



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.

**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

LG&E (502) 589-1444

Carrollton Utilities (502) 732-7055

County Road Maintenance Barn (502) 255-3337

State Road Department (502) 255-7714



Trimble County Kentucky

County Residential Electrical Permit Application

Date Received: _____

Trimble County Electrical Permit Application Fee - \$50.00

Contact Jerry Dunaway, Electric Inspector at (502) 639-3428 to schedule electrical inspections

Applicant/Electrical Contractor Information

Name _____
Address _____
City, ST Zip _____
Phone _____
Signature: _____
Email: _____
ME License # _____
CE License# _____

Property Owner Information

Name _____
Project Address _____
City, ST Zip _____
Phone _____
Signature: _____
Exp. Date _____
Exp. Date _____

Job Description

_____	Utility Co: _____
_____	Amperage: _____

INSTALLATION TYPE

RESIDENTIAL

___ NEW SINGLE FAMILY: Living Space + Garage _____ SqFt; Basement _____ SqFt
___ REMODEL/REWIRE/ADDITIONAL WIRING
___ ADDITION
___ SERVICE CHANGE/REPAIR/UPGRADE
___ RECONNECT
___ NEW MOBILE HOME ___ C1 (Must be posted on mobile home before electrical inspection)
___ USED MOBILE HOME ___ C1 AND B1 (Must be posted on mobile home before electrical inspection)
___ NEW MULTIFAMILY (APARTMENTS) Number of Units _____
___ EXISTING MULTIFAMILY (APARTMENTS) Number of Units _____
___ BARN ___ GARAGE ___ FARM SERVICE ___ OTHER(Specific) _____

COMMERCIAL (ELECTRICAL CONTRACT AMOUNT \$ _____)

___ NEW: _____
___ EXISTING: _____
___ SERVICE CHANGE/REPAIR/UPGRADE/ADD ON _____

For Employee Use

Parcel No. _____

Permit fee: \$ _____

Permit Number: _____

Method of Payment: _____

Date Issued: _____

(502) 255-7196

Lisa.mosley@trimblecountyky.gov

CHECKS MADE PAYABLE TO:
Trimble County Fiscal Court
123 Church Street
Bedford, KY 40006

Created 4.24.26



TRIMBLE COUNTY
Electrical Inspector
Inspection Fee Schedule

Note: Electrical Inspection fees are separate from the \$50.00 County Electrical Permit Fee paid to Trimble County Fiscal Court. Electrical Inspection fees (in chart above) are paid to the Electric Inspector.

Inspection Type	Cost
New Single Family (3 inspections)	\$300.00
Temporary Pole	\$100.00
Service Repair/Burnout	\$100.00
# of Inspections (each)	\$100.00
Panel and Inspection	\$100.00
Restore Power	\$100.00
Pool Electric (2 inspections)	\$200.00
Solar Install 1% of contract amount	

Note: Applications will NOT be accepted unless filled out completely, including signature, INCOMPLETE APPLCIATIONS WILL BE RETURNED TO APPLICANT

DO NOT COMMENCE ANY WIRING WITHOUT A PERMIT. WIRING MUST BE INSPECTED PRIOR TO INUSTHING OR DRY WALLING.

No electrical permits will be issued without Electrical Contractor License and Master Electrician License on file.

