



## New Commercial Buildings & Additions

The construction of new commercial buildings such as offices, restaurants, hotels, apartments, warehouses, and additions to these structures require a building permit prior to starting construction.

### Building Department & Permit Office

Mon-Fri  
8 a.m.-5 p.m.

2332 Royal Drive  
Ft. Mitchell, KY  
41017

859-957-2408

**Main:**  
859-331-8980

**Fax:**  
859-331-8987

**Website:**  
[www.pdskc.org](http://www.pdskc.org)

### Applications for a Commercial Building Permit Must include the following:

1. **A completed Zoning/Building Permit Application & associated fee**
2. **A copy of the approved and recorded plat (if applicable)**
3. **A copy of the permit for new system from the health department for your on-site sewage disposal system or a copy of your site evaluation for an existing on-site sewage disposal system (if applicable)**
4. **A certificate of encroachment permit for access to a County or State Road (if applicable)**
5. **A copy of your Land Disturbance Permit, issued by the Sanitation District No. 1 (for areas larger than one acre)**
6. **One copy of the project manual (if applicable)**
7. **Fire suppression design criteria (if applicable)**
8. **Required information for contractor:**
  - a. An affidavit of assurances, pursuant to KRS 198B.060(10)
  - b. Proof of Kentucky Workers Comp coverage & liability insurance
  - c. Occupational license number for the city/county work is being performed
9. **Four complete sets of construction drawings including site plans (prefer an additional set of plans in pdf format)**
  - a. Sealed and Signed by a Kentucky Engineer or Architect (refer to the Kentucky Building Code for design professional seal requirements)

### Construction drawings and supporting documents may include all of the following:

- a. Title Page – include all required information
- b. Site Plan
- c. Civil Drawings
- d. Foundation Plan & Footing Details/Geotech Soils Reports
- e. Floor Plan
- f. Framing Plans
- g. Cross Sections
- h. Elevations – All 4 sides
- i. Window & Door Schedules
- j. MEP – Mechanical/Electrical/Plumbing
- k. ADA Detail Sheets
- l. Special Inspections Letter (if applicable)
- m. Energy Calculations (2 copies)
- n. UL listings for Rated Assemblies

### Site plan indicating:

- a. Location of all existing and proposed easements
- b. Proposed or existing septic tank, leach field, or other septic system shall be shown to scale
- c. Property lines with bearing and dimensions
- d. Location of existing and proposed building(s) and uses. The distance from the existing and proposed building to the front and/or right of way lines, side and rear lines
- e. Location of driveway, sidewalks, and other off street parking areas as well as type of surfacing used
- f. Provisions for erosion control, hillside slippage, and sedimentation indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction
- g. Water drainage and grading lines
- h. The existing and proposed topography, shown by contours with intervals not to exceed five feet.

**Please Note:** All specialty permits need to be applied for by the applicable licensed contractor on separate permits (i.e. electrical, HVAC, fire alarm, range hood, etc.)

