



## Trimble County Planning and Zoning Permit Application Process

- Each application is reviewed upon submission of completed applications. Planning and Zoning staff will advise if additional documentation or permitting is required to process applications.
- Planning and Zoning staff will advise if additional permitting or hearings are required upon review of completed applications.
- Upon review of completed applications a Planning and Zoning staff member may coordinate a site evaluation with property owner. Site Evaluations are Not inspections. The site evaluation is a visit to the site where the structure will be constructed to take pictures and measurements of the flagged footprint of the structure and to confirm the setbacks provided on the Zoning and Building permit applications.
- When the zoning permit application is processed, review is complete and the application is deemed approved, the zoning permit will be issued by the Trimble County Planning and Zoning Administrator.
- Upon submission of complete building permit application, it is the property owner's responsibility to contact the local building inspector to coordinate inspections.
- When the building permit is approved by building inspector, building permit will be issued by Trimble County Planning and Zoning Administrator.
- Property owner will be notified of total dollar amount due for permit fees made payable to Trimble County Fiscal Court and that permits are ready for pick at the Judge Executive's Office. Payments and permit pick up address is 123 Church Street, Bedford, KY 40006.
- Trimble County Zoning Permits are valid for one (1) year from issuance. If project is not completed by expiration date, property owner is required to submit an additional zoning permit application for that project.



## Trimble County Permit Applications Required Documentation

1. Request 911 Address from the Judge Executive Office. The correct and assigned 911 address is required on all applications.
2. Septic Permit from Trimble County Health Inspector. *The site evaluation is different from a septic permit.* A septic permit is required with application and will be provided by your septic installer.
3. Copy of recorded survey of the subject property. If the parcel is subdivided from another parcel or multiple parcels are being merged it is required for Planning and Zoning Chairperson to sign seven (7) original copies of the survey and for property owner to have signed survey filed with Trimble County Clerk Office. If an easement is being established survey is required.
4. Plot Plat. This can be a drawing, sketch or CAD generated birds eye view of property that shows all property lines, existing structures, driveways, etc.
5. Building Plan or Blueprint provided by builder, manufacturer or contractor.
6. Farmstead Exemption Form (if applicable). Complete and submit this form if you have a state issued farm identification number.

*Please Note: Applications will not be considered complete for review until all above items are submitted.*



## Trimble County Building and Zoning Permit Application FAQs

Fill out applications with accurate and confirmed information.

Answer ALL questions, applications submitted with unanswered questions will be returned and not reviewed until applications are submitted complete.

Applications will not be considered complete until all applicable required supporting documents are submitted with permit applications. Required supporting documents include:

- Assigned 911 address or parcel/lot number if 911 address has not been assigned.
- Septic Permit or Health Department approval letter for use of existing septic systems.
- If on sewer permit or letter of approval for use of existing sewer hookup from Jimi Hoskins.
- Property Survey (if available or required for project) obtain from Trimble County PVA.
- Sketch or Drawing (Plot Plan) of property showing all property lines, existing structures driveways, structures, etc. on property as well as proposed structures that permits are being applied for.
- Building Plan or Blueprint - this is provided by builder, manufacturer or architect.
- Farmstead Exemption Form (if applicable).

Permit Applications are processed in the order they are received, allow ten (10) business days to process non-farm exempt applications. Farm Exempt applications may be issued as soon as same-day. *Processing time does not start until all applications are submitted complete.*

If applications are submitted incomplete and returned, the original submission date does not hold your place in order received.

Applications are NOT processed and issued same day, the only exception to this is Farm Exempt applications.

Submit permit applications as soon as all required information and documentation is available, permits must be issued by construction start date (pre-construction).

\*Residential and Commercial Building permit fees are doubled if construction commences before building permit is issued.\*

Please note, there are cases when additional permitting or hearings are required which may extend the permitting timeline, you will be advised by Planning and Zoning staff if this is required for your project upon review of completed building and zoning permit applications.

