

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

**We will need for a COMMERCIAL PROJECT - ADDITION:**

1. One (1) site plan 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.
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.
3. 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).
4. A completed and signed **zoning application** and **building (commercial) application**.
5. The BUILDING fee is figured on the total square footage of the job (**\$0.125 per square foot**) (**minimum fee: \$750.00, maximum fee: \$15,000.00**). The ZONING fee is a flat fee of **\$200**. Fees can be paid using check, cash or credit card when submitting the applications.

**FOR EXAMPLE: Project = construction of a commercial addition: 20,000 square feet.**

Building: \$2,500.00 (20,000 x \$0.125)

Zoning: \$ 200.00

Total: \$2,700.00

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 all of your contractors' Kenton County Occupational License. Erlanger shall be listed on the license.
8. A copy of your electrical and plumbing contractors' Kentucky Master License.
9. HVAC portion of the project shall be permitted separately.