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**BUILDING PERMIT
PLAN SUBMISSION
APPLICATION GUIDE
FOR
BUILDING CONSTRUCTION**

NOTICE TO ALL BUILDING PERMIT APPLICANTS
CALL BEFORE YOU DIG – 811
BUILDING PERMITS WILL BE ISSUED ONLY IF THE
FOLLOWING INFORMATION IS PROVIDED:

➤ Does the property lie in a floodplain or potential flood prone area? YES No

If Yes, you must provide an “Elevation Certificate and obtain a Floodplain Permit from this office and the Kentucky Division of Water.

IF A FLOODPLAIN PERMIT OR ELEVATION CERTIFICATE IS REQUIRED, YOU MUST STOP AT THIS POINT UNTIL THAT INFORMATION IS PROVIDED TO THIS OFFICE

- Blue prints of the project, drawn to a minimum scale ¼ inch = 1 foot
- Site plan drawn indicating the proposed building setback dimensions and any areas on site that are in a floodplain or is located within 10 feet of the top or toe of the slope of a hill.
- Verification of Worker’s Compensation Insurance, Signed Affidavit
- Address or lot number posted to readily locate the property
- Payment of the building permit – Check, Exact Cash, E-Check or Credit Card (fees apply)
- Completed and signed Building Permit application
- Is the project designed using “PERFORMANCE METHOD” for compliance with the 2009 Energy Conservation Code? If yes, you must submit a copy of the signed “Cost Compliance Sheet” completed by a Certified HERS Rater.
- Is this project designed using the “PRESCRIPTIVE METHOD” for compliance with the 2009 Energy Conservation Code? If yes, provide the following:
 - Plans with a detailed “Door and Window Schedule” that depicts the U-Values of all doors and windows to be installed in the building.
 - Plans must show the proposed R-Value of all the elements of the Building Thermal Envelope.
- Provide a list of ALL Contractor and Subcontractors to be working on this project. All contractors and subs are required to have a Madison County Business License.
- Where municipal sewer is available you must submit a copy of the receipt for payment of the required sewer tap fees.

MANUFACTURED HOME REQUIREMENTS:

If this permit is for a manufactured home, building plans are not required. However, if it is a used home, a State issued “B-1” certificate is required to be placed on the home to verify it has been inspected by the State.

For Manufactured Home permits, you must submit a copy of the site evaluation and septic installation permit before a building permit can be issued.


MADISON COUNTY
PLANNING & BUILDING CODES

BUILDING PERMIT APPLICATION

PROJECT LOCATION

Address: _____ City: _____

Zip: _____ Lot No.: _____ Subdivision: _____

PROJECT TYPE

Residential

Commercial

New Building

Repair/Replacement

Foundation Only

Addition

Demolition

Deck

Alteration

Manufactured Home

Other

PROPERTY OWNER INFORMATION

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Phone: Office #: _____ Cell #: _____ Other #: _____

CONTRACTOR INFORMATION

Name: _____ County Bus. License: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Phone: Office #: _____ Cell #: _____ Other #: _____

RESIDENTIAL:

One Family

Multiple Family

Enter no. of units: _____

Detached Residential Garage

Barn

Accessory Structure

Swimming Pool

Deck

Fence

Retaining Wall

Other: _____

NON-RESIDENTIAL:

Amusement, Recreational

Church, other Religious Facilities

Carport/Accessory Building

Office, Bank, Professional Business

Industrial

Public Utility

Hotel, Motel, Boarding, Etc.

Parking Garage

Repair Garage

Mercantile

Educational

Other: _____

PROJECT DETAILS

Answers to the questions below should apply only to this permit application:

Sq. Ft.: _____ **No. Stories:** _____ **Est. Cost: \$** _____

No. of Bedrooms: _____ **No. of Bathrooms:** _____

Bonus Room: YES NO **Attic Storage:** YES NO

Lot Size: _____ (Acres) **Zone:** _____

Foundation Type:

- Basement: Block **or** Poured Concrete
 - Finished: Yes No Partial
- Crawl Space: Block **or** Poured Concrete
- Slab: Block **or** Monolithic
- Post & Beam
- Other/Specify _____

SETBACK REQUIREMENTS

- Front: 50 ft. Measured to Road Centerline for County Road
 125 ft. Measured to Road Centerline for State Highway
 Other/Variance* _____ ft.
- Side: 10 ft.
 Other/Variance* _____ ft.
- Rear: 25 ft. Residence
 10 ft. Detached Accessory Structure
 Other/Variance* _____ ft.