(502) 639-3428

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

Created 4.23.26

APPENDIX B: SECTION 690 DIMENSION AND AREA REGULATIONS

DISTRICT	MAXIMUM HEIGHT OF BUILDING	MINIMUM LOT AREA PUBLIC SEWER	MINIMUM LOT AREA NO PUBLIC SEWER	MINIMUM LOT AREA WIDTH AT BUILDING LINE	MINIMUM SIDE YARD FOR PRIMARY RESIDENCE LEAST	MINIMUM SIDE YARD FOR PRIMARY RESIDENCE SUM	MINIMUM REAR YARD	FRONT YARD SETBACK FROM CENTER OF ROAD	MINIMUM ROAD FRONTAGE OF LOT/TRACT
A-1 Agricultural farming	N/A	N/A	5 ACRES	150'	25'	50'	50'	95'	150'
A-2 Agricultural	N/A	8,000 SQ. FT.	1 ACRE	100'	15'	30'	25'	50'	100'
R-1 Residential Single Family	2 STORIES	8,000 SQ. FT.	1 ACRE	70'	8'	20'	25'	50'	70'
R-2 Residential Multi-Family & Duplex	2 STORIES	7,500 SQ. FT. SINGLE FAMILY 9,000 SQ. FT. DUPLEX	1 ACRE	70' SINGLE 80' DUPLEX	8'	18'	25'	45'	70' SINGLE 80' DUPLEX
R-3 Residential Multi-Family	3 STORIES	6,000 SQ. FT. SINGLE FAMILY 2,500 SQ. FT FOR @ADDITIONAL DWELLING UNIT	1 ACRE	60'	8'	16'	20'	45'	60'
B-1 Business Neighborhood	2 STORIES	15,000 SQ. FT.	1 ACRE	70'	5'	10'	30'	45'	60'
B-2 Business Highway/Gene	N/A	5,000 SQ. FT.	1 ACRE	50'	5'	10'	30'	65'	50'
B-3 Business Central Business	N/A	2,000 SQ. FT.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
I-1 INDUSTRIAL – LIGHT I-2 INDUSTRIAL - HEAVY	50 FT. PLUS ADDITIONAL 5 FT. FOR @ OR FRACTION THEREOF INCREASE OF	40,000 SQ. FT.	2 ACRES – LIGHT 4 ACRES - HEAVY	100'	35 FT. PLUS ADDITIONAL 40 FT. WHEN ABUT ANY DISTRICT OTHER THAN I-1 OR I-2	35 FT. PLUS ADDITIONAL 40 FT. WHEN ABUT ANY DISTRICT OTHER THAN I-1 OR I-2	25 FT. PLUS ADDITIONAL 50 FT. WHEN ABUT ANY DISTRICT OTHER THAN I-1 OR I-2	65'	100'

ALL ACCESSORY SETBACK LINES = 8 FEET



Trimble County Kentucky

Farmstead Exemption Form

Application Submit Date: _____ Permit # _____

Applicant Information

Property Owner _____

Address _____

Agent/Applicant (if different from property owner) _____

Phone _____ Email _____

Type: New Construction ☐

Addition ☐

Alteration ☐

Remodel ☐

Re-Issuance ☐

Required Items Checklist: (submit with Application and check all that are included with Application)

- | | | | |
|---------------------------------|-------|---|-------|
| 1. Building Plans | _____ | Proposed Use of Structure | _____ |
| 2. Deed | _____ | # of Existing Structures on Parcel | _____ |
| 3. Recorded Plat (if available) | _____ | # of Units (if Multi-Family) | _____ |
| 4. Septic Permit (if required) | _____ | Zoning District (A-1, A-2, B-1, I-2, R-1, R-2, R-3) | _____ |
| 5. PVA Parcel # | _____ | | |

Lot Information & Setback Requirements

Unit Address _____ City _____

Jurisdiction (City of Bedford, Trimble County) _____

Major Subdivision/Minor Plat _____ Section _____ Lot # _____

PUD/Site Plan/Dev. Plan _____ Date Approved: _____

Lot Size _____ Road Frontage _____ Sides Average _____

Flood Plain: Y or N

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 Approval Date: _____

Accessory Structures Must Be _____ feet from all lot lines and all other structures on parcel

Notes: _____

Contractor/Construction Information:

Estimated Start Date of Construction: _____

Contractor Name _____

Contact/GC _____

Phone _____

Email _____

Structure Type	Structure Sq Ft	Cost Per Structure	Sub-Total	Permit Fee
			\$	Min. \$75.00 permit fee
			\$	
			\$	
			\$	
Total			\$	

Total Square Footage: _____ # Stories _____ Basement Sq. Ft. _____ Exterior (covered area) Sq. Ft. _____

Estimated Total Construction Cost: _____

Applicant Signature: _____

Date: _____

P&Z Official: _____

Approved Date: _____

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 (the following address):

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:

Trimble County Farm Exemption Form



Trimble County Farmstead Exemption Form Instructions

Application Date: Enter date submitted

Permit #: Enter your State issued farm number

APPLICANT INFORMATION

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.

Phone: Enter property owner phone number

Email: Enter property owner email address

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

REQUIRED ITEMS CHECKLIST

Required Items: (submit these items 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 Permit (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 Parcel: 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 or you can request the information from the Planning and Zoning office at (502) 255-7196 x 800.

LOT INFORMATION & SETBACK REQUIREMENTS

Unit Address: Enter parcel address

City: Enter city parcel is located

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 on subdivision plat (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 parcel with existing and proposed structures

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

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

Sides Average: Enter the linear measurement in feet of average of sides of parcel (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) to calculate the average of sides.

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

Rear: Measure in linear feet the distance between the structure to the back/rear property line

Sides: Measure in linear feet the distance between the structure to each side (right and left) property lines

Variance App. Date: If you have a variance enter the 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

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

CONSTRUCTION INFORMATION

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

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

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 ($l \times w$). Enter that value

Cost per Structure: To calculate, multiply structure total square footage by 12%. Example ($1,000 \text{ sq ft} \times .12 = 120.00$)

Sub-Total: Enter the Cost per Structure amount (from previous question) for each structure being built/erected on parcel.