Building inspections are conducted by the local building inspector, building inspections are the property owner's responsibility to coordinate with building inspector pre-construction.

Building inspector's fees are separate from Trimble County Building and Zoning permit fees and paid to building inspector.

Building and Zoning permit fees are payable to Trimble County Fiscal Court located at 123 Church Street, Bedford, KY 40006.

Zoning permit fees are 5% of total square footage. Building permit fees are 12% of total square footage.

Building and Plumbing inspections may be farm exempted if parcel is ten (10) acres or more, a state issued farm number is not required to farm exempt building and plumbing inspections on personal use/farm structures (some exceptions apply, the local building inspector can provide details).

If you have a state issued farm number, submit the Farm Exemption Form. Submission of the Farm Exemption Form with state issued farm number exempts county permit fees (zoning permit fee 5% of total square footage and building permit fee 12% of total square footage).

Please note “farm exempting” plumbing and building inspections are independent of having a state issued farm number. The only requirement for exempting building and plumbing inspections for personal use/farm structures is that the parcel is at least ten (10) acres.

Farm exempt parcels are not subject to a site evaluation but may be asked to submit a zoning permit application for clarification on project details if project details are not clear to Planning and Zoning staff from the information provided on the Farm Exemption Form. If a zoning permit application is requested, it will be used for administrative purposes only, farm exempt parcels are not subject to and will not receive a zoning permit.

Submission of building permit applications are not required for Farm Exempt parcels.



# Trimble County Residential Building Permit Application Instructions

**Date Received:** Enter date submitted to Zoning Office

## **APPLICANT / BUILDER**

1. **Applicant:** Enter Applicant Name, Mailing Address, City, State, Zip Code, Phone Number, Signature, Email Address and Property Address.
2. **Property Owner:** Enter Applicant Name, Mailing Address, City, State, Zip Code, Phone Number, Signature, Email Address, Subdivision Name and Lot #.

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

## **TYPE OF IMPORVEMENTS AND USE**

1. **Use boxes to select all that apply to project**, use other box to describe project if additional explanation is necessary.
2. **Size of Building:** Structure Length \* Width (*in feet*).
3. **Construction Type:** Use boxes to select one or describe in blank box.

**Answer three Yes or No questions and initial Soil and Erosion statement**

## **ACTUAL DISTANCES OF PROPOSED BUILDING TO PROPERTY LINES**

1. **Front Yard:** Measure (*in feet*) from road/street center to proposed structure.
2. **Left Side Yard:** Measure (*in feet*) from left property line to proposed structure.
3. **Right Side Yard:** Measure (*in feet*) from right property line to proposed structure.
4. **Rear Yard:** Measure (*in feet*) from back property line to proposed structure.
5. **Corner Lot:** Yes or No.

6. **Bedrooms:** Enter # of bedrooms.
7. **Bathrooms:** Enter # of bathrooms.
8. **Construction Cost:** Enter total project cost.
9. **First Floor Square Feet:** Add square footage of all floor space on 1<sup>st</sup> floor.
10. **Second Floor Square Feet:** Add square footage of all floor space on 2nd floor.
11. **Garage Square Feet:** Enter square footage of all floor space of attached garage.

**APPLICANT SIGNATURE:** Sign your name here

**DATE:** Enter today's date

#### **LICENSED CONTRACTOR REQUIREMENTS**

1. **Electrical Contractor:** Enter electric contractor name and phone number here. If property owner, enter self.
2. **Mechanical Contractor:** Enter General Contractor name and phone number here. If no General Contractor enter n/a.
3. **Plumbing Contractor:** Enter Plumbers name and phone number here. If property owner enter self.



# Trimble County Zoning Permit Application Instructions

**Application Date:** Enter date submitted

## **APPLICANT INFORMATION BLOCK**

1. **Applicant:** Enter Applicant Name, Mailing Address, City, State, Zip Code, Phone Number and Email Address.
2. **Property Owner:** Enter Property Owner Name, Mailing Address, City, State, Zip Code, Phone Number and Email Address.

