

COMMERCIAL PROJECTS

The following is a list of requirements to be submitted for a commercial project:

- A completely filled out zoning/building/electrical permit application
- A copy of your recorded deed
- A copy of the approved and recorded plat (if applicable)
- 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)
- A certificate of encroachment permit for access to a County or State road (if applicable)
- A copy of your Land Disturbance Permit, issued by the Sanitation District No. 1 (for areas larger than one acre)
- Two copies of your site plan, indicating:
 - Location of all existing and proposed easements
 - Identification of any street adjacent to the property
 - Proposed or existing septic tank, leach field or other septic system shall be shown to scale
 - Property lines with bearing and dimensions
 - Location of existing and proposed building(s) and used along with the distance from the existing and proposed building to the front and/or right of way lines, side and rear lines
 - Location of driveway, sidewalks, and other off street parking areas as well as type of surfacing used
 - 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
 - Water drainage and grading lines
 - The existing and proposed topography, shown by contours with intervals not to exceed five feet. The Northern Kentucky Areas Planning Commission can produce a topography map for you. The applicant must then place (draw) the proposed structure on the topography map
- Four sets of building plans sealed and signed by a Kentucky engineer and / or architect (see Kentucky Building Code for design professional seal requirements)
- Two copies of the project manual (if applicable)
- Fire suppression design criteria (if applicable)
- Required information for contractor and electrical contractor (if the electrical is included)
 - An affidavit, pursuant to KRS 342.610 (5), either Individual or Corporate/Partnership, or proof of Kentucky's Workers' Compensation Insurance
 - Proof of liability coverage for the electrical contractor
 - Federal Tax Identification Number
 - Occupational license number for the city / county work is being performed
 - The CE and ME number for the electrical contractor
 - Electrical authorization form signed by the electrical contractor
 - The utility company (Duke Energy or Owen County Cooperative)
 - If temporary electric service is required
 - If the electrical service will be overhead or underground
- The HVAC contractor's Master Number and proof of Kentucky's Workers' Compensation Insurance