

TRIMBLE COUNTY FISCAL COURT
OFFICE OF PLANNING & ZONING



ZOE KEMPER
PLANNING & ZONING
ADMINISTRATOR

(502) 665-1507
zoe.kemper@trimblecountyky.gov

P.O. BOX 251
BEDFORD, Ky 40006

Building and Zoning Permit Applications Checklist

Items to include with applications

- Septic Permit (required)
- Property Survey (if available)
- Sketch or Drawing of property lines with existing and proposed structures, driveways, etc. (example of this on Zoning Permit App., pg. 2)
- Building Plan or Blueprint
- Farmstead Exemption (if applicable)

First stop is Amy Tingle, TC Health Inspector, for your septic permit.

911 address application from Lisa Mosely at Judge Executive office.

If you do not have a survey, it is advisable to get one and if you will have an easement, a survey reflecting the easement is required.

Survey is also required if you are cutting or merging property parcels.

To verify your existing zoning, last question, page 1 of Zoning permit (A1, A2, etc.) see map at:
<https://trimblecountyky.gov/planning-zoning/>

When applications with all supporting documents are submitted the application will be considered complete and ready for review.

When the proposed structure footprint flagged or staked on the ground, notify the P&Z Administrator to schedule a site visit for pictures and measurements to confirm the information submitted on the Zoning permit application matches what is flagged for construction.

Contact Matt Dunaway, Building Inspector, regarding scheduling inspections pre-construction. Upon the Building Inspectors initial inspection and the P&Z site visit, P&Z Administrator will review applications for approval and issue your Zoning and Building permits to commence construction. If applications are not approved P&Z Administrator will advise on the next steps.

The cost of Building and Zoning permit fees to the County is 17% of your total square footage. When calculating square footage for permit applications be sure to include:

For single family dwellings - above ground living space, attached garage space and drywalled areas of basement)

For accessory buildings - (barns, detached garages, carports, etc.) - enclosed square footage as well as square footage of overhangs, lean-to's, loafing sheds, etc.

Separate applications and supporting documents are required for each structure (example: do not combine a single-family dwelling and barn on one application).

The Building Inspector charges their own fees, payment will be tendered to Building Inspector for their services. (see Required Building Inspections guide, next page)



REQUIRED BUILDING INSPECTIONS

New Single-Family Home

- Footer (Before Concrete Poured)
- Rough Framing (After All Mechanicals Are Inspected, Before Insulation)
- Insulation Inspection (Before Drywall)
- Final Building (After All Mechanicals Are Inspected, Before Moving in Furniture)

New Commercial Building

- Footer (Before Concrete Poured)
- Rough Framing (After All Mechanicals Are Inspected, Before Insulation)
- Insulation Inspection (Before Drywall)
- Above Ceiling (Perimeter Ceiling Tiles Only May Be Put in Before Inspection)
- Final Building (After All Mechanicals Are Inspected, Before Moving in Furniture)

New Multi Family

- Footer (Before Concrete Poured)
- Rough Framing (After All Mechanicals Are Inspected, Before Insulation)
- Fire Wall Inspection (Before Insulation, Inspecting Drywall Dividing Units)
- Insulation Inspection (Before Drywall)
- Final Building (After All Mechanicals Are Inspected, Before Moving in Furniture)

Residential Basement Finish

- Rough Framing (After All Mechanicals Are Inspected, Before Insulation)
- Final Building (After All Mechanicals Are Inspected, Before Moving in Furniture)

Residential Remodel

- Rough Framing (After All Mechanicals Are Inspected, Before Insulation)
- Insulation Inspection (Before Drywall)
- Final Building (After All Mechanicals Are Inspected, Before Moving in Furniture)

Commercial Remodel/Tenant Finish

- Rough Framing (After All Mechanicals Are Inspected, Before Insulation)
- Above Ceiling (Perimeter Ceiling Tiles Only May Be Put in Before Inspection)
- Final Building (After All Mechanicals Are Inspected, Before Moving in Furniture)

Detached Garage/Barn

- Footer/Post Hole (Before Concrete Poured)
- Rough Framing (If Walls Will Be Covered on Inside) (After Mechanicals Are Inspected)
- Final Building (After Mechanicals Are Inspected)

Deck

- Footer/Post Hole (Before Concrete Poured)
- Rough Framing (If Framing of Ceiling or Floor System Will Be Covered And Not Visible At Final Inspection)
- Final Building (When Deck and Any Mechanicals Are Completed and Inspected)

Portable Shed

- Final Building, Anchor Inspection

Pool

- Final Building (After Pool Is Done and Fence Around Pool Is Complete)

Retaining Wall

- Footer
- Geo Fencing and Drainage (Pictures May Be Used)
- Final Building

Modular Building (no axles, comes in on a flatbed truck)

- Footer
- Anchor/Tie Down Inspection
- Final Building (After all Mechanicals are Final Inspected)

Mobile Home (USED ONLY, Single Wide or Double Wide)

- Footer
- Anchor/Tie Down Inspection

**Contacts for
Local Utilities and Inspections**

Jimmi Hoskins, TC Sewer (502) 548-1444

Amy Tingle, TC Health Inspector (502) 255-7701

Dwayne Crase, Plumbing Inspector (502) 229-6274

Matt Dunaway, Building Inspector (502) 639-3218

Jerry Dunaway, Electric Inspector (502) 639-3428

Steve Shively, HVAC Inspector (502) 871-1452

Trimble County Water Dept. (Bedford) (502) 255-7554

Milton Water Company (502) 268-5223

Henry County Water Dept. (502) 532-6279

PVA (502) 255-3592

County Clerk (502) 255-7174

Lisa Mosely, 911 address and electric permit applications (502) 255-7196

Shelby Electric (502) 633-4420

KU (502) 589-1444

Carrollton Utilities (502) 732-7055

Trimble County Road Maintenance Barn (502) 255-3337

The Trimble County Joint Planning & Zoning Commission
 (502)255-7196 Office (502)255-4618 Fax
Zoning Permit Form
Farmstead Exemption

