

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

We will need for a **DECK**:

1. A completed and signed **zoning application** and **building application**.
2. Site plan showing distances from the deck to all property lines and any other structure(s) (i.e. – shed, residence, pool) on the property.
3. 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) showing the following:

post hole depth	post size
beam size and span	joist size and span
decking size	guardrail height
baluster spacing	handrail size and height
stair riser height	stair tread width

5. Two (2) sets of building plans.
6. Estimated market value (on the application).
 - A. Decks require a building permit fee and a zoning permit fee; and
 - B. A check for the fee is due when the application is submitted;
Zoning fee = flat fee of \$25.00
Building fee = flat fee of \$75.00
TOTAL = \$100.00
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.