

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

We will need for a COMMERCIAL PROJECT – INTERIOR REMODEL OR TENANT FINISH:

1. 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.
2. A completed and signed **building (commercial) application**.
3. The BUILDING fee is figured on the total square footage of the job (**\$0.10 per square foot**) (**minimum fee: \$500.00, maximum fee: \$10,000.00**). Fees can be paid using check, cash or credit card when submitting the applications.

**FOR EXAMPLE: Project = Commercial building alteration or tenant finish:
10,000 square feet**

Building: \$1,000.00 (10,000 x \$0.10)

Total: \$1,000.00

3. 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.
4. A copy of all of your contractors' Kenton County Occupational License. Erlanger shall be listed on the license.
5. A copy of your electrical and plumbing contractors' Kentucky Master license.
6. HVAC portion of the project shall be permitted separately.