

**Change of Use
(e.g., office to retail, residential to office, etc.)
Zoning Compliance Permit Checklist**

**Joint City-County Planning Commission of Nelson County
One Court Square, 2nd Floor, Old Courthouse Building
Bardstown, Kentucky
(502) 348-1805**

Permits & Approvals Required

The following permits and approvals are required for new commercial construction in the Historic District. This listing may not be inclusive, and other permits and approvals (e.g., electrical, mechanical, plumbing, etc.) may be required for your project. Please contact the appropriate agencies to determine additional permit and approval requirements.

- Zoning Compliance Permit – see below
- Building Permit/Inspection (building, electrical & mechanical) – contact Code Enforcement, 115 E. Stephen Foster, 348-1862

Zoning Compliance Permit Requirements

The following documentation and fees must be submitted:

- Building & Zoning Compliance Permit application, completed and signed;
- Copy of deed or plat/survey;
- Plot plan, drawn to scale and showing the following information: lot/tract dimensions, location and dimensions of all proposed and existing buildings and structures, driveways, parking, sidewalks, and open space and distances of all structures from front, side, and rear property lines (sample is available for reference);
- Copy of approved Conditional Use Permit (if applicable); and,
- Zoning Compliance Permit review fee (payable to Planning Commission).

Upon issuance of Zoning Compliance Permit, please take a copy of the Zoning Compliance Permit to Nelson County Code Enforcement at 115 East Stephen Foster Avenue to complete the permitting process.

Late Fee Notice:

A late or “after the fact” fee will be assessed for any work started without the required approval and/or permit and for altering, amending, or revising an approved project without prior approval.