* Copies of Variance issued by the Madison County Board of Adjustments must accompany this Application when submitted for review.

Sewage Disposal: Public Private Septic System

Water Supply: Public Private

Sprinkler System: Yes No Type: _____

Heating Fuel: Gas Oil Electric Coal Other: _____

Central Heating & Cooling: Yes No

Electric Company:

Berea College Blue Grass Energy Clark Energy Kentucky Utilities Jackson Energy

Elevator: Yes No

Floodplain: In Out (If In, must submit Flood Plain Permit)

“International Energy Conservation Code” – Is this Building Designed using:

“Energy Performance Method” “Energy Prescriptive Method”

Signature of Applicant: _____ **Date:** _____

CONTRACTOR INFORMATION

NAME OF GENERAL CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

Certificate of Insurance & Affidavit:

License Number, (if applicable):

Provided: Yes No

NAME OF FOOTER CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

Certificate of Insurance & Affidavit:

License Number, (if applicable):

Provided: Yes No

NAME OF FOUNDATION CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

Certificate of Insurance & Affidavit:

License Number, (if applicable):

Provided: Yes No

NAME OF FRAMING CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

Certificate of Insurance & Affidavit:

License Number, (if applicable):

Provided: Yes No

NAME OF PLUMBING CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

Certificate of Insurance & Affidavit:

License Number, (if applicable):

Provided: Yes No

NAME OF ELECTRICAL CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

Certificate of Insurance & Affidavit:

License Number, (if applicable):

Provided: Yes No

CONTRACTOR INFORMATION CONTINUED

NAME OF HVAC CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

License Number, (if applicable):

Certificate of Insurance & Affidavit:

Provided: Yes No

NAME OF DRYWALL CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

License Number, (if applicable):

Certificate of Insurance & Affidavit:

Provided: Yes No

NAME OF SEPTIC CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

License Number, (if applicable):

Certificate of Insurance & Affidavit:

Provided: Yes No

NAME OF EXCAVATION CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

License Number, (if applicable):

Certificate of Insurance & Affidavit:

Provided: Yes No

SUB CONTRACTOR:

Address:

City, State, Zip:

Telephone Number:

License Number, (if applicable):

Certificate of Insurance & Affidavit:

Provided: Yes No

SUB CONTRACTOR:

Address:

