

SINGLE-FAMILY DWELLINGS

The following is a list of requirements to be submitted for a single-family residence:

- A completely filled out zoning/building/electrical permit application
- A legal description of the property
- A copy of your recorded deed
- A copy of the approved and recorded plat (if applicable)
- A copy of the permit for new systems 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)
- An affidavit, pursuant to KRS 342.610 (5), either Individual or Corporate/Partnership, or proof of Kentucky's Worker's Compensation Insurance
- A copy of your contractor's Occupational License for the county/city where the work is being performed
- 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 bearings and dimensions
 - Location of existing and proposed building(s) and uses 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 Area Planning Commission can produce a topography map for you at a reasonable cost. The applicant must then place (draw) the proposed structure on the topo map
- Three sets of building plans
- Vicinity map showing the location of the subject property

Change in Procedure for residential projects - Effective date June 1, 2006.

All residential projects (new house, room addition, swimming pool, etc...) that include building, electric and zoning will be included on one permit (one joint application). To accomplish this, we have made some minor revisions to our application, permit card, and permit letter.

Additional information that needs to be completed (included) on the permit application

- the name, address, and contact information for the electrical contractor;
- the CE and ME numbers of 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;
- Federal tax ID numbers for general contractor and electrical contractor

Additional information (documents) that will be needed when applying for a residential permit

- a copy of the electrical and HVAC contractors' Kentucky workers compensation and liability insurance (or an affidavit showing why there exempt); we have this information on file for most contractors; and
- a copy of the electrical and HVAC contractors' occupational license, if not on file already.

The permit card and letter will now include the following information related to this change in procedure:

- the permit card will show two fees (and the total), one for building and zoning and the other for the electrical work / inspection;
- the permit card will indicate all the work authorized under the permit: general construction of what's being built, HVAC, electrical, etc.;
- the permit letter will indicate all required building and electrical inspections;

Other information regarding this change in procedure

- stand alone building or electrical projects (where one type of work is pursued without the other) will be handled as always;
- re-inspection fees, including electrical re-inspection fees must be paid prior to a final inspection being performed; and
- if a property / home owner plans to do his/her own electrical work, he or she will need to apply for a separate electrical permit.