## **PROPERTY INFORMATION BLOCK**

1. **Property Address:** Enter Address of property/parcel the structure is being built on or affixed to.
2. **Subdivision Name:** Enter Subdivision Name (if applicable).
3. **Property Location:** Provide turn-by-turn directions to property from the starting point of 123 Church Street, Bedford, KY 40006.
4. **Jurisdiction:** Select City of Bedford or Trimble County.
5. **Existing Zoning:** Choose one (if you are unsure of your zoning district contact the Zoning Office at (502) 255-7196 x 800 to confirm).

## **BUILDING TYPE INFORMATION BLOCK**

1. **Select all that apply to project.** If none of the options describe your project, use the “*other*” line to write a description of the project.

## **BUILDING TYPE INFORMATION BLOCK**

1. **Check box if project cost is less than \$500.00**, leave box blank if project cost is more than \$500.00.
2. **Size:** Enter the length and width of structure (*in feet*).
3. **Answer Yes or No** if the structure includes an attached garage.

4. **Total square footage:** Add the square footage of all above ground floor space and garage space to calculate total square footage. If structure is not a single-family dwelling (examples: shed, pole barn, lean-to, deck, etc.) provide square footage of enclosed, covered or ground space.

#### **LOT INFORMATION BLOCK**

1. **Size:** Provide lot or parcel size in acres.
2. **Proposed Setbacks:** Setbacks are the linear distance from property lines to structure. Front setbacks are measured from road/street center to structure. Other three (3) structure setbacks (*right, left, back*) are measured from property line to structure. Provide setback measurements in (*feet*).

#### **DRAWING – PLOT PLAN BLOCK**

1. **See example attached.** This is a drawing or sketch that shows all property lines, existing structures, driveways, etc. and includes proposed project.

#### **CONSTRUCTION PLANS BLOCK**

1. **Construction Plans** (blueprint, building plan, etc.) must be provided.

