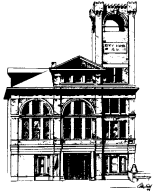


INSTRUCTIONS:
BUILDING PERMIT APPLICATION
NON-COMMERCIAL

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

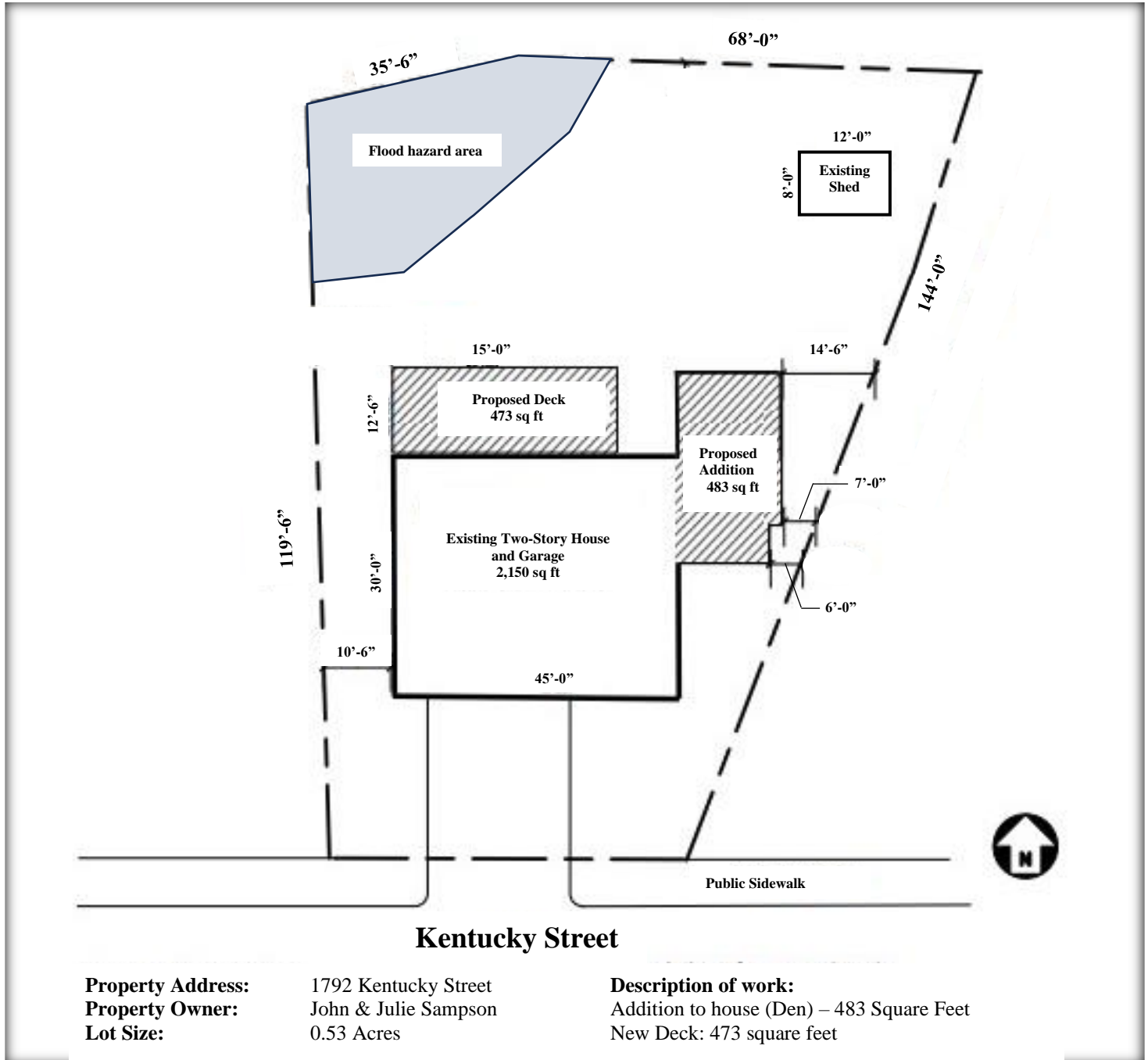


REQUIRED DOCUMENTATION:

1. **Assurance form** for worker's comp. insurance for contractors (or exemption form, if applicable, for individuals).
2. Proof of **City Business License** (for work within the city limits).
3. Septic approval (if applicable).
4. Per Kentucky Residential Code (KRC), section R105.3, the **permit application** must:
 - a. Identify and describe the work to be covered by the permit.
 - b. Describe the land on which the proposed work is to be done by legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work. New building or additional shall typically be accompanied by a copy of the current site survey bearing the seal of a Kentucky Registered Land Surveyor.
 - c. Indicate the use and occupancy for which the proposed work is intended.
5. Per KRC R106.1/R106.2, **Construction plans** must:
 - a. Be drawn upon suitable material or be submitted electronically (i.e. PDF).
 - b. Be of sufficient clarity to indicate the location, nature and extent of the work proposed and,
 - c. Show in detail that it will conform to the provisions of the KRC, relevant laws, ordinances, rules and regulations, as determined by the building official.
 - d. For construction in **Flood Hazard Areas**, include the items listed in KRC R106.1.4 and include an **Elevation Certificate** prepared by an engineer or surveyor. See flood hazard handout for additional information.
6. Engineered design when required.
7. Per KRC R106.2, a **site plan** is required. See additional information and sample site plan on other side.
8. Copy of property plat.
9. If 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. *A certificate of occupancy will not be issued without this letter.*

Provide a site plan similar to the sample shown which includes:

- Property address
- Property owner
- Lot size
- North arrow
- Easements
- Flood hazard area if applicable
- Existing building and structures
- Proposed (new) buildings, structures or additions
- Distances from structures to property lines
- Distances from existing buildings to new buildings
- Driveway slope not to exceed 1:8



Notes:

- Finish Floor Elevations are required to be 2 feet minimum above curb, where applicable.
- Erosion Control must be in place prior to any construction of residence.
- See the Winchester/Clark County Zoning Ordinance for information on land-use, setbacks, etc. for specific properties.