

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

We will need for a SINGLE-FAMILY RESIDENCE:

1. A completed and signed zoning application and building application.
2. A copy of the approved and recorded plat.
3. Site plan including distances from the proposed structure to all property lines, location of proposed access points (driveway), and its location with respect to adjacent existing access points, water drainage and grading.
4. 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.
5. Market value of job (on the application). You will be called with the fee amount on single-family residences. Fee will be based on estimated market value of residence using latest edition of Marshall & Swift's Residential Cost Handbook. You can either send in a check and your permit will be mailed to you; or you can bring a check into the office and pick up your permit.
Zoning Permit (flat fee) = \$50.00
Building Permit = \$10.00 / 1st \$1,000. Market Value
+ \$ 3.00 / each additional \$1,000.
6. 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.
7. A copy of your contractor's Kenton County Occupational License.