

**THE FOLLOWING IS A LIST OF REQUIREMENTS TO BE SUBMITTED WITH A BUILDING/ZONING APPLICATION:**

**We will need for a COMMERCIAL PROJECT – NEW:**

1. A legal description of the property, and a copy of your deed.
2. A copy of the approved and recorded plat.
3. Three (3) site plans including distances from all structures to property lines, location of proposed access points (driveway), and its location with respect to adjacent existing access points, water drainage and grading.
4. Applicant is responsible to take one (1) site plan to Sanitation District # 1 for surface water drainage review. Contact Sanitation District # 1 for further details (859.578.7450).
5. Three (3) sets of building plans; one set for city files, one approved, stamped set returned to applicant, and one set sent to Kenton County PVA.
6. Estimated market value of the job (on the application). The fee is due when the application is submitted. The fee is figured on the cost of the job:

**FOR EXAMPLE: Project = construction of a new commercial building @ \$1,100,000.**

\$ 10.00 (first \$1,000)  
\$2,997.00 (\$3. X each \$1,000 to \$1M)  
\$1,000.00 (each million or portion thereafter)  
\$ 200.00 (zoning fee)  
**\$4,207.00 TOTAL**

7. An affidavit pursuant to KRS 342.610(5) – Either for Individual or Corporation or Partnership **OR** proof of Workmens' Compensation Insurance from your building contractor.
8. A copy of your contractor's Kenton County Occupational License.