

Building Permit # _____

Zoning Compliance Permit # _____

Building & Zoning Compliance Permit Application
Cities of Bardstown, Bloomfield, Fairfield, & New Haven & Nelson County

General Property Information

Project Address:	City:
Subdivision/Development Name:	Lot/Building #:
Project Name:	Property Size:
Are there any structures on the property? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, specify type:	
What is the existing/current use of the property?	

Identification	Name ~~~~~	Mailing Address ~~~~~	City/State/Zip ~~~~~	Phone # ~~~~~
Property Owner:				
Permit Applicant (if different):				
Contractor:				
Email Address of <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Applicant:				

Improvement Type (check applicable)

New building/structure <input type="checkbox"/>	Exterior Alteration <input type="checkbox"/>	Demolition <input type="checkbox"/>	HVAC <input type="checkbox"/>	Change of Use <input type="checkbox"/>
Addition <input type="checkbox"/>	Interior Alteration <input type="checkbox"/>	Tenant Fit-Up <input type="checkbox"/>	Range Hood <input type="checkbox"/>	Other <input type="checkbox"/>

Describe proposed work: _____**Proposed Use (check applicable)**

Assembly <input type="checkbox"/>	Single-family residential (conventional) <input type="checkbox"/>	Agricultural Structure <input type="checkbox"/>
Business/Office <input type="checkbox"/>	Single-family residential (modular) <input type="checkbox"/>	Garage/Shed <input type="checkbox"/>
Educational <input type="checkbox"/>	Single-family residential (double-wide) <input type="checkbox"/>	Deck/porch <input type="checkbox"/>
Factory/Industrial <input type="checkbox"/>	Single-family residential (single-wide) <input type="checkbox"/>	Pool (In-ground <input type="checkbox"/> Above-ground <input type="checkbox"/>) <input type="checkbox"/>
Mixed Use <input type="checkbox"/>	Single-family townhouse (# units: _____) <input type="checkbox"/>	Fence (height: _____ feet) <input type="checkbox"/>
Mercantile/Retail <input type="checkbox"/>	Two-family residential (duplex) <input type="checkbox"/>	
Storage/Warehousing <input type="checkbox"/>	Multi-family residential (# units: _____) <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>

Proposed Dimensions & Size

All Projects Dimensions (overall): _____ ft x _____ ft Size (overall): - Finished Area (total): _____ sf - Unfinished Area (total): _____ sf (see note) <i>Note: Total unfinished = Garage + Basement + deck/porch</i> Structure Height: _____ feet / _____ story(ies) Crawl <input type="checkbox"/> Slab <input type="checkbox"/> Basement <input type="checkbox"/> Other: _____	Garage (Attached) (residential only) Dimensions: _____ ft x _____ ft Size: _____ sf Finished <input type="checkbox"/> Unfinished <input type="checkbox"/> Basement (residential only) Dimensions: _____ ft x _____ ft Size: _____ sf Finished <input type="checkbox"/> Unfinished <input type="checkbox"/> Deck / Porch / Ramp Location: _____ Dimensions: _____ ft x _____ ft Size: _____ sf Location: _____ Dimensions: _____ ft x _____ ft Size: _____ sf
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Estimated Construction Cost (total labor and materials) \$ _____ .00	HVAC (IEC Requirements) <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Geo	Inspection Information <input type="checkbox"/> FHA <input type="checkbox"/> RD <input type="checkbox"/> 210 <input type="checkbox"/> Other (please specify): _____
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Required Documentation: Please refer to checklist on reverse side for required documentation to be submitted with the completed and signed application. An application submitted without the required documentation and fees is incomplete and will not be processed.

