



COMMERCIAL BUILDING PERMIT APPLICATION

CAMPBELL COUNTY PLANNING & ZONING
 1098 Monmouth Street, Suite 343, Newport, KY 41071
 Phone (859) 292-3880 Fax (859) 547-1868
 www.campbellcountyky.org

Project Name (if applicable) _____	PIDN 999-99- ____ - ____ . ____
Project address _____	
Project located in <input type="checkbox"/> Unincorporated Campbell County, or in the City of <input type="checkbox"/> Bellevue <input type="checkbox"/> California <input type="checkbox"/> Crestview <input type="checkbox"/> Dayton <input type="checkbox"/> Melbourne <input type="checkbox"/> Silver Grove <input type="checkbox"/> Southgate <input type="checkbox"/> Woodlawn	

	Property Owner	General Contractor	Applicant
Name			
Address			
City			
State/Zip			
Phone			
FAX #			
Cell #			
E-MAIL			

Architect _____	Phone _____	Fax _____
Address _____		
Engineer _____	Phone _____	Fax _____
Address _____		
Design professional in responsible charge : _____ <input type="checkbox"/> Architect <input type="checkbox"/> Engineer		

Proposed activity (✓ all that apply) <input type="checkbox"/> New Construction <input type="checkbox"/> Remodeling <input type="checkbox"/> Addition <input type="checkbox"/> Change of Use / Occupancy <input type="checkbox"/> Electric <input type="checkbox"/> HVAC <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Range Hood <input type="checkbox"/> Other _____ <input type="checkbox"/> Zoning Approval only (Building plans being reviewed by State Office of Housing, Building and Construction)	
Total square footage of existing building _____ sf	of addition(s) / Remodeled area _____ sf
Number of stories (Incl. basement) ____ Basement? <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated Cost of Project \$ _____	

Existing Use(s) of Building _____
Proposed Use of Building/addition/remodeled area: _____
Number of Units ____ Use Group Classification (KBC Chapter 3) ____ Construction Type (KBC Chapter 6) ____

Floodplain. Is any portion of this project located in a Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach copy of "Kentucky Division of Water Stream Construction Permit"</i>
Steep Slopes Is any portion of this project located on a Hillside Slope of 20% or Greater? <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Signature I hereby certify that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

SIGNATURE _____ PRINTED NAME _____ DATE _____

All fees are non-refundable. Permit fees are doubled if the building has been started prior to issuance of the building permit.
 The following documents are required for all construction projects and must be submitted with the application.
 Check which documents are being submitted:

- Two sets of building plans
- Two copies of site plan
- Construction Affidavit* (Workers Compensation and Unemployment Insurance)
- Contractors Occupational License (Campbell County and applicable City)
- List of Subcontractors – name and address
- Permit fee, payable to Campbell County Planning and Zoning
- Liability Insurance Certificate
- Division of Water Stream Construction Permit (if located in floodplain)

The following Shop Drawings may be submitted for review at a later date, but prior to installation.

- | | | |
|------------------------|--|--------------------------------|
| Truss drawings | <input type="checkbox"/> Submitted now | <input type="checkbox"/> Later |
| HVAC Plans | <input type="checkbox"/> Submitted now | <input type="checkbox"/> Later |
| Fire Suppression plans | <input type="checkbox"/> Submitted now | <input type="checkbox"/> Later |
| Fire Alarm Plans | <input type="checkbox"/> Submitted now | <input type="checkbox"/> Later |
| Range Hood Plans | <input type="checkbox"/> Submitted now | <input type="checkbox"/> Later |
| Elevator Plans | <input type="checkbox"/> Submitted now | <input type="checkbox"/> Later |

The following are required when applicable. Check which documents are submitted with this application:

- County* or State Road Encroachment Permit
- New address Application*
- Water Service Tap Review* (No. KY Water Dist.)
- Septic System Construction Permit
- Copy of Plat

* Downloadable application forms available at www.campbellcounty.ky.gov under County Services / Planning and Zoning

Permit Fee Calculator

_____	\$ 100	Zoning Permit (all new construction, addition and change of use or occupancy) **
_____		Building Permit (Total square footage _____ x .15 per sf
_____	\$ 50	Shop Drawing review (for plans submitted with this application)
_____	\$ 30	Electric Permit
_____	\$ 50	HVAC Permit
_____	\$ 50	Encroachment Permit (for County Road only)
_____	Other _____	

\$ _____ Total fees. Make checks payable to Campbell County Planning and Zoning

** Zoning Permits for projects located in Bellevue are issued by the City of Bellevue 859-261-8387

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION NO.	FEEs	DATE RECEIVED _____
Building _____	Building _____	APPROVED APP. W / CONDITIONS
Zoning _____	Zoning _____	<input type="checkbox"/> Building <input type="checkbox"/> Building
Electrical _____	Electrical _____	<input type="checkbox"/> Zoning <input type="checkbox"/> Zoning
Encroachment _____	Encroachment _____	Permit Issued _____
	CO _____	by _____
ZONE _____	Late Penalty _____	
Sq. footage _____	Total Fees _____	Rec. _____ <input type="checkbox"/> Check no. _____ <input type="checkbox"/> Cash