Total: To calculate Total, add each line of the Sub-Total column.

Total Square Footage: To calculate square footage, measure the length and width of each room, multiple length * width measurement. Add together the square footage of each room for the structure Total Square Footage. *Include all drywalled areas in basement, attached garages and covered outdoor areas.*

of Stories: Enter number of stories high structure will be

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

Date: Enter date form is signed

Page 2

On the blank line below the affidavit statement enter property address

Property Owner Signature: Property owner sign full name

Date: Property owner enter date form is signed



Trimble County Kentucky

County Zoning Permit Application

Application Submit Date:

Applicant Information

Applicant Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Property Owner Name (if different from Applicant) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Property Information

Property Address _____

Subdivision Name / Lot # (if applicable) _____

If street address has not been assigned, identify the property's location along the roadway and distance to intersecting public roadways on each side of parcel _____

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

Building Type Information

- ☐ Garage
☐ Single Family Dwelling
☐ Two Family Structure
☐ Type I Manufactured Home (new from manufacturer)
☐ Type II Manufactured Home (used/pre-owned)
☐ Type III (used/non SFD use)
☐ Addition to Principle Buildings Only
☐ Other _____

of Bdrms _____

of Bdrms _____

of Bdrms _____ Age _____ Size _____

of Bdrms _____ Age _____ Size _____

of Bdrms _____ Age _____ Size _____

Type _____

Trimble County Zoning Permit Application

CHECKS MADE PAYABLE TO:

Trimble County Fiscal Court
123 Church St. Bedford, KY 40006

Building Type Information (continued)

☐ Project Cost is Less Than \$500.00

Project Total Cost (in dollars) _____

Structure Size (longest dimension)

Length _____ Width _____

Does this building include an attached garage? _____

Total Square Footage (excluding basement) _____

Select All Structure Will Include:

☐ Plumbing ☐ Electric ☐ HVAC ☐ Garage # of spaces _____

Lot Information

Parcel Size (in acres) _____

Setbacks

Setback Measurement Instructions: Measure (in feet) from exterior wall of structure to nearest property line for each side of structure. ***Front setback is measured from structure wall to center of road***

Front Setback _____

Right Setback _____

Back Setback _____

Left Setback _____

Parcel Road Frontage (in feet) _____

List all structures currently on parcel _____

List other proposed structures to be erected/placed on parcel _____

Proposed Construction Start Date _____

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 serviced by an on-site sewage disposal system such as a septic tank? ☐ Yes ☐ No

