



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: _____



Building Permit Application Instructions

Campbell County & Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

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

www.campbellcountky.org

Please fill out the Building Permit Application in its entirety (all spaces). Use "N/A" for all items not applicable. All fees are due at the time your application is submitted. **All fees are non-refundable.**

Attachments to Application:

The following information will be required to be attached to each application submitted for review. Depending on the type of project, additional information may be requested.

1. **Building Plans:** Attach two (2) sets of residential or three (3) sets of commercial/multi-family building plans for review. Plan sets must be readable. One approved set will be returned to you to be kept onsite during construction. *Alexandria projects must also include an additional file copy not to exceed 11x17 size.*
2. **Site Plans:** Attach two (2) copies of a site plan. One set will be returned to you. *Alexandria projects must also include a file copy not to exceed 11x17 size.* The site plan must include:
 - shape and dimensions of the lot
 - location and dimensions of existing buildings
 - setbacks (front, rear, side) from structure to property line or right-of-way
 - proposed buildings and/or additions
 - sidewalk
 - driveway
 - retaining wall
 - location and names of public or private roads
 - access easements of record
 - location of all utilities and septic systems
 - applicable provisions for erosion control and surface water drainage
3. **Affidavit of Assurance and Occupational Tax License:** A notarized *Affidavit of Assurance* and the contractor's Occupational Tax License number for the County and City where the project is located.
4. **Liability Insurance:** A current statement of Liability Insurance Certificate and/or Kentucky's Workers Compensation Insurance. If the homeowner is self-performing the work, the declaration page of the homeowner's insurance policy is acceptable.
5. **Subcontractor List:** A complete list (name and addresses) of all contractors and subcontractors.
6. **Encroachment Permit Application:** A completed Encroachment Permit application for access from all county or city maintained roads/streets. Access from a state road requires coordination with the Kentucky Department of Transportation. Access from a private road or driveway, requires a recorded easement authorizing access through the private road or driveway.
7. **Recorded Deed and Record Plat:** A copy of the approved and recorded deed and plat showing the Campbell County Clerk's recording stamp. An approved subdivision plan defining the lot may also be substituted for the deed and plat.

Processing Information:

Completed applications require processing by a zoning official and/or building inspector. Please make certain that you have allotted enough time for processing the permit into your construction schedule. Please check with staff to approximate the current processing schedule. Once the permit has been issued, the work must start within six (6) months.

Types and Scheduling of Inspections:

Each application is reviewed on an individual basis and the building inspector determines the types of inspections that would be required. Refer to your approval letter and call (859) 292-3880 to schedule your inspections. Inspections should be scheduled one (1) day in advance for residential and three (3) days for commercial sites. Make certain the approved stamped plans are on site for all inspections. We do not accept fax, text message or email request for inspections.

Plumbing Permits and Inspections:

Plumbing and/or Septic System permits are regulated by the State, please contact:
Plumbing Permits/Inspections (859) 341-8228
Septic System Permits/Inspection (859) 341-4151

Electric Inspections:

Electrical inspections must be performed by one of the following agencies:

Northern Kentucky Electric Inspections Inc. (859) 746-9111

Inspection Bureau Inc. (513) 381-6080

Projects with the Alexandria City limits must use Northern Kentucky Electric Inspections Inc.

Kentucky Energy Code Duct Tightness Verification:

As of July 1, 2015, ductwork placed in an unconditioned space must have a completed Duct Tightness Verification (DTV) form turned in to our office prior to issuance of a certificate of occupancy. No certificate of occupancy will be issued without this document.

International Energy Conservation Code Verification:

Two (2) framing inspections to determine visual compliance with the International Energy Conservation Code:

- Building Envelope/Framing Inspection: Structure framing complete and prior to installation of insulation, brick or siding, and exterior vapor/air barrier.
- Building Insulation/Framing Inspection: After plumbing/electrical rough approvals and installation of insulation.

Failure to obtain these inspections will require that a successful blower door test shall be performed, by a licensed 3rd party, in the presence of the building inspector prior to a certificate of occupancy being issued.

