

# PERMIT APPLICATION REQUIREMENTS

Below I have listed all the required documents to obtain a building permit. 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 Deck Permit Application (I have attached a copy for you)
- Site Plan (showing setbacks dimensions to all property lines from the proposed structure)
- Building Plans for the deck
  - Plans should include dimensions of deck, height off of ground, ledger board size & number of lags, joists size & spacing, beams size & spacing, posts, etc.
  - Roof & Floor framing plan indicating size and spans of rafters & floor joists and load paths. 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

Please let me know if you have any questions.

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.iworq.net/portalhome/parisbourbon>

Please let me know if you have any questions.

Thank you,

*Michelle Thornsburg*

Building Inspector/Code Enforcement  
Paris-Bourbon County Joint Planning  
859-987-2150

[mthornsburg@paris.ky.gov](mailto:mthornsburg@paris.ky.gov)

# Building Permit Application for Construction of a Deck or Deck Addition

**Instructions to applicant:** Complete all applicable information in full. Building plans 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 existing buildings & structures, deck location, dimension & materials, deck distance to property lines, any utility easements, driveway width and length, fences, etc.
2. 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 structures must be designated and constructed in accordance with the 2018 Kentucky Residential Building Code.

Property Address \_\_\_\_\_ Lot # \_\_\_\_\_

Owner \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

Owner Address \_\_\_\_\_

COST OF CONSTRUCTION: \$ \_\_\_\_\_

DESCRIBE PROPOSED CONSTRUCTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Contractor _____	Contact _____	Phone _____
Address _____		Email _____
Architect/Engineer _____		Phone _____
Address _____		

<b>Building Setbacks:</b> (From Property Line)	Total Sq Ft of deck: _____
Front _____ ft. (Right-of-Way Line)	
Left Side _____ ft.	
Right Side _____ ft.	
Rear _____ ft.	

### IMPORTANT DECK INFORMATION

The deck floor shall not be higher than the highest floor of the principal structure on the lot.

Decks shall have an appearance that is compatible with the principal structure on the lot.

Decks shall not infringe on sanitary or water systems or be located in a recorded easement.

Decks shall not be used for commercial activity on a residentially zoned property without a home occupation permit.

Decks shall not adversely affect neighboring properties.

All materials must be approved materials recognized by the Kentucky Building Code.

Decks shall remain in good repair at all times.

It is the property owner's responsibility to determine property lines and certify the deck meets the appropriate setbacks at the time of construction.

**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