

# **BUILDING PERMIT APPLICATION**

## **COMMERCIAL**

**CITY OF WINCHESTER**  
**CLARK COUNTY, KENTUCKY**  
32 Wall Street, Winchester, KY 40392  
859 744-7019 Fax: 859 744-6240



**SCOPE OF WORK:** ☐ New Structure ☐ Addition ☐ Alteration

**OCCUPANCY/PROJECT TYPE:** ☐ Business ☐ Factory ☐ Parking Lot ☐ Church ☐ Shell-Only<sup>1</sup>  
☐ Demo ☐ Storage ☐ Hood System  
☐ Other (Describe) \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ELECTRICAL CONTRACTOR:**

Name: \_\_\_\_\_

State License Number (CE): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**GENERAL CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

City Business License (if required): \_\_\_\_\_

**HVAC CONTRACTOR LICENSE #:** \_\_\_\_\_

**BUILDING INFORMATION:**

Occupancy Group(s): \_\_\_\_\_

Construction Type: \_\_\_\_\_ Occupant Load \_\_\_\_\_

Square feet: \_\_\_\_\_ No. Stories: \_\_\_\_ Height: \_\_\_\_\_

Construction Valuation: \_\_\_\_\_

(Note: Valuation for new structures & additions will be determined in accordance with City Ordinance and State Building Code requirements)

☐ **STATE JURISDICTION: Must Provide Required Documents**<sup>2</sup>

☐ State Approval Case # \_\_\_\_\_ ☐ Landscape Plan ☐ Drainage Plan

☐ **LOCAL JURISDICTION: Must Provide Required Documents**

☐ Construction Plans ☐ Fire Suppression System Plan (if req'd) ☐ Drainage Calculations ☐ Parking Plan  
☐ Landscape Plan ☐ Commercial Kitchen Exhaust Plans (if req'd) ☐ Site Plan (to scale)

**Notes:**

1. Shell-only construction will require additional permits for tenant improvement prior to any use or occupancy approval.
2. State jurisdiction projects: Plan review, permits and Inspections are done by the State. See KRS 198B.060(2)
- See the attached instruction sheet for additional required documents. This application must be completed in full or it cannot be processed.
- The following minimum inspections are required: Footing, Foundation, Framing, Insulation, Final (All items must be completed for Certificate of Occupancy). (24 hour notice is required for inspections- Call 859-744-7019).

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_