#### **HEALTH DEPARTMENT APPROVAL BLOCK**

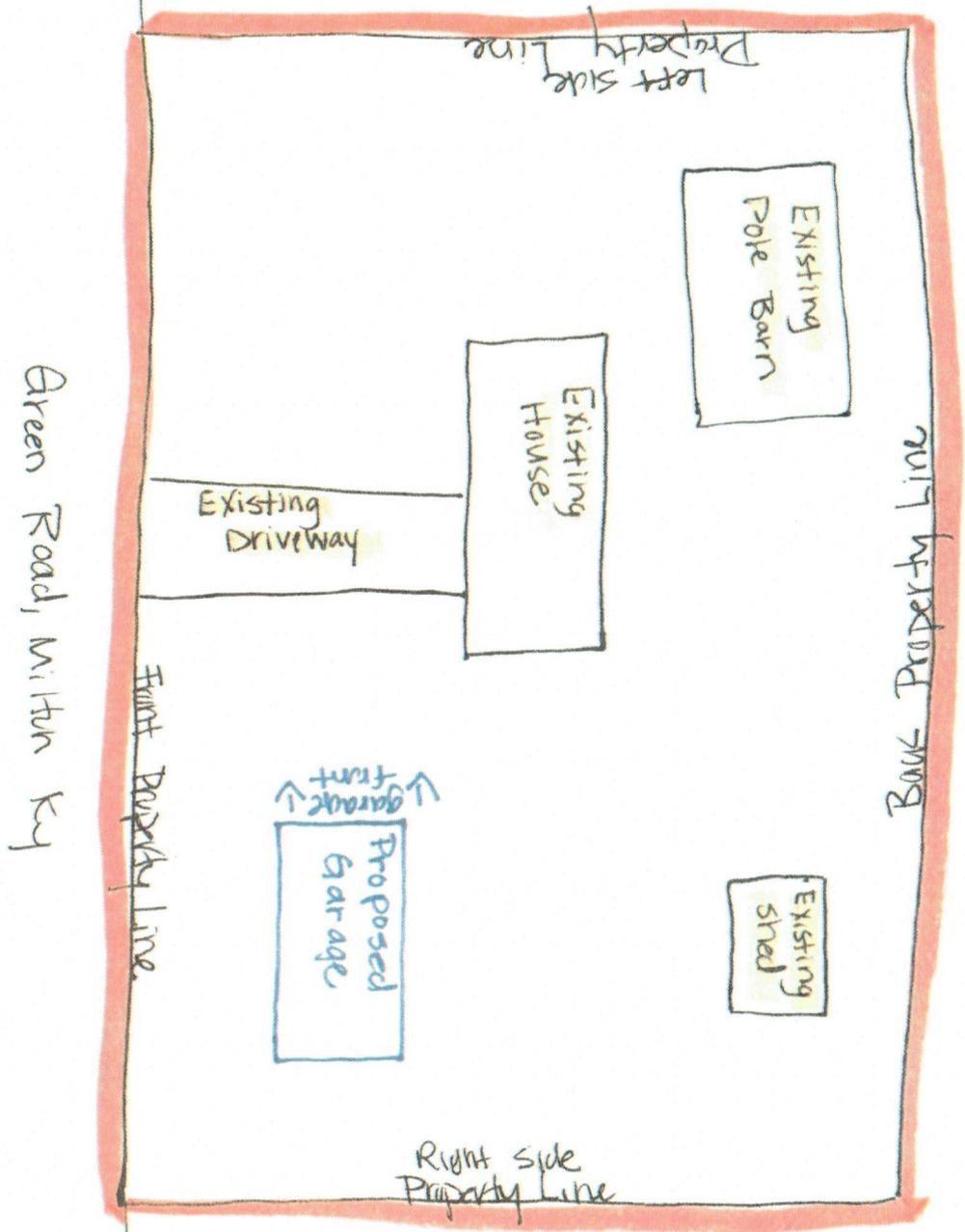
1. **Check Yes or No** if building will be serviced by on-site sewage disposal system.

#### **ROAD DEPARTMENT APPROVAL BLOCK**

1. **Read and acknowledge entrance/encroachment statement.**

#### **SIGN AND DATE APPLICATION**

# Drawing Plot Plan Example





## Trimble County Farmstead Exemption Form Instructions

**Application Date:** Enter date submitted

**Permit #:** Enter your State issued farm number.

**Property Owner:** Enter property owner full name.

**Address:** Enter the property address the project will be constructed/erected on.

**Agent/Applicant:** Enter full name of anyone other than property owner completing this form.

**Type:** Select what type of project you are doing (New Construction, Addition, Alteration, Remodel, Re-Issuance).

**Required Items: (submit with application)**

1. **Building Plans:** Project plans provided by builder, architect or contractor
2. **Deed:** Recorded deed obtained at Trimble County Clerk Office
3. **Recorded Plat (if available):** Recorded plat obtained at Trimble County PVA Office
4. **Septic Evaluation (if required):** Documentation provided by Trimble County Health Inspector, Amy Tingle
5. **PVA Parcel #:** Parcel number obtained from Trimble County PVA Office

**Proposed Use of Structure:** Enter how structure will be used. Use examples, (personal, farm/agriculture, commercial, business, etc.)

**# of Structures Currently on Lot:** Enter the number of existing structures on property before new structure is constructed.

**# of Units (if Multi-family):** If there are multi-family units currently on property (duplex, tri-plex, four-family, apartment building, etc.) enter number of multi-family units here.

**Zoning:** Enter your zoning district here (A-1, A-2, B-1, I-2, R-1, R-2, R-3). Zoning map is available at [www.trimblecountyky.gov/planning/zoning](http://www.trimblecountyky.gov/planning/zoning) or you can request the information from the Planning and Zoning office at (502) 255-7196 x 800.

