

Scottsville-Allen County

Residential Building Permit Application

Scottsville-Allen Co. Planning Commission
201 West Main St. Suite 202
Scottsville, KY 42164
270-237-4180 Email: planningclerk@nctc.com

Date _____
Check # _____
Check Amt. \$ _____
Permit # _____

RESIDENTIAL PLAN REVIEW & INSPECTION FEE WORKSHEET

PERMIT INFORMATION

Applicant _____ Company _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

Applicant (check ALL that apply) ☐ Owner ☐ Contractor ☐ Other

* NOTE: The Applicant is the point of contact and responsible for coordinating inspections with the Building Inspector.

PROJECT INFORMATION

Project Address _____ Zip Code _____
Subdivision _____ Project/Development Name _____
LOT # _____ TAX ID # _____ Deed/Page _____ PLAT _____ ZONE _____
City/County _____ Floodplain ☐ A ☐ AE ☐ X
General Description of Work Being Performed _____

SQ. FT. Existing _____ New _____
Is the permitted structure within all building setback lines? ☐ Yes ☐ No

TYPE OF IMPROVEMENT AND USE (check ALL that apply)

☐	New Building	☐	Single-Family	☐	Garage/Carport	☐	Fence
☐	Addition	☐	Multi-Family	☐	Pool	☐	Demolition
☐	Alteration/Repair	☐	Accessory Building	☐	Deck/Patio	☐	Storage
☐	Site Built	Other: _____					

* Calculating Fees: Total gross area of the outside dimensions of structure. Include the area of all usable floor space, basements, and all areas within the horizontal projection of roof. See fee schedule on reverse side.

Building Characteristics		Type of Heating		Sewage Disposal		Water Supply	
☐	Masonry	☐	Gas	☐	Public ➡ City	☐	Public ➡ City
☐	Wood Frame	☐	Oil	☐	Private (septic tank)	☐	Public -County
☐	Structural Steel	☐	Electric	☐		☐	Private (well, cistern)
☐		☐		☐		☐	
☐	Foundation Type						
☐	Crawl Space						
☐	Basement						
☐	Slab						
☐	Post						

Applicant Initials _____

CONTRACTOR INFORMATION (IF DIFFERENT FROM APPLICANT)

Business Name _____ Primary Contact _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Preferred method to receive Certificate of Occupancy: ☐ USPS ☐ EmailPreferred Email/USPS: ☐ Owner ☐ Contractor

By signing this document property owner/contractor agree to pay a predetermined fee for inspection services. The owner/contractor agree to build according to Kentucky residential building code. Scottsville Allen County Planning and Zoning cannot be held liable for issues that may arise regarding non-inspected items.

The permitted project must, to the best of our knowledge at IICE, meet the current adopted Kentucky residential code to receive a certificate of occupancy.

Signature of Applicant _____ Date _____

Signature of Inspector _____ Date _____

- * Plot or Site Plan must be attached before processing this application. Site plan can be obtained from the surveyor.
- * The Applicant is the point of contact and responsible for coordinating inspections with the Building Inspector.
- * Reinspection Fee: A \$75 reinspection fee could incur should the Building Inspector have to reinspect and inspection phase.
- * Without a permit: The fee will be doubled for construction started without a permit.
- * Permit Renewal: After 180 dates of inactivity the permit must be renewed. Permit Fees are nonrefundable after expiration date. If inspections are needed after a permit has expired, a \$75.00 per trip fee will apply until the job is done.
- * Submission of plans and fees: ALL plans and specifications must be to be submitted to Planning and Zoning, accompanied by fees set forth herein.
- * The ordinance shall automatically adopt the latest edition of the Kentucky Building and Residential Code.
- * Building permit shall always be visible on-site during construction activities.
- * General, and all contractors, are required to be following Kentucky Worker's compensation and unemployment insurance laws on demand.
- * Occupation license can be obtained in the City Treasurers Office.
- * The inspector (Jim Griffin) must be notified of an inspection request a minimum of 72 hours prior to needing inspection.

Building Inspector Jim Griffin (270)-590-6606	Electrical Inspector Ricky Sheifield (270)-427-8373	Health Department Peyton Donisi (270)-237-4423 Ext.112	Scottsville Water Dept. (270)-237-4402	Allen County Water Dept. (270)-237-3040
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***See attached permit information sheet and fee schedule.

PLANNING & ZONING OFFICE USE

Building Permit #	
Date Issued	
Plan Review and Permit Fee	\$400.00
Total Fee	

Inspection Required	Date Completed	NOTES
Footer		
Foundation		
Framing		
Final		
Certificate of Occupancy Issued		

Residential Permit Fee Schedule Per Square foot & Minimum Fees

*New Residential/Single Family - Minimum Fee of \$400.00 or 13 cents, whichever is larger. *Duplex/multi-family - Flat Fee - \$300.00 per unit

*Residential Remodel - Under 601 square feet \$285.00 / 601 square feet and over will be calculated the same as a new residential permit

*Residential Detached Accessory buildings (Garages with no Living Space) - Minimum Fee of \$225.00 or 11 cents, whichever is larger.

*Decks/Porches/Etc. over 30" in height- \$285.00

*Miscellaneous/One-trip Inspections - \$85.00 Flat Fee

*Fences over 7Ft in height- \$285.00

*In-Ground Pools- \$125.00 (Barrier Requirement Inspection Only)

To issue a permit, you must:

- Submit plans that include foundation plan and floor plan, along with the building permit application and fees. Once this is done you will then need to contact the building inspector before any work is started.

Jim Griffin -Inspector (270)-590-6606

****Permits will expire if construction does not begin within 180 days of permit issue date. Permit fees are non-refundable after expiration date. If inspections are needed after a permit has expired, a \$75.00 per trip fee will apply until the job is complete.***

Inspections

A minimum of 3 inspections will be performed for all construction except for in-ground pools, including but not limited to:

- Footer/Foundation/Basement- before concrete is poured
- Framing- before wall covering
- Final- after final grade is done and HVAC, Electrical and Plumbing inspections have been completed

Inspection request/notification

*The inspector (Jim Griffin) must be notified of an inspection request a minimum of 72 hours prior to needing inspection.

*All construction sites to be inspected must be open or unlocked and available to the inspector upon arrival for inspection. A \$50.00 fee will be charged to return due to inability to access jobsite.

*\$75.00 re-inspection fee will be charged if contractor or owner fails an inspection.

Payment

*All Required Fees should be paid by checks to Scottsville-Allen Co. Planning Commission

Applicants Initials _____