Common energy conservation items to be inspected are as follows:

| | |
|---|--|
| Air Barrier and Thermal Barrier | <ul style="list-style-type: none">▪ Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier.▪ Breaks or joints in the air barrier are filled or repaired.▪ Air-permeable insulation is not used as a sealing material.▪ Air-permeable insulation is inside of an air barrier. |
| Ceiling/Attic | <ul style="list-style-type: none">▪ Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed.▪ Attic access (except unvented attic), knee wall door, or drop down stair is sealed. |
| Walls | <ul style="list-style-type: none">▪ Corners and headers are insulated.▪ Junction of foundation and sill plate is sealed. |
| Windows and Doors | <ul style="list-style-type: none">▪ Space between window/door jambs and framing is sealed. |
| Rim Joists | <ul style="list-style-type: none">▪ Rim joists are insulated and included in air barrier. |
| Floors (including above-garage and cantilevered floors) | <ul style="list-style-type: none">▪ Insulation is installed to maintain permanent contact with underside of subfloor decking.▪ Air barrier is installed at any exposed edge of insulation. |
| Crawl Space Walls | <ul style="list-style-type: none">▪ Insulation is permanently attached to walls.▪ Exposed earth in unvented crawl spaces is covered with Class I vapor retarder with overlapping joints taped. |
| Shafts, Penetrations | <ul style="list-style-type: none">▪ Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed. |
| Narrow Cavities | <ul style="list-style-type: none">▪ Butts in narrow cavities are cut to fit, or narrow cavities are filled by sprayer/blown insulation. |
| Garage Separation | <ul style="list-style-type: none">▪ Air sealing is provided between the garage and conditioned spaces. |
| Recessed Lighting | <ul style="list-style-type: none">▪ Recessed light fixtures are air tight, IC rated, and sealed to drywall. Exception – Fixtures in conditioned spaces. |
| Plumbing and Wiring | <ul style="list-style-type: none">▪ Insulation is placed between outside and pipes.▪ Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring. |
| Shower/Tub on Exterior Wall | <ul style="list-style-type: none">▪ Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall. |
| Electrical/Phone Box on Exterior Walls | <ul style="list-style-type: none">▪ Air barrier extends behind boxes or air sealed-type boxes are installed. |
| Common Wall | <ul style="list-style-type: none">▪ Air barrier is installed in common wall between dwelling units. |
| HVAC Register Boots | <ul style="list-style-type: none">▪ HVAC register boots that penetrate building envelope are sealed to subfloor or drywall. |
| Fireplace | <ul style="list-style-type: none">▪ Fireplace walls included an air barrier. |



Affidavit of Assurances

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

Project Address: _____

Project Name: _____

Here comes the Applicant, _____, and
(Print Applicant Name)
states, pursuant to KRS 198B.060(10), that all Contractors and Sub-Contractors employed or that will be employed on any activity under the above referenced project shall be in compliance with the Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341).

This the _____ day of _____, 20_____.

Signature of Contractor, Property Owner or Owner's Agent

County of: _____

State of: _____

The foregoing Affidavit of Assurance was acknowledged and sworn before me by
_____, Applicant, on the _____ day
of _____, 20_____.

Notary Public: _____
Print Name

Signature

Notary of which state: _____ **Notary ID #:** _____

Commission Expiration Date: _____

Occupational Tax License #: County _____ City _____



Encroachment Permit Application

Campbell County Planning & Zoning Department

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. PIDN: **999-99-**____ - ____ . ____

4. Property Owner's Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

5. Contractor's Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

6. Applicant's Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

7. Type of Encroachment:

- Residential Commercial Industrial
- Farm Other: _____

8. Floodplain: Is any portion of this project located in the Floodplain? Yes No

9. Steep Slopes: Is any portion of this project located on a Hillside Slope of 20% or Greater? Yes No

10. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

No work shall begin until the proper permits have been issued. If work begins prior to issuance of a permit, all fees may be subject to a penalty equal to the total cost of the permit. The applicant is responsible for meeting all requirements of the Kentucky Building Code and local zoning ordinances. All fees are nonrefundable.

Print Name

Applicant's Signature

Date

The following documents are **required for all** construction projects and must be submitted with the application.

- Two (2) sets of building plans indicating the materials used for creation of the driveway (concrete or asphalt; depth of material; information on subbase; etc.).
- Two (2) copies of site plan showing the shape and dimensions of the lot; the location and dimensions of all existing and proposed buildings or additions to existing buildings; and the location and names of all existing roads; and any right-of-ways and access easements of record.
- Affidavit of Assurance and Contractor's Occupational Tax License Number
- Liability Insurance Certificate / Workers Compensation and Unemployment Insurance
- OR**
- Homeowner's Insurance Certificate when self-construction
- Permit Fees

Section B: To be completed by the Road Department/Public Works Supervisor.

