)

HVAC permit will need to be pulled by your HVAC contractor through the state.

Or you can click on the link below which will allow you to do everything online as well as upload all your documents.

<https://parisbourbon.portal.iworg.net/portalhome/parisbourbon>

Building Permit Application for Construction of, or additions/remodels to Commercial Buildings

Instructions to applicant: Complete all applicable information in full. Building plans and a permit fee must accompany this application. The more information provided in the plans, the less chance of problems being discovered during construction. The minimum plans required are:

1. Site plan showing all lot corners and lot dimensions, a footprint of the house with the setback dimensions indicated, any utility easements, location of water and sewer laterals, driveway width and length, fences, etc.
2. Floor plan with all rooms labeled as to use, dimensions of all rooms and hallways, stairways, locations of smoke detectors, furnace, water heater, etc.
3. Cross section through a typical bearing wall, from footer to roof deck. Indicate dimension and size of footing, foundation wall, anchor bolts, plates and sills, studs, sheathing, etc.
4. Floor framing and roof framing plan indicating size and spans of floor joists and rafters. If trusses will be used, provide the truss specs.

The application will be processed as soon as possible, and your permit will be issued only when all required information has been submitted and reviewed (normally within one week of application). **Work shall not begin until the permit is issued.**

All contractors/subcontractors are required by State law to provide Worker's Compensation and Unemployment Insurance.

All property lines must be located and staked. All structures must be designated and constructed in accordance with International Building Code.

Property Address _____ Lot # _____

TYPE OF IMPROVEMENT AND USE: (Check all that applies)

- | | | | | |
|----------------------------------------------|---------------------------------------------|----------------------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Use Group Change | Use Group | Type of Construction | |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Assembly | <input type="checkbox"/> 1A | <input type="checkbox"/> 4B |
| <input type="checkbox"/> Interior Alteration | <input type="checkbox"/> Hood Suppression | <input type="checkbox"/> Business | <input type="checkbox"/> 1B | <input type="checkbox"/> 5A |
| <input type="checkbox"/> Range Hood | <input type="checkbox"/> State Jurisdiction | <input type="checkbox"/> Educational | <input type="checkbox"/> 2A | <input type="checkbox"/> 5B |
| <input type="checkbox"/> Fire Alarm | # _____ | <input type="checkbox"/> Factory | <input type="checkbox"/> 2B | |
| <input type="checkbox"/> Fire Suppression | | <input type="checkbox"/> Institutional | <input type="checkbox"/> 3A | |
| <input type="checkbox"/> Sign | | <input type="checkbox"/> Mercantile | <input type="checkbox"/> 3B | |
| <input type="checkbox"/> Swimming Pool | | <input type="checkbox"/> Mixed Use | | |
| | | <input type="checkbox"/> Storage | | |

- Residential Use Group
- Multi-Family Apartment Condominium
- Number of Stories: _____ Number of Units: _____
- Square Footage: _____

COST OF CONSTRUCTION: \$ _____

DESCRIBE PROPOSED CONSTRUCTION:

Property owner _____ home phone _____ daytime phone _____

Address _____

General Contractor _____	Contact Person _____	Phone _____
Address _____		Cell Phone _____
Architect/Engineer _____		Phone _____
Address _____		Fax _____

Building Setbacks: (From Property Line)	Floor Area:
Front _____ ft. (Right-of-Way Line)	1 st Floor _____ sq. ft.
Left Side _____ ft.	2 nd Floor _____ sq. ft.
Right Side _____ ft.	Garage: _____ sq. ft. __ Attached __ Detached
Rear _____ ft.	Basement _____ sq. ft. __ Finished __ Unfinished

Electric: __ KU __ City of Paris __ Bluegrass Energy __ Clark Energy Service Size: _____ amp
Heating Fuel: __ Natural Gas __ Electric __ Geothermal __
Water Heater: __ Electric __ Gas Sewage: __ Public __ Septic System

Footings: Concrete psi _____ Thickness _____ Width _____ Depth Below grade _____ Rebar Y N
Foundation: Thickness _____ Height _____ Masonry __ Concrete __ PSI _____ Rebar Size _____
Vertical Rebar Spacing _____ Horizontal rebar spacing _____ Dampproofing material _____
Plate anchors: Y N Bolt Diameter _____ Length _____ Spacing _____ Strap Y N Other _____

Bearing Wall Studs:	Size _____	Spacing _____	Width _____	Material _____
Joists: 1 st Floor	Size _____	Spacing _____	Longest Span _____	Material _____
2 nd Floor	Size _____	Spacing _____	Longest Span _____	Material _____
Ceiling	Size _____	Spacing _____	Longest Span _____	Material _____
Sheathing Thickness _____ Material _____ Insulation R Value: Wall ____ Roof ____ Floor ____				
Roof: __ Truss __ Rafter Exterior Siding: __ Brick __ Vinyl/Alum. __ Wood __ Other				
Attic Storage: Y N				

A complete subcontractors list is to be submitted to the Building Official prior to any construction. Any and all changes in subcontractors during construction MUST be reported and updated in the building permit file.

I hereby certify that I am the owner or authorized agent of the owner of the property described herein, and that all information provided in this application and attachments hereto are true and accurate, and that any misrepresentation or misstatement of facts shall be grounds for denial or revocation of the permit. I hereby state that pursuant to KRS Chapter 198B.060(10) and KRS Chapter 342, all contractors and subcontractors employed in any activity covered by this permit shall be in compliance with the Commonwealth of Kentucky requirements for Worker's Compensation Insurance and Unemployment Insurance.

Signature of Applicant _____
Date

For Office Use Only:			
Permit No. _____	Date Approved _____	Date Denied _____	
Approved by _____	Fee Paid \$ _____	Check # _____	Cash Y N
Certificate of Occupancy issuance date _____			