



Miscellaneous Building Permit Application
(Includes Decks, Detached Garages, Fence, Pole Barns, Sheds and Pools)

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

4. Subdivision: _____ Lot #: _____

5. **Applicant's** Name: _____
Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

6. **Contractor's** Name: _____
Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

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

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

8. Proposed Activity: (*Check all that apply.*) New Construction Remodel/Addition

Deck/Patio/Porch:

- A. Is the structure attached directly to the home? Yes No
- B. At 4 feet from the edge of the structure, is the grade equal to or greater than 30 inches from floor to finished grade? Yes No
- C. What is the square footage of the deck, patio or porch? _____ Sq. Ft.

Garage:

- A. Will electric be installed? Yes No
- B. Will HVAC be installed? Yes No
- C. What is the square footage of the detached garage? _____ Sq. Ft.

Fence: *Surveys are recommended, but not required for fences.*

A. Type of Fence: _____ Height of fence: _____ inches

- Chain Link Solid Privacy Vertical Picket
 Split Rail or Board (with horizontal boards) Other: _____

B. Does your lot sit on a corner? Yes No

If "Yes", is your lot a double frontage lot? Yes No

C. Is the fence to be used to enclose a swimming pool? Yes No

Driveway/Off-Street Parking/Loading Area:

A. Will the curb be modified? Yes No

B. Will the parking area be paved? Yes No

C. What is the square footage of the additional area? _____ Sq. Ft.

Pole Barn/Shed: *See the Pole Barn Handout for additional information*

A. Will electric be installed? Yes No

B. Will HVAC be installed? Yes No

C. What is the square footage of the structure? _____ Sq. Ft.

Pool:

A. Type of Pool: Above Ground In-Ground

B. Maximum Depth: _____ Ft.

C. Type of Enclosure

Fence around the yard with self-closing and self-latching gate(s). Height of fence: _____ inches

Chain Link

Vertical Pickets (maximum 4 inch spacing between pickets)

Solid Privacy Fence (maximum 8 feet high)

Split Rail or Board Fence with horizontal rails (must have attached wire liner)

Other: _____

Deck Enclosure with self-closing and self-latching gates (**deck permit also required**)

Not Applicable: Above ground pool with 48 inches or greater side wall of pool **projecting above grade.**

D. Additional Points of Information:

- A temporary or permanent enclosure must be installed immediately after excavation for in-ground pools.
- Pools may not be filled with more than 23 inches of water until the proper enclosure has been constructed.
- A final inspection is required prior to placing the pool in service. Electric inspection must be complete. Pool enclosure must be complete.

Retaining Wall (greater than 4 feet in height):

A. Do you have engineered drawings for the plan? Yes No
Please attach a stamped copy to this application.

B. What is the maximum height of the retaining wall? _____ Sq. Ft.

9. Estimated Cost of Project: \$ _____

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

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

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.

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

Owner or Contractor Signature

Date

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

- Two (2) sets of building plans **[Three (3) 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
- Liability Insurance Certificate/Workers Compensation and Unemployment Insurance
OR
Homeowner's Insurance Certificate when self-construction
- List of all subcontractors – name and address
- Permit Fees per current fee schedule

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s: _____

Building: _____
Zoning: _____

Current Zone: _____

Total Sq. Ft.: _____

FEE	DESCRIPTION	CODE
\$	Building Permit	See VI., H.
\$	Zoning Permit	ACCSTRT
\$	Other	LATEPEN / CREDITCARD
TOTAL AMOUNT DUE		

DATE RECD: _____

- Approved
- Approved With Conditions
- Denied

Reviewed By: _____

- Cash
- Check #: _____

Check Name: _____