Date: _____
 Property Owner: _____
 Address: _____
 Agent/Applicant: _____

Permit # : _____
 Type:

New Construction:	_____
Addition:	_____
Alteration:	_____
Remodel:	_____
Re-Issuance:	_____

Required Items: (submit with Application)

1. Building Plans _____
2. Deed: _____
3. Recorded Plat (if available) _____
4. Septic Evaluation (if required) _____
5. PVA Parcel Number: _____

Proposed Use of Structure: _____
 # of Structures Currently on Lot: _____
 # Units (If Multifamily): _____
 ZONING: _____

Lot Information & Setback Requirements:

Unit Address: _____ City: _____
 Jurisdiction: _____
 Major Subdivision/Minor Plat: _____ Section: _____ Lot #: _____
 PUD/Site Plan/Dev. Plan: _____ Date Approved: _____
 Lot Size: _____ Frontage: _____ Ave. Side: _____ Flood Plain: _____

Minimum Setbacks:

(Minimum setbacks are required unless a variance has been granted)

Setbacks are measured from the edge of Right-of-Way (city, county, or state property), not from edge of pavement.

Front: _____ Rear: _____ Sides: _____ Variance App Date: _____
 Accessory Structures must be _____ from all lot lines and all other buildings on the lot.
 Notes: _____

Construction Information:

Contractor: _____ Estimated Date of Construction: _____
 Phone#: _____ Mobile #: _____ Contact: _____

Type of Structure	FT ²	Cost per Type	Sub-Total	Permit Fee:
			\$ -	Note: Minimum Permit fee of \$75 applies on all permits.
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL			\$ -	

Total Square Footage _____ # Stories: _____ Basement _____ Exterior: _____
 Estimated Construction Cost: _____

Applicant Signature: _____
 P&Z Official: _____ Approved: _____

AFFIDAVIT FOR FARMSTEAD EXEMPTION

Currently in Kentucky there is a Farmstead Exemption under KRS 318.010(8) a homeowner can request. This exemption allows the farm owner to construct their home without obtaining a building permit. Without a building permit the homeowner is not required to have construction inspections and thus will not receive a Certificate of Occupancy from this office. Many Financial Institutions and Insurance Policies may require a Certificate of Occupancy now or to future owners and this office cannot issue a Certificate of Occupancy without a permit.

I have been advised and understand that if the property does not, in fact, meet the criteria previously described in the affidavit, it is not exempted as a "farmstead" and if the construction without permits and inspections is in violation of the Kentucky State Building Code, the property owner and anyone who works on the building project or is in charge of having other work on the building project may be subject to civil and criminal penalties provided by KRS 189B.990

I, the undersigned, do hereby state that the building construction at:

_____ is exempt from the building code under KRS 198B.06(1) and 815 KAR 7:120 & 125, and the following statements are true and correct:

1. The specific tract of land on which the building is constructed is qualified as a farm by registration as either agricultural land or horticultural land in the Trimble County PVA Office pursuant to KRS 132.0101; and
2. The building is situated on one lot consisting of at least 10 acres; and
3. The land and the building are located outside the corporate limits of a municipality; and
4. The building for which the exemption is requested is a dwelling or another type of building incidental to the operation and maintenance of the farm, it is not a commercial or public building that is not a regular workplace for ten (10) or more people or for the processing or storage of timber products; and

I hereby CLAIM the farmstead exemption and REFUSE to comply with the provisions of the 2018 Kentucky State Building Code.

SIGNATURE (Property Owner)

DATE:

SIGNATURE (Zoning Administrator)

DATE:

Zoning Permit Application

Trimble County Planning & Zoning Commission
123 Church Street
PO Box 251
Bedford, Kentucky 40006
Telephone: (502) 255-7196 Fax: (502) 255-4618

Please type or print (blue or black ink)

Application Date: _____

Instructions

Applicant is person(s) requesting Zoning Permit.

If Applicant is different than the Property Owner, provide the Property Owner's name, address, telephone, and email address

Applicant Information

Additional pages attached

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Instructions

Street address of property zoning map amendment is being requested for.

If an actual street address is not available, identify the property's location along the roadway and distance to intersecting public roadways on each side of the property.

Check appropriate jurisdiction where the property is located.

Select the property's current zoning classification.

Property Information

Property Address: _____

Lot#/Subdivision Name (if applicable): _____

Property Location:

The subject property is located:

Jurisdiction: City of Bedford Trimble County

Existing Zoning:

A-1 A-2

R-1 R-2 R-3

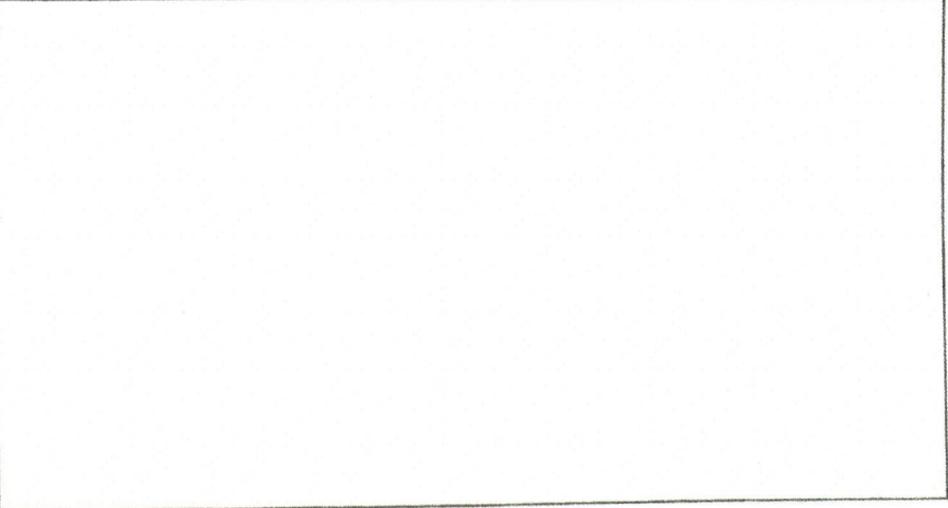
B-1 B-2 B-3

I-1 I-2

Instructions	Building Type Information
Check the type of building being built.	<input type="checkbox"/> Garage <input type="checkbox"/> Single Family Dwelling # of Bedrooms _____ <input type="checkbox"/> Two Family Structure # of Bedrooms _____ <input type="checkbox"/> Type I Manufactured Home YR _____ <input type="checkbox"/> Type II Manufactured Home YR _____ <input type="checkbox"/> Type III Manufactured Home YR _____ <input type="checkbox"/> Addition to Principle Buildings Only Type _____ <input type="checkbox"/> Other: _____