### **Lot Information and Setback Requirements**

**Unit Address:** Enter unit address here.

**City:** Enter unit city here.

**Jurisdiction:** Enter Trimble County or City of Bedford here. *(If you are not in the city of Bedford select Trimble County.)*

**Major Subdivision/Minor Plat:** Enter Subdivision name here if parcel is within a subdivision. Or enter “No” if not part of subdivision.

**Section:** Enter section noted on subdivision plat here (if 911 address has not been assigned).

**Lot #:** Enter lot number here (if 911 address has not been assigned).

**PUD/Site Plan/Dev. Plan:** Plot Plan, sketch or drawing of your property with existing and proposed structures.

**Lot Size:** Enter the parcel/lot size in acres here, example (10 acres, 25 acres, 100 acres).

**Frontage:** Enter the linear measurement (*in feet*) of road frontage for parcel, example (150 feet, 200 feet, 1,000 feet)

**Ave. Side:** Enter the linear measurement in feet of average of sides (right and left) from structure to property line. Measure the left setback and the right side setback, add the two measurements together and divide by two (2).

*Example: Left setback: 50 ft. + Right setback: 25 ft. = Total 75 ft.*

*To calculate Average: Total 75 ft. / 2 = 37.5 ft.*

**Flood Plain:** Is your parcel in a flood plain answer (Y or N).

**Minimum Setbacks:** Refer to the Trimble County Zoning Ordinance Appendix B, Section 690 to verify setback requirements in your zoning district. Find your zoning district in column 1, (A-1, A-2, B-1, I-2, R-1, R-2, R-3). Setbacks and Road Frontage are noted in the column heading. See setback headings:

Minimum Side Yard for Primary Residence

Maximum Rear Yard

Front Setback from Center of Road

Minimum Road Frontage of Lot/Tract

**Front:** Measure in linear feet the distance between the structure to the middle of the street/road. Enter that measurement here.

**Rear:** Measure in linear feet the distance between the structure to the back/rear property line. Enter that measurement here.

**Sides:** Measure in linear feet the distance between the structure to each side (right and left) property lines. Enter that measurement here.

**Variance App. Date:** If you have a variance enter variance approval date here.

**Accessory Structures must be:** Enter eight "(8) feet" here. See *Zoning Ordinance Appendix A (1.) for accessory structure definition*. The Zoning Ordinance can be accessed at [trimblecountyky.gov/planning-zoning](http://trimblecountyky.gov/planning-zoning).

**Notes:** Enter any notes related to project that were not addressed in previous questions.

### **Construction Information**

**Contractor:** Enter general contractor name, builder name, manufacturer (if modular or manufactured home), self, etc.

**Estimated Date of Construction:** Enter the date you or your contractor plans to begin construction on this project.

**Contact:** Enter name of contact for Contractor.

**Phone:** Enter contractor phone number.

### **Project Information Box**

**Type of Structure:** Enter structure type here (garage, lean-to, pole barn, single-family dwelling, shed, carport, etc.) If you are constructing multiple structures, list each one in the blank chart on form.

**Square Footage:** To calculate square footage, multiply length times width (l\*w). Enter that value.

**Cost per Type:** Enter construction cost.

**Total Square Footage:** Include all drywalled areas in basement, attached garages and covered outdoor areas. Add these together to calculate total square footage.

**# of Stories:** Enter number of stories high structure will be here.

**Basement:** Calculate and enter the square footage of all drywalled areas in basement.

**Exterior:** Enter exterior square footage of exterior covered areas such as covered porches, car ports, lean-to, etc.

**Estimated Construction Cost:** Enter the estimated completed construction cost of project(s).

**Applicant Signature:** Applicant/Property Owner sign name here.

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**On the line below the affidavit statement enter property address.**

**Property Owner Signature:** Property owner sign full name.

**Date:** Property owner enter today's date.