



Commercial & Multi-Family Building Application

Campbell County & Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County or in the City of:
- | | | | | |
|-------------------------------------|---|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Alexandria | <input type="checkbox"/> Bellevue | <input type="checkbox"/> California | <input type="checkbox"/> Cold Spring | <input type="checkbox"/> Crestview |
| <input type="checkbox"/> Dayton | <input type="checkbox"/> Highland Heights | <input type="checkbox"/> Melbourne | <input type="checkbox"/> Mentor | <input type="checkbox"/> Silver Grove |
| <input type="checkbox"/> Southgate | <input type="checkbox"/> Woodlawn | | | |

2. Project Address: _____

3. Project (Business) Name: _____

4. PIDN: **999-99-**____ - ____ . ____ Zone: _____

5. Subdivision: _____ Lot #: _____

6. **Applicant's** Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

7. **Contractor's** Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

8. **Property Owner's** Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

9. **Engineer's** Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

10. **Architect's** Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

11. Who is the Design Professional (listed above) in Charge? Engineer Architect

The following documents are **required for all** projects and must be submitted with all applications.

- Three (3) sets of building plans **[Four (4) sets if located within the City of Alexandria.]**
- Two (2) copies of a site plan **[Three (3) sets if located within the City of Alexandria.]**
- Affidavit of Assurance and Contractor's Occupational Tax License Number (County and City)
- Liability Insurance Certificate/Workers Compensation and Unemployment Insurance
- List of all subcontractors – name and address
- Permit Fees per current fee schedule

In addition, the following documents (as applicable) are **required for all new construction**.

- Change of Use / Occupancy Application if applicable
- Copy of Recorded Deed, Record Plat or Approved Subdivision Plan
- County or State Road Encroachment Permit Application
- HVAC Permit Application
- Electric Permit Application

The following Shop Drawings may be submitted for review at a later date, but **prior** to installation.

- Truss Drawings
- HVAC Plans (including two (2) copies of the duct layout and load calculations)
- Fire Suppression Plans
- Fire Alarm Plans
- Range Hood Plans
- Elevator Plans

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s:

Building: _____
 Zoning: _____
 Electric: _____
 Encroachment: _____
 Current Zone: _____
 Total Sq. Ft.: _____

FEE	DESCRIPTION	CODES
\$	Building Permit	
\$	Zoning Permit	
\$	Electric Permit	ELECPMT
\$	Encroachment Permit	ENCRPMT
\$	Certificate of Occupancy	CERTCON
\$	Change of Use/Occupancy	CHGUSE1 / CHGOCC1
\$	HVAC Permit	
\$	Commercial Range Hoods	RNGHOOD
\$	Range Hood Extinguishing Sys.	RNGHDES
\$	Fire Alarm System	FIREA20 / FIREADL
\$	Automatic Sprinkler Systems	SPRSYS 2 or 3 or 9
\$	All Other Suppression Systems	OTHRSYS
\$	Other	LATEPEN / CREDITCARD
\$	TOTAL AMOUNT DUE	

DATE RECD: _____

- Approved
- Approved With Conditions
- Denied

Reviewed By: _____

- Cash
- Check #: _____

Check Name: _____