Instructions	Building Type Information
Building Information	<input type="checkbox"/> Project cost is less than \$500 Size (longest dimension): Length: _____ Width: _____ Does this building include an attached garage? _____ Total Square Footage (excluding basement): _____

Instructions	Lot Information										
Lot Information <i>**Setback definition: the distance between the portion of any structure nearest to any adjacent street or highway and the center of said street or highway, whether of record or established statutorily.</i>	Size (in square feet or acres): Set back in distances from proposed building to property lines <p style="text-align: center;">****Setback is measured from center of the road****</p> <table border="0"> <tr> <td style="text-align: center;">Proposed</td> <td style="text-align: center;">Required</td> </tr> <tr> <td>Front _____</td> <td>Front _____</td> </tr> <tr> <td>Left _____</td> <td>Left _____</td> </tr> <tr> <td>Right _____</td> <td>Right _____</td> </tr> <tr> <td>Rear _____</td> <td>Rear _____</td> </tr> </table>	Proposed	Required	Front _____	Front _____	Left _____	Left _____	Right _____	Right _____	Rear _____	Rear _____
Proposed	Required										
Front _____	Front _____										
Left _____	Left _____										
Right _____	Right _____										
Rear _____	Rear _____										

Drawing—Plot Plan	
PLOT PLAN Draw a PLOT PLAN showing the shape of the property, the specific location of the proposed building, and its distances to all four property lines.	

CONSTRUCTION PLANS	One copy of the CONSTRUCTION PLANS must be provided with the application, including floor plan, front, rear, and both side elevations, and typical wall cross section. These plans will NOT be returned to you.
HEALTH DEPARTMENT APPROVAL	Will this building be served by an on-site sewage disposal system such as a septic tank? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES , a Certificate of Approval from the Health Department must be attached.
ROAD DEPARTMENT APPROVAL	I acknowledge that I have been advised that issuance of a zoning permit by the Planning and Zoning Office does not evidence a right for entrance or encroachment onto the adjacent public road. It is the sole responsibility of the Applicant to obtain such permits whether county, state or federal.

Applicant's Signature: _____ Date: _____

For Office Use Only

Date Application Received : _____ Received by: _____

Filing Fee Paid: \$ _____ Check# _____ Cash Other (specify): _____

Application Approved

Date: _____ By: _____

Application Denied

Date: _____ By: _____

Reason for denial:

ZOE KEMPER

Trimble County Planning & Zoning Administrator
Email: zoe.kemper@trimblecountyky.gov



Hours: Monday-Friday 8-4
Cell: 502-665-1507
PO Box 251
Bedford, KY 40006

Sample

Zoning Permit Application

Trimble County Planning & Zoning Commission
123 Church Street
PO Box 251
Bedford, Kentucky 40006
Telephone: (502) 255-7196 Fax: (502) 255-4618

Please type or print (blue or black ink)

Application Date: 01/01/25

Instructions

Applicant is person(s) requesting Zoning Permit.

If Applicant is different than the Property Owner, provide the Property Owner's name, address, telephone, and email address

Applicant Information

Additional pages attached

Applicant: Sam Sample

Mailing Address: 111 Sample Ave.

City: Bedford State: Ky Zip Code: 40006

Phone: 502-111-1111 Email: samsample@gmail.com

Property Owner: Same AS Above

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Instructions

Street address of property zoning map amendment is being requested for.

If an actual street address is not available, identify the property's location along the roadway and distance to intersecting public roadways on each side of the property.

Check appropriate jurisdiction where the property is located.

Select the property's current zoning classification.

Property Information

Property Address: 111 Sample Ave.

Lot#/Subdivision Name (if applicable): Sample Estates

Property Location:

The subject property is located:

Directions - to property from 123 Church St Bedford Ky 40006

Jurisdiction: City of Bedford Trimble County (select one)

Existing Zoning: (select one)

