

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. One (1) set of building plans are to be submitted for review. The building plans will be stamped and returned to the applicant. If the building plans are larger than ledger size, a digital copy of the building plans are to be submitted via email, flash drive, or other media.
5. Market value of job (on the application).
6. Building permit fee is based on the total square footage of the residence. The total square footage is the sum of the basement, 1st floor, 2nd floor, bonus room, garage, covered deck, and covered porch areas.

Zoning Permit (flat fee) = \$65.00
Building Permit = \$0.239 x total square footage of residence

7. 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.
8. A copy of all of your contractors’ Kenton County Occupational License. Erlanger shall be listed on the license.
9. A copy of your electrical and plumbing contractors’ Kentucky Master License.
10. HVAC portion of the project shall be permitted separately.