

## BUILDING PERMIT CHECKLIST

1. Complete Building Permit Application
2. Site Plan: Drawn to scale
  - Dimension and area of lot
  - Dimensions of all existing and proposed structures and distance to lot line
  - Parking Area (# required by ordinance)
  - Loading Area (if required)
  - Yard depths
  - Setbacks
  - Access (ingress and egress to be approved by County Engineer in Accordance with Access Standards Manual before permit can be issued)
  - Erosion Control Method
  - Location of Utility Lines ([www.kentucky811.org](http://www.kentucky811.org), or call 811)
  - Show location of gas line(if any)
3. Plat of property (surveyed and recorded in County Court Clerks Office)  
(Codes Administrator will have recently approved plats)
4. Plumbing inspector's certification approved water and sewage facilities(septic permit must be obtained before building permit is issued).
5. Construction drawings (blueprints) drawn to scale, Floor Plan and Wall Section for Residential and complete set for Commercial for Codes Administrator to determine compliance with all applicable codes.
6. Affidavit on file for Workman's Comp. Compliance for General and All Subcontractors.
7. Property outside 100 year Flood Prone area FIRM Map or necessary approval granted to build in flood prone area
8. Zoning Classification: \_\_\_\_\_ Permitted \_\_\_\_\_  
Conditional \_\_\_\_\_
9. Date and copy of State Approval (if required)
10. New address assigned to lot
11. **Occupational License # required for all contractors**

**NOTE: THE HENDERSON COUNTY CODES DEPARTMENT SHALL ACT UPON BUILDING PERMIT APPLICATIONS WITHIN TWO WEEKS OR FROM THE DATE OF SUBMISSION AS SET FORTH IN SECTION 6.02, ITEM C OF THE HENDERSON COUNTY ZONING ORDINANCE.**

**NOTE: THE HENDERSON COUNTY CODES DEPARTMENT RESERVES THE RIGHT TO DECLINE ANY APPLICATION THAT DOES NOT MEET THE CRITERIA SET FORTH IN THIS CHECKLIST.**