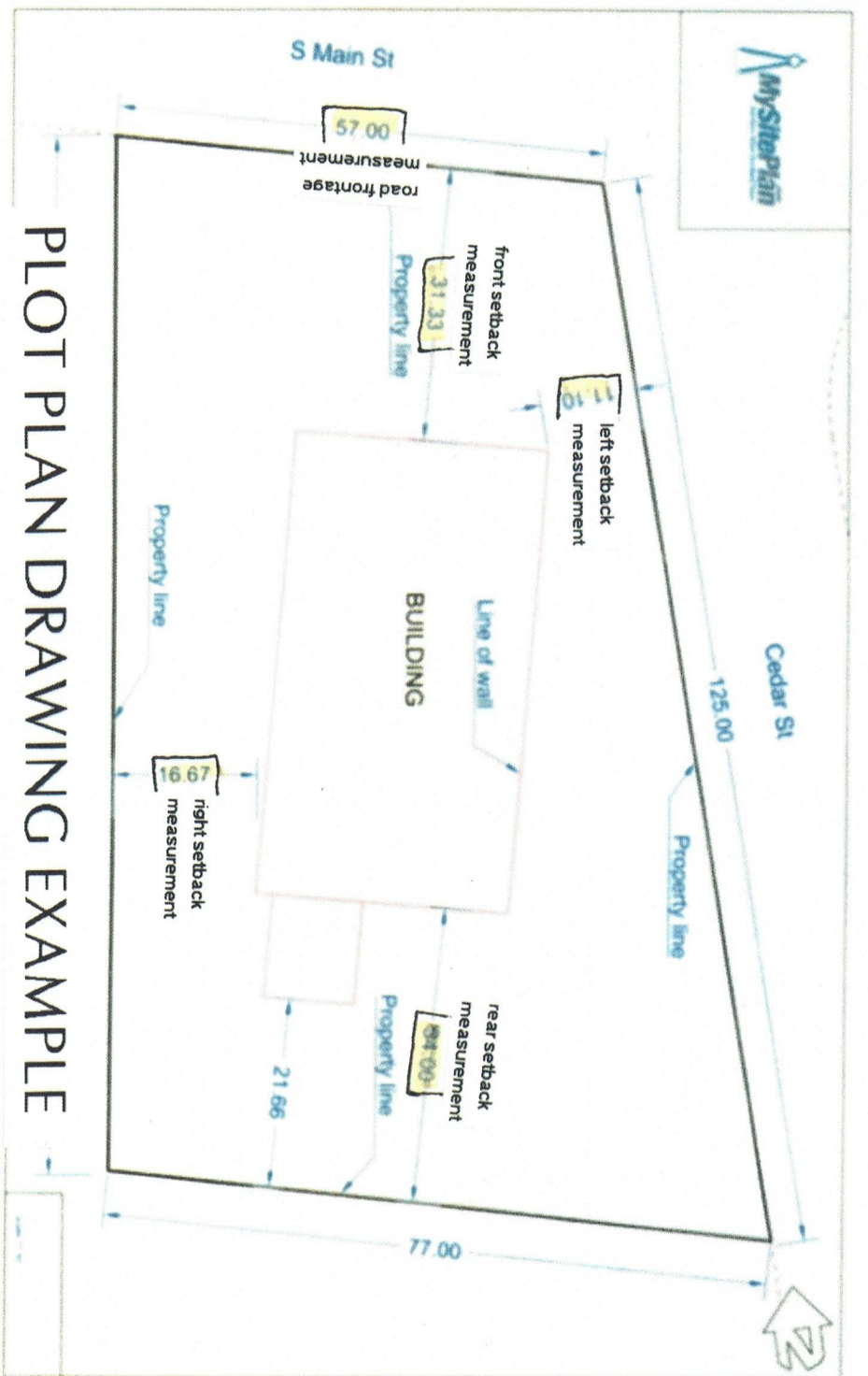
If YES, a Certificate of Approval from the Health Department must be attached.

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.

Drawing – Plot Plat (provide sketch that identifies all parcel boundary lines and all structures, driveways, fences, etc. on parcel and proposed structure)

Applicant's Signature _____ Date _____



PLOT PLAN DRAWING EXAMPLE

hand drawn plot plans are acceptable



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.
 - Enter number of Bedrooms for each Building Type checked.
 - For Type I, II and III Manufactured Homes enter number of bedrooms, structure age and structure size.
 - Check Addition to Principle Building only if the Building Type is an addition to the principle structure on parcel and list Type of addition.

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. **Project Total Cost:** Enter total cost of project when completed.
3. **Structure Size:** Enter the length and width of structure (*in feet*).
4. **Does the Building Include an Attached Garage?** Answer Yes or No if the structure includes an attached garage.
5. **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. **Parcel Size:** Provide lot or parcel size in acres.
2. **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*).
3. **Parcel Road Frontage:** Enter the linear measurement of road frontage of parcel (in feet).
4. **List All Proposed Structures Currently on Parcel:** List all structures that are currently existing on parcel (barn, shed, garage, etc.).
5. **List Proposed Structures:** List all structures proposed to be built/erected on parcel.
6. **Proposed Construction Start Date:** Enter date construction to commence.

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.**

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.

SIGN AND DATE APPLICATION



Trimble County Kentucky

Residential Building Permit Application

Date Received: _____

Builder/Contractor Information

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

Property Owner Information

Name _____
Address _____
City, ST Zip _____
Phone _____
Signature: _____
Email: _____
Subdivision Name _____
Lot # _____

*****Builder/Contractor 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/Alteration	Farm Building	Basement Finish	Walk-Out
Single Family	Multi-Family	Deck/Porch	No. of Units
Two-Family Duplex	Garage	Other Structure	

Building Size (in sq. ft.) _____

Construction Type (Check One)

Insulated Concrete Structure	Modular
New Frame Construction (Wood)	Miscellaneous
Manufactured	Steel Frame Construction
Mobile/Man. Home (Type I)	Multi-Family
Mobile/Man. Home (Type II)	Garage
Mobile/Man. Home (Type III)	

- 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 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 the construction project until final stabilization is complete. SILT FENCE AND CONCRETE WAHSOUT 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 _____
Left Side Yard _____
Right Side Yard _____
Rear Yard _____
Corner Lot Y / N _____
Number of Bedrooms _____
Number of Bathrooms _____
Construction Cost _____

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

Square Feet:

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

For Employee Use

Parcel No. _____ Zoning _____

Flood Plain Zone: _____

Permit Fee: \$ _____

Method of Payment: _____

CHECKS MADE PAYABLE TO:

Matthew Dunaway
24 Oakwood Circle
Pendleton, KY 40055

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 \$150.00 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 198B.140 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 \$150.00 per inspection shall be billed to the Applicant.
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: _____

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

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 as they will become public record. Please maintain an identical set of documents on site at all times.

