

**Single-Wide Manufactured Home
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 your project. This listing may not be inclusive, and other permits and approvals (e.g., electrical, mechanical, plumbing, etc.) may be required. Please contact appropriate agencies to determine additional permit and approval requirements.

- For new driveway off of state road, State Entrance Permit – contact Highway Department, 348-3448
- For new driveway off of county road, County Encroachment Permit – contact Road Department, 348-1880
- If served by septic system – contact Health Department Environmental Office, 348-3698
- Zoning Compliance Permit – see below
- Building Permit/Inspection (building, electrical & mechanical) – contact Code Enforcement, 115 E. Stephen Foster, 348-1862
- Plumbing Permit/Inspection – contact Plumbing Inspector, 349-1310

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 manufactured home installer's certification;
- Evidence of year, make, and model and B1 seal or HUD label;
- Copy of final septic system inspection;
- For new driveway off of state road, copy of State Entrance Permit;
- For new driveway off of county road, copy of County Encroachment Permit;
- For new driveway off of city street, copy of City approval letter; and,
- Copy of approved Variance and/or Conditional Use Permit (if applicable); and,
- Zoning Compliance Permit review fee (payable to Planning Commission).

Upon issuance of COA and Zoning Compliance Permit, please take copy of the Zoning Compliance Permit to Nelson County Code Enforcement 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.