



**Application Procedures**  
719 Rodgers Road Villa Hills, KY 41017  
Phone: 849.341.1515 Fax: 859.341.0012

**The following is a list of requirements to be submitted with a Residential Zoning/Building Permit Application:**

Please fill out the application and be sure to sign it.

**Deck Requirements:**

The following items are required to be submitted as part of your deck permit.

**Zoning Ordinance Requirements:**

Drawing (Site Plan) which shows the following:

- Lot lines
- Location of all existing structures on the property
- Identification of street(s)
- Location of proposed deck
- Dimensions from deck to all property lines

**Building Code Requirements:**

Please indicate on deck plan:

- Size of deck(s)
- Footing information (show size and indicate depth below grade – frost line is 30")
- Decking span or joist spacing
- Joist span or beam spacing
- Beam span or post spacing
- Joist, column, beam, and decking size(s)
- Spacing, size, and number of anchors for attachment to building (if applicable)
- Handrails and guardrails (Handrails required if stair has 3 or more risers. Guardrails required if deck is greater than 30 inches above finished grade at any point. Guardrails to be minimum 36 inches high.)
- All lumber to be pressure treated
- Size of decking

Please make sure all items are checked and included on plans before submitting to Building Official.

## **The following is a list of requirements to be submitted with a Building Application:**

### **For a Deck Extension:**

Please fill out the application in its entirety (all spaces) and be sure to sign it on the back.

Place N.A. for all items not applicable.

- A.) We need an Affidavit pursuant to KRS 342.610(5) – Either for Individual or Corporation or Partnership or proof of Kentucky’s Workers Compensation Insurance, if we do not have one on file. (Most Contractors are on file)
- B.) A Copy of your contractor’s Occupational License for the county/city where the work is being performed.
- C.) Two Copies of your site plan including:
  - 1) Location of all existing and proposed easements
  - 2) Identification of any street adjacent to the property
  - 3) Proposed or existing septic tank, leach field, or other septic system shall be shown to scale (N/A on deck extension requests.)
  - 4) Property Lines with bearings and dimensions
  - 5) Location of existing and proposed building(s) and uses along with the distance from the existing and proposed building to the front and/or right of way lines, side and rear lines.
  - 6) Location of Driveway, Sidewalks, and other off street parking areas, as well as type of surfacing used. (N/A on deck extension requests.
  - 7) Provisions for erosion control, hillside slippage and sedimentation, indicating the temporary and permanent control practices and measures, which will be implemented during all phases of clearing, grading and construction. Water drainage and grading lines (N/A on deck extension requests)
  - 8) The existing and proposed topography, shown by contours with intervals not to exceed five feet. The Northern Kentucky Area Planning Commission can produce a topography map for a cost of \$2.65. The applicant must then place (draw) the proposed structure on the topo map. (N/A on deck extension requests)
  - 9) Two (2) sets of building plans.
  - 10) Vicinity map showing location of property ( N/A on Deck extension request)



**Application for Zoning/Building/Electrical Permit**

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City/County of: \_\_\_\_\_

- 1) Address of proposed activity \_\_\_\_\_
- 2) Subdivision Name \_\_\_\_\_ Lot# \_\_\_\_\_ PIDN \_\_\_\_\_
- 3) Deed Book/Page# \_\_\_\_\_
- 4) \_\_\_\_\_

	Owner	Contractor	Plans By	Applicant
<b>Name</b>				
<b>Address</b>				
<b>City</b>				
<b>State</b>				
<b>Zip</b>				
<b>Phone #</b>				
<b>Fax #</b>				
<b>Cell #</b>				

5) Reviewed under: \_\_\_ 2002 KRC \_\_\_ 1997 KBC \_\_\_ 1995 CABO \_\_\_

- 6) Proposed zoning or building activity
  - \_\_\_ New Building      \_\_\_ Alteration to Building      \_\_\_ Accessory Structure
  - \_\_\_ Addition to Building      \_\_\_ Demolition      \_\_\_ Repair/Replacement
  - \_\_\_ Fence - Height/Type \_\_\_\_\_      \_\_\_ Agricultural/Farm Exemption
  - \_\_\_ Other \_\_\_\_\_

Description of Proposed Activity: \_\_\_\_\_

7) Estimated Cost \$ \_\_\_\_\_

- 8) Type of sewage disposal
  - \_ Public or Centralized
  - \_ On-Site Sewage Disposal (Septic Tank, etc.)