You must provide a **complete set of building plans** which include the following:

- Approval of Site Development Plan from Planning and Zoning
Contact T.C. Planning and Zoning for more information 502-255-7196 x 800
Planning and Zoning Commission Approval (if required)
Exterior signage including free-standing signs
Building height to adjoining grade
Parking lot Layout including coverage areas, entrances and spaces available
Lighting plan
Landscaping Plan Approved by Local Landscape Architect
- Life Safety Items Clearly defined: including means of egress and exit discharge, corridors, emergency lighting and exit signage, fire alarm notification device locations, etc.
All Rated Assemblies listed on plans including UL Number
- front, side and rear elevations
- foundation plan
- floor plan (complete with all pertinent details)
- wall cross section from foundation to roof
- any pertinent engineering (soil reports, engineered structures etc)

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

- general shape of property
- all existing structures on property
- the location of proposed structure with distances to all property lines and other structures

***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).

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 BUILDING CODE

DESIGN CRITERIA 15 lb. Ground Snow Load
 24" min. Footing Depth (frost line)

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 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 196 and O.C. ORDINANCE 91-300 351.3, A CERTIFICATE OF OCCUPANCY IS REQUIRED!

RE-INSPECTION FEES IN THE AMOUNT OF \$150.00 PER TRIP WILL BE CHARGED TO THE APPLICANT FOR INSPECTIONS THAT DO NOT MEET CODE!

PLEASE CONTACT STATE BUILDING CODE ENFORCEMENT REPRESENTATIVES
AT THE OFFICE OF HOUSING BUILDINGS AND CONSTRUCTION (OHBC) @ 502-573-0373
FOR INSPECTIONS WHICH FALL UNDER THEIR JURISDICTION (KBC sections 104.2 & 104.1)

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 \$50.00 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



Trimble County Residential Building Permit Application Instructions

Date Received: Enter date submitted to Zoning Office

BUILDER / CONTRACTOR

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

PROPERTY OWNER:

1. 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 1st 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.
12. **Basement (if finished):** Add square footage of all finished floor space in basement.
13. **Total:** Add square footage of all finished interior space for structure total square footage.

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.

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

FEE SCHEDULE FOR BUILDING PERMITS

Residential Building Permits

Single Family House*	\$0.12 per sq. ft. or \$50.00 minimum
Multi-Family**	\$0.18 per sq. ft. or \$50.00 minimum
Manufactured/Modular House	\$0.12 per sq. ft. or \$50.00 minimum
Additions to Existing Home	\$0.12 per sq. ft. or \$50.00 minimum
Finished Basements (drywalled area)	\$0.12 per sq. ft. or \$50.00 minimum
Interior Alterations/Renovations	\$0.12 per sq. ft. or \$50.00 minimum
Garages (free-standing)	\$0.12 per sq. ft. or \$50.00 minimum
Decks/Balconies	\$0.12 per sq. ft. or \$50.00 minimum
Accessory Buildings	\$0.12 per sq. ft. or \$50.00 minimum
Pools: Above Ground	\$50.00
Pools: In Ground	\$50.00
Demolition Permit	\$0.00
Retaining Walls (over 4ft. high)***	\$100.00
Moving Existing Structure	\$50.00
Sprinklers (Residential)	\$50.00
Renewing Expired Permits****	\$100.00
Minimum Permit Fee*****	\$50.00
Foundation Only (non-refundable)	\$100.00
Re-Inspection Fee	\$50.00

***includes sq. ft. of attached garages and all drywalled areas of basement**

****must include attached garage**

*****includes two (2) footer inspections**

******if no activity for 180 days**

******* (fees that are not set)**

COMMERCIAL BUILDING PERMITS*
(Must be Contractor to Apply for Commercial Permit)

Building inspected by STATE (under KBC 104.2)	\$0.12 per sq. ft. or \$100.00 minimum
Building inspected by COUNTY (under KBC 104.1)	\$0.12 per sq. ft. or \$100.00 minimum
New Construction Plan Review (County Inspection)	\$100.00

***Includes new buildings, tenant finish, change in occupancy classification, renovations and additions.**

**ALL RESIDENTIAL FEES AND COMMERCIAL FEES SHALL BE
DOUBLED FOR ANY CONSTRUCTION STARTED WITHOUT A
BUILDING PERMIT.**