

City of Berea, Kentucky
Department of Codes & Planning
212 Chestnut Street, Berea, KY 40403
Phone: (859)986-8528 Fax: (859)986-7657
www.bereaky.gov **Call 811 before you dig**

BUILDING PERMIT APPLICATION

Note: All applicable information request on this form must be completed in full in order to receive a Building Permit. If you have any questions please call before returning the application. Expect a permit in no less than 24 hours.

Physical address of property: # _____ Street _____

Subdivision: _____ Lot # _____

What is currently on the property (i.e. Vacant, Barn, Duplex etc.) _____

Name of property owner (last): _____ (first) _____

Mailing address or owner _____

City _____ State _____ ZIP _____ Phone # _____

Name of applicant and/or agent (print) _____

Title _____ **Signature** _____ Date: ____/____/____

Name of General Contractor(print) _____

Business name _____ Phone # _____

Name of Mechanical Contractor (print) _____

Business name _____ Phone #: _____

Name of Electrical Contractor (print) _____

Business name _____ Phone # _____

Name of Plumbing Contractor (print) _____

Business name _____ Phone # _____

Note: All of the Contractors above must have a Contractors Information Form filed with this office.

Architect (if applicable) _____ Phone # _____

Engineer (if applicable) _____ Phone # _____

Note: All Contractors and Subcontractor working in the City Limits must have a current Business Lic.

Describe the proposed use of the property (i.e. Single Family, Duplex, Garage, Church, Business etc.) Below:

What is the estimated cost of construction (do not include the value of the land) \$ _____

Type of improvement (check one below):

New construction Addition Alteration/Remodel Repair/ Replacement Demolition

Other (please describe) _____

Front _____ Ft. Right _____ Ft. Left _____ Ft. Rear _____ Ft.

Note: A structure cannot be erected inside an easement or encroaching upon a required setback.

Please complete the Site Plan drawing attached and indicate the size of the lot on it. Do not use the curb as a property line. Additionally, if you are constructing a duplex or multi-family unit please include all plans, specifications, and other materials required for review by the Codes Office.

Number of buildings being constructed with this permit: _____ Number of units: _____.

of stories _____ # of rooms _____ # of bedrooms _____ # of bathrooms _____

of fireplaces _____ # of detached garages and/or out buildings _____ # of Chimneys _____

List the square footage for the items listed below:

Basement _____ First floor _____ Second Floor _____ Third floor _____

Additions (please list and describe) _____

Total square footage of habitable space (living area) _____ S.F. Total for Garage _____ S.F.

If this property has a Conditional Use or Variance please attached a copy of the decision.

If this property is not on public sewer please attach a copy of the approval from the Health Department.

If this property is in a flood plain please attach a copy of the approval from the State Division of Water.

Please obtain signatures from the following public utilities (if applicable) BEFORE COMING TO CODES:

*Sewer Department approval _____ Date ____/____/____

*Electric Department approval _____ Date ____/____/____

*Water Department approval _____ Date ____/____/____

*Street Department approval _____ Date ____/____/____

If this permit is being applied for by a Lessee of the property please provide the following information:

Lessee name (last) _____ (first) _____

Lessee address _____

City _____ State _____ ZIP _____ Phone # _____

If this permit is being obtain by any person other than the property owner please obtain the owners signature.

Owner(s) signature _____ Date ____/____/____

If you have filled out the form to here and have all other required information (i.e. Site Plan, Required construction plans, copy of a Variance etc.) then you are ready to turn it in to this office.