A-1 A-2

R-1 R-2 R-3

B-1 B-2 B-3

I-1 I-2

Sample

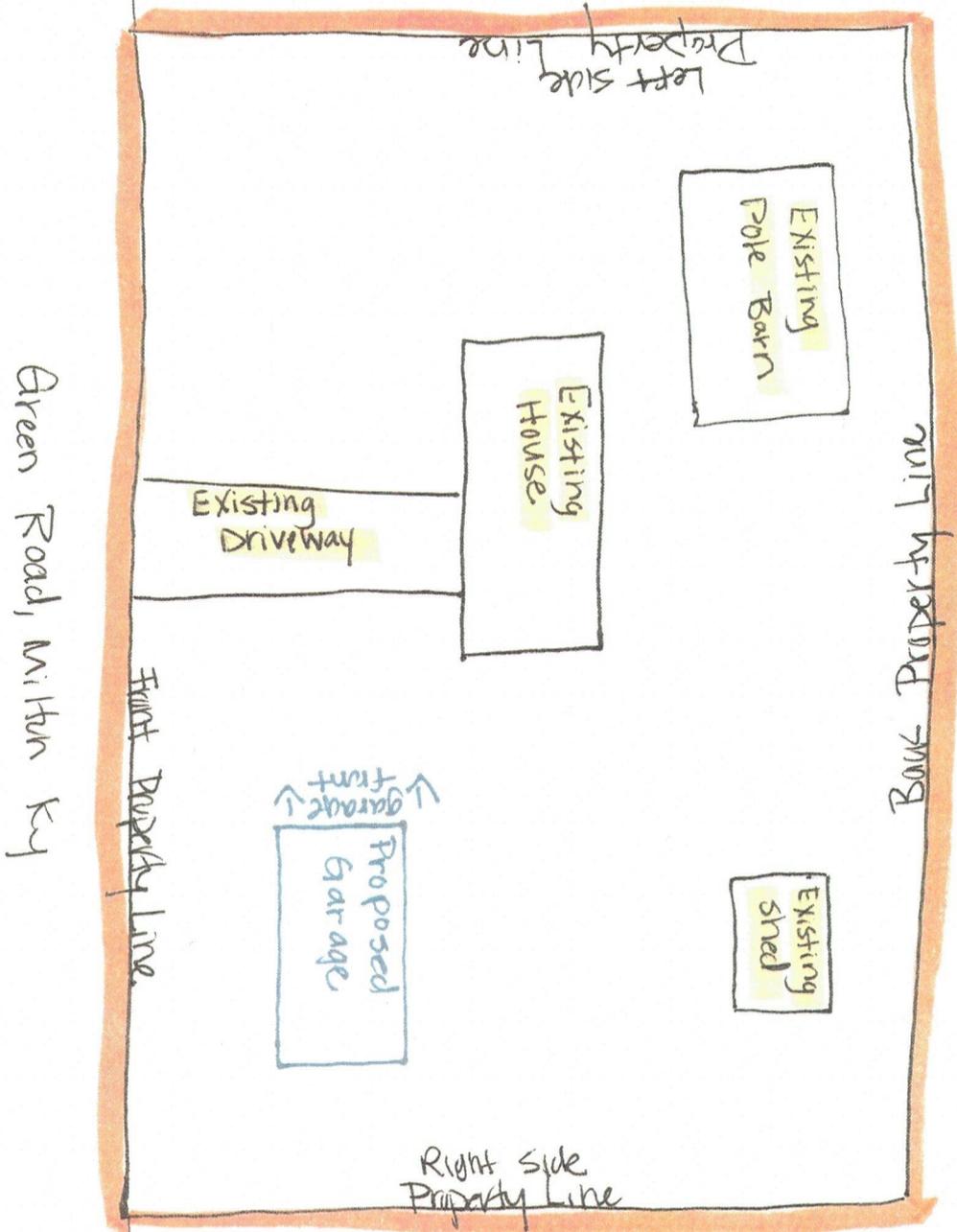
Instructions	Building Type Information	
Check the type of building being built.	<input type="checkbox"/> Garage <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two Family Structure <input type="checkbox"/> Type I Manufactured Home <input type="checkbox"/> Type II Manufactured Home <input type="checkbox"/> Type III Manufactured Home <input type="checkbox"/> Addition to Principle Buildings Only <input checked="" type="checkbox"/> Other: <u>Pole Barn</u>	# of Bedrooms _____ # of Bedrooms _____ YR _____ YR _____ YR _____ Type _____

Instructions	Building Type Information	
Building Information	<input type="checkbox"/> Project cost is less than \$500 Size (longest dimension): Length: <u>40</u> Width: <u>20</u> Does this building include an attached garage? <u>N</u> Total Square Footage (excluding basement): <u>6000</u>	

Instructions	Lot Information																
Lot Information <i>**Setback definition: the distance between the portion of any structure nearest to any adjacent street or highway and the center of said street or highway, whether of record or established statutorily.</i>	Size (in square feet or acres): <u>1.0</u> Set back in distances from proposed building to property lines <p style="text-align: center;">****Setback is measured from center of the road****</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border: none;">Proposed</th> <th style="border: none;"></th> <th style="text-align: right; border: none;">Required</th> </tr> </thead> <tbody> <tr> <td style="border: none;">Front <u>do not leave blank</u></td> <td style="border: none;"></td> <td style="border: none;">Front _____</td> </tr> <tr> <td style="border: none;">Left <u>do not leave blank</u></td> <td style="border: none;"></td> <td style="border: none;">Left _____</td> </tr> <tr> <td style="border: none;">Right <u>do not leave blank</u></td> <td style="border: none;"></td> <td style="border: none;">Right _____</td> </tr> <tr> <td style="border: none;">Rear <u>do not leave blank</u></td> <td style="border: none;"></td> <td style="border: none;">Rear _____</td> </tr> </tbody> </table>		Proposed		Required	Front <u>do not leave blank</u>		Front _____	Left <u>do not leave blank</u>		Left _____	Right <u>do not leave blank</u>		Right _____	Rear <u>do not leave blank</u>		Rear _____
Proposed		Required															
Front <u>do not leave blank</u>		Front _____															
Left <u>do not leave blank</u>		Left _____															
Right <u>do not leave blank</u>		Right _____															
Rear <u>do not leave blank</u>		Rear _____															

Instructions	Drawing—Plot Plan
PLOT PLAN Draw a PLOT PLAN showing the shape of the property, the specific location of the proposed building, and its distances to all four property lines.	<p style="color: blue;">Sketch your Property Lines Note existing structures Note proposed structure/Project</p>

Zoning Permit Page 2
Drawing Plot Plan Example



Sample

CONSTRUCTION PLANS	One copy of the CONSTRUCTION PLANS must be provided with the application, including floor plan, front, rear, and both side elevations, and typical wall cross section. These plans will NOT be returned to you.
HEALTH DEPARTMENT APPROVAL	Will this building be served by an on-site sewage disposal system such as a septic tank? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES , a Certificate of Approval from the Health Department must be attached.
ROAD DEPARTMENT APPROVAL	I acknowledge that I have been advised that issuance of a zoning permit by the Planning and Zoning Office does not evidence a right for entrance or encroachment onto the adjacent public road. It is the sole responsibility of the Applicant to obtain such permits whether county, state or federal.

