

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

We will need for a BASEMENT FINISH / REMODEL:

1. A completed and signed **building application**.
2. One (1) set of building plans are to be submitted for review. The building plans will be stamped and returned to the applicant. A digital copy of the plans are to be submitted via email, flash drive, or other media if the plans are larger than ledger (11 x 17) size.
3. Estimated market value of project (Item F on the application).
4. Basement remodels have a permit fee of **\$200.00**. The fee is due when the application is submitted and can be made using check, cash or credit card.
5. An affidavit pursuant to KRS 342.610(5) – Either for Individual or Corporation or Partnership ***OR*** proof of Workmens' Compensation Insurance from all of your contractors.
6. A copy of all of your contractors' Kenton County Occupational License. Erlanger shall be listed on the license.
7. A copy of your electrical and plumbing contractors' Kentucky Master License.
8. HVAC portion of the project shall be permitted separately.