Permit Disclaimer: *Please read carefully, initial, and sign below.* I do hereby affirm and agree that I will observe all existing easements whether apparent or not and understand that it is my responsibility to determine the location and extent of any and all easements. I do hereby affirm and agree that I will determine and comply with all applicable requirements and regulations of utilities and local, state, and federal governments. I do also hereby certify and state, pursuant to KRS 198.060(10) that all contractors and subcontractors that are employed or will be employed on any activity covered by this permit shall be in compliance with the Commonwealth of Kentucky's requirements for worker's compensation insurance (KRS Chapter 342) and unemployment insurance (KRS Chapter 341). I further hereby affirm and agree that I will determine and comply with any and all private restrictions, covenants, regulations and with the Zoning Ordinance and Subdivision Regulations of Nelson County. I also certify that the setbacks shown on the plot plan are accurate to the best of my knowledge and that I have done my utmost to determine true and accurate property lines. *I hereby certify that I have read the above statements carefully and understand my obligations. I do hereby release the Joint City-County Planning Commission of Nelson County and Nelson County Department of Code Enforcement of any liability for my failure to meet the obligations stated above.* (_____ Initial)

I further acknowledge that my compliance with the terms of this permit is subject to periodic inspection and I grant to the Joint City-County Planning Commission or its agents the right to enter upon the property to which this permit pertains at reasonable times to perform one or more inspections of the property to assure compliance. Any obstruction of any inspections will constitute grounds for the revocation of this permit. (_____ Initial)

Signature _____ Printed Name (check one: ☐ Owner ☐ *Authorized Agent) _____ Date _____
*An Authorized Agent shall be an attorney representing the Property Owner, a legal spouse, a POA, or have been given written approval by the Property Owner to sign for permits on their behalf (attach relevant documentation).

Required Documentation Checklists

Zoning Compliance Permit

Note: Specific project checklists are available online at www.ncpz.com

The following documentation and fees, if applicable, must be submitted to the Planning Commission:

1. ☐ Building/Zoning Compliance Permit application, completed and signed.
2. ☐ Copy of deed or plat/survey.
3. ☐ Floor plan, with dimensions, showing each floor of the structure, detailing; storage rooms, offices, bedrooms, hallways, bathrooms, kitchens, etc.
4. ☐ Site plan, drawn to scale and showing the following information: lot/tract dimensions, location and dimensions of all proposed and existing structures, driveways, and sidewalks and distances of all structures from front, side, and rear property lines. For demolition permits, show the location and setbacks of structure to be demolished and the size of existing structures and construction that are to remain on the site. A sample is available for reference.
5. ☐ Drainage Plan Approval/Permit.
 - ☐ City: Copy of entrance and drainage approval from City Engineer.
 - ☐ County: Copy of drainage plan approval from County Engineer (multi-family & non-residential only).
6. ☐ Entrance/Driveway Permit.
 - ☐ Bardstown Streets: Copy of entrance and drainage approval from City Engineer (all projects).
 - ☐ Bloomfield, Fairfield, or New Haven Streets: Copy of letter from appropriate city (all projects).
 - ☐ State Roads: Copy of approved state entrance permit.
 - ☐ County Roads: Copy of approved county encroachment permit.
7. ☐ Septic System Evaluation/Permit.
 - ☐ Single-wide manufactured homes: Copy of final installation permit from Health Department.
 - ☐ Other projects: Copy of completed septic system evaluation/options form from Health Department.
8. ☐ Development/Site Plan Approval.
 - ☐ Historic District: Copy of approved Certificate of Appropriateness from Historical Review Board.
 - ☐ Other multi-family residential & industrial projects: copy of Planning Commission site plan approval.
 - ☐ Other commercial, office, & institutional projects, copy of Development Review approval.
9. ☐ Manufactured Homes.
 - ☐ Copy of manufactured home installer's certification (e.g., installer's card).
 - ☐ Evidence of year, make, and model and B1 seal or HUD label.
10. ☐ Conditional Use Permit. Copy of approved Conditional Use Permit (if required).
11. ☐ Variance. Copy of approved variance form (if required).
12. ☐ Agricultural Exemption (10+ acres). Executed agricultural use affidavit (agricultural structures only).
13. ☐ Evidence of city business license for contractors/subcontractors.
14. ☐ Fees for zoning compliance permit (payable to Planning Commission).

Building Permit

The following documentation and fees, if applicable, must be submitted to the Nelson County or City of Bardstown Building Code Department:

1. ☐ Building Permit/Zoning Compliance application, completed and signed.
2. ☐ One (1) set of construction documents.
3. ☐ Plot plan.
4. ☐ Address request form, completed and signed.
5. ☐ County Encroachment Permit – copy of approved permit from County Road Department.
6. ☐ Zoning Compliance Permit - copy of approved permit from the Planning Commission.
7. ☐ Fees for building and permits (payable to Nelson County Fiscal Court).