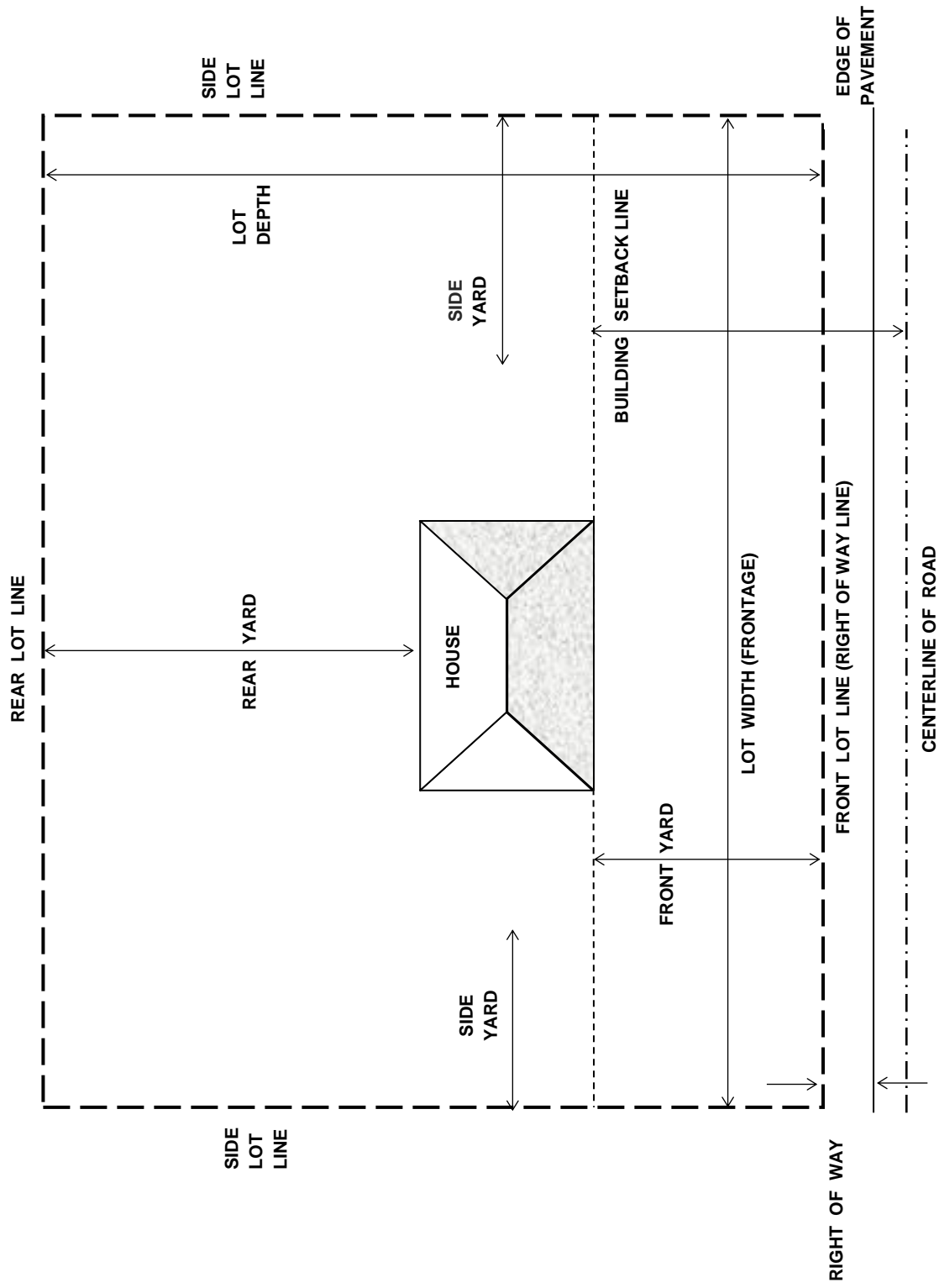
City, State, Zip:

Telephone Number:

License Number, (if applicable):

Certificate of Insurance & Affidavit:

Provided: Yes No



**AFFIDAVIT OF EXEMPTION FROM THE
KENTUCKY WORKERS' COMPENSATION ACT**

Applicant pursuant to KRS 342.610(5) hereby declares exemption from the requirement to obtain workers' compensation insurance coverage as set forth in KRS 342.340. In support of this claim to exemption, Applicant states that the following facts are true and correct:

Full name of Applicant: _____

Home Address: _____

Phone Number: _____

FEIN or SSN: _____ Average number of employees: _____

The following is true and correct as I verily believe and swear.

Applicant/or authorized agent
State of Kentucky
County of Madison

The foregoing affidavit of exemption was acknowledged and sworn to before me by

_____, this the _____ day of _____, 20_____.

Notary Public
Kentucky State at Large

My Commission Expires _____, 20_____.

INSTRUCTIONS

The original Affidavit is to be immediately filed by the local building permit office with the Kentucky Department of Workers' Claims, Division of Security & Compliance, 1270 Louisville Road, Frankfort, Kentucky 40601 - (1-800-554-8601)

A copy of this affidavit is to be kept on file with the local office which issues the building permit. Notice to Affiant: Fraudulent execution of this form constitutes a criminal offense (KRS 523-030).