Applicant's Signature: Sam Sample Date: 01/01/25

For Office Use Only

Date Application Received : _____ Received by: _____

Filing Fee Paid: \$ _____ Check# _____ Cash Other (specify): _____

Application Approved

Date: _____ By: _____

Application Denied

Date: _____ By: _____

Reason for denial:



Trimble County Planning and Zoning Residential Building Permit Application

Date Received: _____

Applicant/Builder:

Property Owner:

Name _____
 Address _____
 City, ST _____ Zip _____
 Phone: _____
 Signature: _____
 Email Address: _____

Name _____
 Address _____
 City, ST _____ Zip _____
 Phone: _____
 Signature: _____
 Email Address: _____

Property Address: _____
 City, ST Zip _____

Subdivision Name: _____
 Lot _____

******Applicant/Builder must provide proof of insurance or sign affidavit. ******

Type of Improvement and use (Check all that apply)

New Building	Demolition	Shed	Crawl Space
Addition	Modular	Pool	Basement
Remodel	Farm Building	Basement Finish	Walk-Out
Single Family	Multi-Family	Deck/Porch	No. of Units
Two-Family Duplex	Garage	Other Structure	

Size of building _____

Construction Type (Check One)

Insulated Concrete Structure	Modular Home
New Frame Construction (Wood)	Miscellaneous
Manufactured	Steel Frame Construction
Mobile Home	

- Is right-of-way encroachment permit required? Y / N If yes, check one: County____, State____, or City____.
- Will this building be served by an on-site sewage disposal system such as a septic tank? Y / N
 If yes, certificate of approval from the Health Department must be attached. If not, a certificate from the Sewer District must be attached.
- Is property located in a Historical District? Y / N If yes, written approval & stamped plans from them must be submitted.
- Soil & Erosion: Best Management Practices (BMP's) must be properly installed, operational and maintained throughout construction project until final stabilization is complete. SILT FENCE AND CONCRETE WASHOUT AREA MUST BE INSTALLED. _____ (Must be initialed by applicant.)

Actual distances of proposed building to property lines:

(Do not measure setbacks from edge of pavement)

Front Yard _____ (Survey[Plot] plan must show shape of property and location of proposed building, actual distance to all four (4) property lines, driveway location, any other structures on property and all easements.)
 Left Side Yard _____
 Right Yard _____
 Rear Yard _____

Corner Lot Y / N _____
 Number of Bedrooms _____
 Number of Bathrooms _____
 Construction Cost _____

Square feet:

First Floor _____
 Second Floor _____
 Garage _____
 Basement _____ (if finished)
 Total _____

Parcel No. _____ Zoning _____ For Employee Use

Flood Plain Zone: _____
 Permit fee: \$ _____ Method of Payment: _____

CHECKS MADE PAYABLE TO:
 Matthew Dunaway
 24 Oakwood Circle
 Pendleton, KY 40055

Permit Number: _____

Date Issued: _____

APPLICANT STATES AND ACKNOWLEDGES THE FOLLOWING:

1. Additional Permits may be required for State Building Code Enforcement (KBC 104.1), Road Encroachments, Site Disturbance, Storm Water Management, Electric, Plumbing, Sewage Disposal, or HVAC Installations.
2. This Permit will become null and void if work or construction is not commenced within 6 months, or if work is suspended or abandoned for a period of 6 months any time after work is commenced. A Permit Renewal Fee of \$100.00 will be required if permit is allowed to expire. The Permit Fee is non-refundable after 30 days and the Permit is not transferable to other parties or to other parcels of property.
3. **THE STRUCTURE WILL NOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS GRANTED.**
Before occupation of any structure permitted by the Building Official and Office of Building Inspections, there must be issued, on official stationery of the Office, a signed 'Certificate of Occupancy.' Occupation of any structure permitted by the Office without a proper Certificate of Occupancy is a violation of state statute, KRS 198B.990, punishable by a penalty of \$10 to \$100 per day of violation.
4. **THE APPLICANT AGREES TO COMPLY FULLY WITH ALL PROVISIONS OF APPLICABLE CODES, LAWS, REGULATIONS AND ORDINANCES GOVERNING THIS TYPE OF WORK, WHETHER SPECIFIED HEREIN OR NOT. "The Office of Building Inspections and Building Official have no authority to determine compliance with other regulatory agencies or obligations under private contract. The applicant may not rely on the issuance of any permit from this Office as evidence of the applicant's compliance with any other regulations or permitting requirements from any other regulating or private entity. Oversight or mistake on the part of the Building Official or an agent of the Office during the performance of their duties does not relieve the applicant from adherence to the applicable regulatory standards.**
5. This Office, its Employees and the Building Official have the right to enter into the construction premises at will during reasonable working hours to verify compliance. Applicant states that they are the lawful property owner or have the secured the authorization of said property owner before making this application and does grant this Office and its employees permission to enter onto the property and premises in conjunction with this application and permit. Access shall be provided to the job at all times and the Applicant agrees to provide a safe means of egress in order for this Office to perform its responsibilities. State Statute KRS 198.B140 provides "that no person shall hinder an inspector performing his lawful duties under KRS 198.
6. The Building Permit Fee entitles you to Three (3) Inspections. Failure to have the work completed in a satisfactory manner consistent with code requirements and according to the attached page titled APPLICABLE CODES AND REQUIRED INSPECTIONS will result in additional inspections. Re-inspection Fees of \$100.00 per inspection shall be billed to the Applicant. No Certificate of Occupancy will be granted until all fees associated with this permit (including Electrical or Building Re-Inspection Fees due to Oldham County) are paid in full.
7. The Applicant agrees that the information contained on this application and the drawings and specifications submitted are accurate, complete and correct. Further, the intent and purpose of said project have been accurately represented. The Applicant further agrees that any error, omission, misrepresentation of fact whether intentional or not on their part, would cause refusal of application or revocation of permit. Any alteration or change in plans made without the approval of the Building Official subsequent to issuance of building permit shall be cause for the revocation of such permit.

