

## INSTRUCTIONS:

### BUILDING PERMIT APPLICATION COMMERCIAL BUILDING/STRUCTURE

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



### LOCAL JURISDICTION

#### REQUIRED DOCUMENTS IF APPLICABLE:

1. Full set of construction documents including;
  - a. Site plan (see sample below) drawn to scale showing:
    - i. Dimensions of lot.
    - ii. Easements.
    - iii. Finish Floor Elevations above curb minimum 2 ft.
    - iv. Driveway slope not to exceed 1.8.
    - v. Site Plan - list any outbuildings on lot – drawn to scale when applicable.
    - vi. Erosion Control must be in place prior to any construction of residence.
    - vii. Flood Plain (if applicable).
  - b. Structural drawings showing foundation, floor, wall and roof framing, insulation, wall bracing, etc.
  - c. Floor plans showing rooms/spaces including interior walls, doors windows, egress paths and accessibility.
2. Proof of workers comp. insurance (contractor)
3. Proof of City Business license (if work is within the city limits)
4. Septic or sewer connection approval (if applicable)
5. Construction plans/plan must comply with current Kentucky Building Code
6. Engineer design (when required per KBC Table 122.1)
7. Architect design (when required per KBC Table 122.1)
8. Copy of Plat of property
9. When a variance has been granted, the property owner must provide the Planning Office with a letter from a licensed surveyor certifying that the structure meets the setbacks approved by the Board of Adjustments. **\*NO CERTIFICATE OF OCCUPANCIES WILL BE ISSUED WITHOUT THIS LETTER\***