Pipe Size Required (12" Minimum): _____ Pipe Material: _____

Projected Date of Installation: _____

Special Instructions to Applicant: _____

Plan Reviewed By: _____
Road Department/Public Works Supervisor Date

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s:
 Building: _____
 Encroachment: _____
 Current Zone: _____

| FEE | DESCRIPTION | CODE |
|-----|-------------------------|----------------------|
| \$ | Building Permit | BPNEWC1 |
| \$ | Encroachment Permit | ENCRPMT |
| \$ | Other | LATEPEN / CREDITCARD |
| \$ | TOTAL AMOUNT DUE | |

DATE RECD: _____

- Approved
- Approved With Conditions
- Denied

Reviewed By: _____

Cash Check #: _____ Name: _____



Electrical Permit 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 Name: _____

3. Project Address: _____

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

5. Subdivision: _____ Lot #: _____

6. **Property Owner's Name:** _____
Address: _____

City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

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

Ky Electric License #: **ME -** _____ **CE -** _____

Address: _____

City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

Occupational Tax License #: _____ County: _____ City: _____

8. Estimated Cost of Electrical Work Being Performed: \$ _____

9. Type of Structure:

- | | | | |
|---|--------------------------------------|--|---|
| <input type="checkbox"/> Single Family Home | <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Multi-Family Home | <input type="checkbox"/> Commercial Structure |
| <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Pole Barn | <input type="checkbox"/> Shed | |
| <input type="checkbox"/> Other: _____ | | | |

10. Type of Work Being Performed:

- | | | | |
|---|--|---------------------------------|-----------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> New Service Panel | <input type="checkbox"/> Repair | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Other: _____ | | |

11. **For Electrical Inspections:** Contact One of the following State-Certified Electrical Inspectors listed below. The same inspector must perform all inspections on this project.

| | | |
|-----------------------------|----------------|---|
| Electrical Inspection, Inc. | (859) 746-9111 | City of Alexandria <u>must</u> use Electrical Inspection, Inc. |
| Inspection Bureau Inc. | (513) 381-6080 | |

Once a final inspection has been obtained by the appropriate electrical inspector, the Building Inspection Department will need to be advised of the completion of the job. If you can take a photo of the approval sticker in the service panel, please email a copy to our office at sturner@campbellcountyky.org. If you are unable to locate this information, contact our office and schedule an inspector to visit your site.

12. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

I understand that if this property is not the primary residence of the property owner, all work must be completed by a Kentucky Licensed Electrical Professional.

No work shall begin until the proper permits have been issued. If work begins prior to issuance of a permit, all fees may be subject to a penalty equal to the total cost of the permit. The applicant is responsible for meeting all requirements of the Kentucky Building Code and local zoning ordinances. All fees are nonrefundable.

 Print Name

 Applicant's Signature Date

The following documents are **required** to be submitted with all applications

Homeowner's Insurance Certificate when self-construction

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s:

Building: _____
 Electric: _____

Current Zone: _____

| FEE | DESCRIPTION | Code |
|-----|-------------------------|----------------------|
| \$ | Electric Permit | ELECPMT |
| \$ | Other | LATEPEN / CREDITCARD |
| \$ | TOTAL AMOUNT DUE | |

DATE RECD: _____

- Approved
- Approved with conditions
- Denied

Processed By: _____

- Cash
- Check #: _____

Check Name: _____



HVAC Application for Commercial Buildings

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"/> Ft. Thomas | <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"/> Wilder | <input type="checkbox"/> Woodlawn | |

2. Project Name: _____

3. Project Address: _____

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

5. Subdivision: _____ Lot #: _____

6. **Property Owner's Name:** _____
Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

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

Business Name: _____
Ky Master HVAC License #: _____
Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

Occupational Tax License #: _____ County: _____ City: _____

8. Check all boxes that apply:

- New Construction Replacement Geothermal System Heat Pump
- Gas Forced Air Other: _____

9. **Will any duct be located in an unconditioned area?** Yes No
If yes, you will be required to complete Duct Tightness Verification.

10. Estimated Job Cost: \$ _____

11. Total Permit Fee: \$ _____

| Value of Project | Permit Fee | Value of Project | Permit Fee | Value of Project | Permit Fee | Value of Project | Permit Fee |
|-----------------------|------------|------------------------|------------|----------------------------|------------|----------------------------|------------|
| \$2,000 or less | \$125 | \$100,001 to \$150,000 | \$630 | \$500,001 to \$600,000 | \$1,725 | \$1,100,001 to \$1,200,000 | \$3,050 |
| \$2,001 to \$10,000 | \$180 | \$150,001 to \$200,000 | \$760 | \$600,001 to \$700,000 | \$1,900 | \$1,200,001 to \$1,300,000 | \$3,280 |
| \$10,001 to \$25,000 | \$270 | \$200,001 to \$250,000 | \$885 | \$700,001 to \$800,000 | \$2,125 | \$1,300,001 to \$1,400,000 | \$3,510 |
| \$25,001 to \$50,000 | \$330 | \$250,001 to \$300,000 | \$1,025 | \$800,001 to \$900,000 | \$2,355 | \$1,400,001 to \$1,500,000 | \$3,735 |
| \$50,001 to \$75,000 | \$390 | \$300,001 to \$400,000 | \$1,150 | \$900,001 to \$1,000,000 | \$2,590 | \$1,500,001 to \$1,600,000 | \$3,965 |
| \$75,001 to \$100,000 | \$500 | \$400,001 to \$500,000 | \$1,500 | \$1,000,001 to \$1,100,000 | \$2,820 | \$1,600,001 and above | ** |