FAILURE TO COMPLETE APPLICATION, TO PROVIDE APPROVALS AND COMPLETE SET OF PLANS WILL RESULT IN APPLICATION BEING RETURNED. PAYMENT IS DUE AT TIME OF APPLICATION

Applicant Signature: X _____ Date: _____

Inspection Fees

CHECKS MADE PAYABLE TO:
Matthew Dunaway
24 Oakwood Circle
Pendleton, KY 40055

RESIDENTIAL CONSTRUCTION PLAN REQUIREMENTS:

YOU MUST PROVIDE a complete set of legible building documents for review to assist you in correcting code violations and/or problems before they occur. Documents will not be returned.

You must provide a **complete set of building plans** (blueprints) which includes the following:

- * front, side and rear elevations
- * foundation plan
- * foundation wall thickness & height (including brick drop) w/ rebar spacing
- * footing thickness & width w/ rebar spacing (include grade beams and piers)
- * girder beam/header size & spacing (include engineering on manufactured products)
- * floor joist size and spacing (include engineering on TJI'S or Floor Trusses)
- * floor plan including layout of walls, windows [mark egress size] and doors
- * stair details, tread/riser configurations
- * ceiling joist size & spacing (vaulted cathedral ceilings must include self-supporting ridge)
- * rafter framing details, size & spacing of rafters, purlins etc.
- * all trusses must have engineering provided (load calculations)
- * wall cross section from footings to roof rafters

You must provide an **accurate and detailed plot plan** which includes the following:

- * shape of property, existing structures and the location of proposed structure with the distances to all property lines and to existing structures clearly defined

You must provide a Kentucky Architect or Engineer's "Sealed Approval" on the following:

- * All Construction Methods not specifically prescribed within the Adopted Code (KRC 301.1.2) including Log Cabins, Steel Framed Structures (Trusses pursuant to KRC 802.10 are Exempt from this Requirement.)
- * Retaining Walls over 4' tall (KRC 404.1.3) or 4" thick brick drops over 2' tall
- * Footings poured on expansive soil or fill (disturbed soil)

***IT IS THE APPLICANT'S RESPONSIBILITY for COMPLIANCE with:
ALL PLANNING & ZONING, FEDERAL, STATE, COUNTY, and/or CITY ORDINANCES/STATUTES
and ALL APPLICABLE BUILDING CODES (including REFERENCED STANDARDS.)***

LICENSED CONTRACTOR REQUIREMENTS:

PLEASE LIST THE Licensed Sub-Contractors who will be performing work (if applicable).

	Company Name	Certification Number (Required)
Electrical Contractor		
Mechanical Contractor		
Plumbing Contractor		

CHECKS MADE PAYABLE TO:

Matthew Dunaway
24 Oakwood Circle
Pendleton, KY 40055

APPLICABLE CODES AND REQUIRED INSPECTIONS

APPLICABLE CODES: 2018 KENTUCKY RESIDENTIAL CODE

DESIGN CRITERIA: 15 lb. Ground Snow Load
24" min. Footing Depth (frost line)
4550 Heating Degree Days/1301 Cooling Degree Days (65 degree base)
Seismic Zone B

REQUIRED BUILDING INSPECTIONS:

FOOTINGS INSPECTION: (CALL 24 hrs in advance to schedule approximate inspection time)
Inspection is performed after footer is dug or formed, the steel rebar in place and the thickness clearly defined. Inspection is ALWAYS prior to placing concrete. DO NOT cover any portion of footing bottom with gravel without PRIOR approval. A grounding electrode (20' long rebar rod encased in concrete) should be protruding from footing for electrician to connect the grounding conductor. All footings must rest on undisturbed soil of sufficient bearing capacity to meet loads imposed upon it and shall exceed the minimum bearing requirements and the footing sizes spelled out in the Kentucky Building Code. Geo-Technical Soil Condition Reports and/or "As Built" Engineered Reports may be required. Footings poured without inspection or those located on engineered, disturbed or expansive soils shall require an engineer's sealed letter stating that footings have been designed and built according to accepted engineering practices, are in substantial compliance with the KBC and will withstand loads imposed by permitted structure.

FRAMING AND ROUGH IN INSPECTION: (Applicant is responsible to call for Rough In Inspection)
BEFORE DRYWALL OR INSULATION IS HUNG! Inspection is performed after all framing is completed, all fire blocking is in place, all concealed mechanicals, gas lines, vents and ventilation rough in work is completed. This inspection is to verify, to the best of the field inspector's ability, that the permitted structure is in substantial compliance with the structural and mechanical requirements covered under applicable codes and in substantial compliance with manufacturer's listing and installation instructions. All listed products shall be labeled and any installation instructions and/or design engineering shall be on site to verify that all listed components and engineered framing components including Tji's Lvl's or Glu Lam Beams, have been installed as per design.

Two rough in stickers are required in order to cover with insulation or otherwise conceal. Typically, stickers are placed inside the nearest junction box to front door. If corrections are required, written details will be left at front junction box. On some projects phased approvals may be required, contact the inspector for more details.

- 1) Rough Electrical inspection which is called in by the Electrician and inspected by Electrical Inspector
- 2) Rough Structural/Mechanical inspection which is called in by the General Contractor/Builder and inspected by the Building Inspector (covering building and mechanical codes)

FINAL BUILDING INSPECTION: (Applicant is responsible to call for Final Building Inspection)
AFTER ALL ENCROACHMENT, DRAINAGE, PLUMBING AND ELECTRICAL INSPECTIONS HAVE BEEN APPROVED
Inspection is performed at the completion of the project to verify that substantial compliance with the applicable codes and ordinances has been achieved. All fire protection systems shall be operable (NFPA 72/NFPA 13), means of egress completed including accessible entrances, exit signage and emergency lighting, handrails and guardrail; street address posted; final approval of Local Fire Marshal; grading to direct water to the approved drainage plan, energy conservation requirements met and all HVAC systems operational. An approval sticker will be applied on the electrical panel; however, you must call the office to request the release of the Certificate of Occupancy granting permission to occupy.
PURSUANT TO KRS 198 and O.C. ORDINANCE 91-300.351.3, A CERTIFICATE OF OCCUPANCY IS REQUIRED!