- 9) Type of water Supply
  - \_ Public
  - \_ Private (Well, Cistern)

- 10) Electric
  - Electrician: \_\_\_\_\_
  - NKEA # \_\_\_\_\_
- 11) HVAC
  - Contractor: \_\_\_\_\_
  - License # \_\_\_\_\_

- 12) Manufactured Home \_\_\_\_\_  
 Home MAKE \_\_\_\_\_  
 \_\_\_ Number of Bathrooms  
 \_\_\_ Number of Bedrooms

- 13) Modular Home \_\_\_\_\_  
 Home MODEL \_\_\_\_\_  
 \_\_\_ Number of Bathrooms  
 \_\_\_ Number of Bedrooms

- 14) Is Project located within the Floodplain? Yes \_\_\_\_\_ No \_\_\_\_\_
- 15) Is Project to be located on an original hillside slope of 20% or greater? Yes \_\_\_\_\_ No \_\_\_\_\_

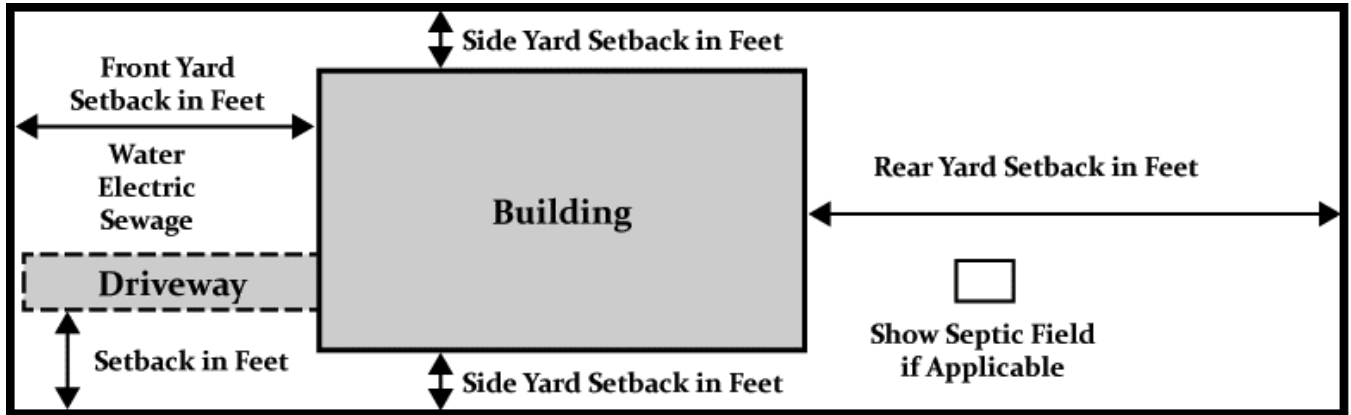
**Information below to be completed by building official**

A.) Application # _____	Date Received _____
SIC Code _____	Approved _____
Zone _____	Approved w/conditions _____
Cash Pd _____	Building _____
Check # _____	Zoning _____
Date _____	Permit Issued _____
TOTAL _____	Certificate of Occupancy _____
Fee Received _____	



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Page 2**

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Indicate the following information on a separate attachment.  
Minimum of 8.5" x 11" Sheet of Paper (See Example Above)

Site plans for all structures with permanent walls and roof structure, as regulated by the Kentucky building code, must be to scale no greater than one inch equals fifty feet and include the following information:

- a.) The location of every existing and proposed building, including dimensions and height, distances to all property lines and the number, size, and type of dwelling units.
  - b.) All property lines, shape and dimensions of the lot to be built upon.
  - c.) Lot width at building setback line.
  - d.) Front, Rear, and Side yard setbacks.
  - e.) Location and dimensions of all access points, driveways, and off-street parking spaces.
  - f.) A drainage plan of the lot showing general direction of drainage on the lot and its relationship to adjacent properties.
  - g.) All sidewalks, walkways, and open spaces.
  - h.) Location, type, and height of all walls, fences, and screen plantings.
  - i.) Location of all existing streets including right-of-ways and easements of record.
  - j.) Show all Utilities.
  - k.) The existing and proposed topography, shown by contours with intervals not to exceed five feet; for all **new** buildings in excess of **120 square feet**.
- 16) **No work shall be started until proper permits have been issued.**
  - 17) **Fees are non-refundable.**
  - 18) **All actions, taken in connection with this application, are based on the representations by applicant that the information submitted is correct and accurate and the burden of proof of its correctness and accuracy is the responsibility of the applicant.**

\_\_\_\_\_  
Owner of Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner of Authorized Agent

\_\_\_\_\_  
(Please Print)