** \$3,965 plus \$200 each \$100,000 over \$1,600,000

12. **SIGNATURE:** I hereby certify that I am requesting the permit on behalf of all owners of this property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

No work shall begin until the proper permits have been issued. If work begins prior to issuance of a permit, all fees may be subject to a penalty equal to the total cost of the permit. The applicant is responsible for meeting all requirements of the Kentucky Building Code and local zoning ordinances. All fees are nonrefundable.

We are issuing this HVAC construction permit upon your request in accordance with KRS 198B.6671 and 815 KAR 8:070. You the undersigned, are fully aware that you are responsible for this installation in its entirety through completion. **It is your responsibility to notify, request and obtain all required inspections.** If for any reason you fail to complete this installation, it shall be your responsibility to notify us immediately.

Master HVAC Contractor Signature

Date

The following documents are **required** to be submitted with all applications for **new construction**.

- Two (2)** copies of duct layout *[Three (3) sets if located within the City of Alexandria.]*
- Two (2)** copies of load calculations *[Three (3) sets if located within the City of Alexandria.]*

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s:

Building: _____
HVAC: _____

Current Zone: _____

| FEE | DESCRIPTION | |
|-----------|-------------------------|------------|
| \$ | HVAC Permit | |
| \$ | Other | CREDITCARD |
| \$ | TOTAL AMOUNT DUE | |

DATE RECD: _____

- Approved
- Approved with conditions
- Denied

Processed By: _____

- Cash
- Check #:

Check Name: _____



HVAC Application for Residential Dwellings

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:
 Alexandria Bellevue California Cold Spring Crestview
 Dayton Highland Heights Melbourne Mentor Silver Grove
 Southgate Wilder Woodlawn

2. Project Address: _____

3. Project (Business) Name: _____

4. PIDN: **999-99-**____ - ____ . ____ (Parcel Identification Number from deed, tax bill, or from PVA's office)

5. Subdivision: _____ Lot #: _____

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

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

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

Business Name: _____

Ky Master HVAC License #: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

Occupational Tax License #: _____ County: _____ City: _____

8. Check all boxes that apply:

- New Construction Replacement Geothermal System Heat Pump
 Gas Forced Air Other: _____

9. **Will any duct be located in an unconditioned area?** Yes No

If yes, you will be required to complete Duct Tightness Verification.

10. Estimated Job Cost: \$ _____

11. Total Permit Fee: \$ _____

\$105 for first system (1 Heating Unit Plus 1 Cooling Unit) PLUS \$50 for each additional system Total # of Additional Units: _____

12. Date of Sizing Calculations: _____ Orientation of Structure: _____

Summer Design Conditions: _____ Winter Design Conditions: _____

| Description: | System #1 | System #2 | System #3 | System #4 | System #5 |
|-----------------|-----------|-----------|-----------|-----------|-----------|
| Square Footage: | | | | | |
| Heat Gain: | | | | | |
| Heat Loss: | | | | | |

13. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

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We are issuing this HVAC construction permit upon your request in accordance with KRS 198B.6671 and 815 KAR 8:070. You the undersigned, are fully aware that you are responsible for this installation in its entirety through completion. **It is your responsibility to notify, request and obtain all required inspections.** If for any reason you fail to complete this installation, it shall be your responsibility to notify us immediately.

Print Name

Applicant's Signature

Date

The following documents are **required** to be submitted with all applications for **new construction**.

- Two (2)** copies of duct layout *[Three (3) sets if located within the City of Alexandria.]*
- Two (2)** copies of load calculations *[Three (3) sets if located within the City of Alexandria.]*

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s: _____

Building: _____

HVAC: _____

Current Zone: _____

| FEE | DESCRIPTION | CODE |
|-----------|-------------------------|----------------------|
| \$ | HVAC Permit | See Below |
| \$ | Other | LATEPEN / CREDITCARD |
| \$ | TOTAL AMOUNT DUE | |

- HVACONE 1-2 Family Dwelling
- HVACAD1 1-2 Family Dwelling additional units
- HVACMUL Multi-Family Dwelling
- HVACMF1 Multi-Family Dwelling additional units

DATE RECD: _____

- Approved
- Approved with conditions
- Denied

Processed By: _____

- Cash
- Check #: _____

Check Name: _____