RE-INSPECTION FEES IN THE AMOUNT OF \$100.00 PER TRIP WILL BE CHARGED TO THE APPLICANT FOR INSPECTIONS THAT DO NOT MEET CODE!

CHECKS MADE PAYABLE TO:

Matthew Dunaway
24 Oakwood Circle
Pendleton, KY 40055

REQUIRED ELECTRICAL INSPECTIONS:

TEMPORARY POLE PERMIT: Builder must apply for Service with Utility Company and the correct street address must be provided so we can fax a Cut-In Request to the Utility Company. Pole must be secure in ground. Not all construction will require a TP permit/inspection. Some contractors may use existing TP or a generator.

ROUGH ELECTRIC IN INSPECTION: (Electrician is responsible to call for Rough-In Inspection)
BEFORE DRYWALL OR INSULATION IS HUNG! Inspection is performed after all rough wiring is pulled, boxes installed, and joints completed. All Listed products shall be Labeled.

Two rough in stickers are required in order to cover with insulation or otherwise conceal. Typically, stickers are placed inside the nearest junction box to front door (or basement stairs if basement finish) if corrections are required, written details will be left at front junction box.

- 1) Rough Electrical inspection which is called in by the Electrician and inspected by Electrical Inspector
- 2) Rough Structural/Mechanical inspection which is called in by the General Contractor/Builder and inspected by the Building Inspector (covering building and mechanical codes).

TEMPORARY ON THE MAIN: (Electrician is responsible to call for Temp on Main Inspection)
This is the inspection performed to authorize the Utility Company to connect the meter for electric service. If corrections are required, they will be left on panel box. This inspection may be performed at same time as rough if work is ready.

*A sticker will be left on electric panel authorizing connection.
FINAL INSPECTION REQUIRED BEFORE OCCUPANCY.*

FINAL ELECTRICAL INSPECTION: (Electrician is responsible to call for Final Electrical Inspection) Inspection is performed at the completion of the project to verify that substantial compliance with the electric code has been achieved. All disconnects, lights, switches, outlets, fixtures, switch/outlet covers, breakers, arc faults and ground faults operational and installed to code. An approval sticker from Electrical Inspector left on the electrical panel tells you that final electrical inspection has passed or notice of corrections left to comply.

RE-INSPECTION FEES IN THE AMOUNT OF \$100.00 PER TRIP WILL BE CHARGED TO THE APPLICANT FOR INSPECTIONS THAT DO NOT MEET CODE!

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BE ADVISED!

Best Management Practices must be properly installed and operational prior to any earthwork [i.e. driveways, basements, footers, etc.] and maintained throughout the construction project until final stabilization is complete.

-An Erosion Control Inspection will take place prior to any and all Required Building Inspections.

-A failed Erosion Control Inspection will result in a failed Building Inspection.

-A failed Building Inspection will require a scheduled re-inspection and fee.

-All erosion control issues must be addressed and completed prior to scheduling a re-inspection.

Failure to Comply may result in further enforcement actions that may include Citations, Stop Work Orders and Fines of \$75.00 to \$150.00 for each day that the property is found to be in violation.

CHECKS MADE PAYABLE TO:

**Matthew Dunaway
24 Oakwood Circle
Pendleton, KY 40055**

Sample



Trimble County Planning and Zoning Residential Building Permit Application

Date Received: 01/01/25

Applicant/Builder:

Name XYZ Builders
Address 111 XYZ street
City, ST Belford Ky Zip Ky
Phone: 502-222-2222
Signature: _____
Email Address: xyz@builders.com

Property Owner:

Name Sam Sample
Address 555 Time street
City, ST Milton Ky Zip 40045
Phone: 502-111-1111
Signature: _____
Email Address: samsample@erxall.com

Property Address: 111 Sample Street
City, ST Zip Belford Ky 40000

Subdivision Name: _____
Lot _____

*** Applicant/Builder must provide proof of insurance or sign affidavit. ***

Type of Improvement and use (Check all that apply)

New Building	Demolition	Shed	Crawl Space
Addition	Modular	Pool	Basement
Remodel	Farm Building	Basement Finish	Walk-Out
Single Family <input checked="" type="checkbox"/>	Multi-Family	Deck/Porch	No. of Units
Two-Family Duplex	Garage	Other Structure	

Size of building 30 x 28

Construction Type (Check One)

Insulated Concrete Structure	Modular Home
New Frame Construction (Wood) <input checked="" type="checkbox"/>	Miscellaneous
Manufactured	Steel Frame Construction
Mobile Home	

- Is right-of-way encroachment permit required? **Y/N** If yes, check one: County____, State____, or City____.
- Will this building be served by an on-site sewage disposal system such as a septic tank? **Y/N**
If yes, certificate of approval from the Health Department must be attached. If not, a certificate from the Sewer District must be attached.
- Is property located in a Historical District? **Y/N** If yes, written approval & stamped plans from them must be submitted.
- Soil & Erosion: Best Management Practices (BMP's) must be properly installed, operational and maintained throughout construction project until final stabilization is complete. SILT FENCE AND CONCRETE WASHOUT AREA MUST BE INSTALLED. _____ (Must be initialed by applicant.)

Actual distances of proposed building to property lines:

(Do not measure setbacks from edge of pavement)

Front Yard Do Not leave blank
Left Side Yard Do Not leave blank
Right Yard Do Not leave blank
Rear Yard Do Not leave blank
Corner Lot Y/N
Number of Bedrooms 3
Number of Bathrooms 2
Construction Cost 300,000 =

(Survey[Plot] plan must show shape of property and location of proposed building, actual distance to all four (4) property lines, driveway location, any other structures on property and all easements.)

Square feet:

First Floor _____
Second Floor _____
Garage _____
Basement _____ (if finished)
Total 2,500

Parcel No. _____ Zoning _____

For Employee Use

Flood Plain Zone: _____

Permit fee: \$ _____

Method of Payment: _____

CHECKS MADE PAYABLE TO:

Matthew Dunaway
24 Oakwood Circle
Pendleton, KY 40055

Sample

Permit Number: _____ Date Issued: _____

APPLICANT STATES AND ACKNOWLEDGES THE FOLLOWING:

1. Additional Permits may be required for State Building Code Enforcement (KBC 104.1), Road Encroachments, Site Disturbance, Storm Water Management, Electric, Plumbing, Sewage Disposal, or HVAC Installations.
2. This Permit will become null and void if work or construction is not commenced within 6 months, or if work is suspended or abandoned for a period of 6 months any time after work is commenced. A Permit Renewal Fee of \$100.00 will be required if permit is allowed to expire. The Permit Fee is non-refundable after 30 days and the Permit is not transferable to other parties or to other parcels of property.
3. **THE STRUCTURE WILL NOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS GRANTED.**
Before occupation of any structure permitted by the Building Official and Office of Building Inspections, there must be issued, on official stationery of the Office, a signed 'Certificate of Occupancy.' Occupation of any structure permitted by the Office without a proper Certificate of Occupancy is a violation of state statute, KRS 198B.990, punishable by a penalty of \$10 to \$100 per day of violation.
4. **THE APPLICANT AGREES TO COMPLY FULLY WITH ALL PROVISIONS OF APPLICABLE CODES, LAWS, REGULATIONS AND ORDINANCES GOVERNING THIS TYPE OF WORK, WHETHER SPECIFIED HEREIN OR NOT. "The Office of Building Inspections and Building Official have no authority to determine compliance with other regulatory agencies or obligations under private contract. The applicant may not rely on the issuance of any permit from this Office as evidence of the applicant's compliance with any other regulations or permitting requirements from any other regulating or private entity. Oversight or mistake on the part of the Building Official or an agent of the Office during the performance of their duties does not relieve the applicant from adherence to the applicable regulatory standards.**
5. This Office, its Employees and the Building Official have the right to enter into the construction premises at will during reasonable working hours to verify compliance. Applicant states that they are the lawful property owner or have secured the authorization of said property owner before making this application and does grant this Office and its employees permission to enter onto the property and premises in conjunction with this application and permit. Access shall be provided to the job at all times and the Applicant agrees to provide a safe means of egress in order for this Office to perform its responsibilities. State Statute KRS 198.B140 provides "that no person shall hinder an inspector performing his lawful duties under KRS 198.
6. The Building Permit Fee entitles you to Three (3) Inspections. Failure to have the work completed in a satisfactory manner consistent with code requirements and according to the attached page titled APPLICABLE CODES AND REQUIRED INSPECTIONS will result in additional inspections. Re-inspection Fees of \$100.00 per inspection shall be billed to the Applicant. No Certificate of Occupancy will be granted until all fees associated with this permit (including Electrical or Building Re-Inspection Fees due to Oldham County) are paid in full.
7. The Applicant agrees that the information contained on this application and the drawings and specifications submitted are accurate, complete and correct. Further, the intent and purpose of said project have been accurately represented. The Applicant further agrees that any error, omission, misrepresentation of fact whether intentional or not on their part, would cause refusal of application or revocation of permit. Any alteration or change in plans made without the approval of the Building Official subsequent to issuance of building permit shall be cause for the revocation of such permit.

FAILURE TO COMPLETE APPLICATION, TO PROVIDE APPROVALS AND COMPLETE SET OF PLANS WILL RESULT IN APPLICATION BEING RETURNED. PAYMENT IS DUE AT TIME OF APPLICATION

Applicant Signature: X Sam Sample Date: 01/01/25

Inspection Fees

CHECKS MADE PAYABLE TO:
Matthew Dunaway
24 Oakwood Circle
Pendleton, KY 40055

Sample

RESIDENTIAL CONSTRUCTION PLAN REQUIREMENTS:

YOU MUST PROVIDE a complete set of legible building documents for review to assist you in correcting code violations and/or problems before they occur. Documents will not be returned.

You must provide a complete set of building plans (blueprints) which includes the following:

- * front, side and rear elevations
- * foundation plan
- * foundation wall thickness & height (including brick drop) w/ rebar spacing
- * footing thickness & width w/ rebar spacing (include grade beams and piers)
- * girder beam/header size & spacing (include engineering on manufactured products)
- * floor joist size and spacing (include engineering on TJI'S or Floor Trusses)
- * floor plan including layout of walls, windows [mark egress size] and doors
- * stair details, tread/riser configurations
- * ceiling joist size & spacing (vaulted cathedral ceilings must include self-supporting ridge)
- * rafter framing details, size & spacing of rafters, purlins etc.
- * all trusses must have engineering provided (load calculations)
- * wall cross section from footings to roof rafters

You must provide an accurate and detailed plot plan which includes the following:

- * shape of property, existing structures and the location of proposed structure with the distances to all property lines and to existing structures clearly defined

You must provide a Kentucky Architect or Engineer's "Sealed Approval" on the following:

- * All Construction Methods not specifically prescribed within the Adopted Code (KRC 301.1.2) including Log Cabins, Steel Framed Structures (Trusses pursuant to KRC 802.10 are Exempt from this Requirement.)
- * Retaining Walls over 4' tall (KRC 404.1.3) or 4" thick brick drops over 2' tall
- * Footings poured on expansive soil or fill (disturbed soil)

IT IS THE APPLICANT'S RESPONSIBILITY for COMPLIANCE with:
ALL PLANNING & ZONING, FEDERAL, STATE, COUNTY, and/or CITY ORDINANCES/STATUTES
and ALL APPLICABLE BUILDING CODES (including REFERENCED STANDARDS.)

LICENSED CONTRACTOR REQUIREMENTS:

PLEASE LIST THE Licensed Sub-Contractors who will be performing work (if applicable).

	Company Name	Certification Number (Required)
Electrical Contractor	ABC Electrical (P) 502-123-4567	
Mechanical Contractor	Colorful Contracting (P) 502-777-7777	7777
Plumbing Contractor	123 Plumbing (P) 502-123-4567	

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