

City of Berea, Kentucky

Department of Codes & Planning

212 Chestnut Street, Berea, KY 40403

Phone: 859-986-8528 Fax 859-986-7657

BUILDING PERMIT APPLICATION

CALL 811 BEFORE YOU DIG

All applicable information requested 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. Electrical or mechanical permits for this project are not included in the building permit and must be obtained separately.**

AFFIDAVIT OF ASSURANCES: Pursuant to KRS 198B.060(10), all contractors/subcontractors employed or that will be employed on any activity under the project referenced herein shall be in compliance with the Commonwealth of Kentucky requirements for Workers Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341.) By signing this document you are affirming your acceptance of this requirement.

Physical address of property: # _____ Street _____

Subdivision _____ Lot # _____

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

Name of property owner _____

Mailing address of owner _____

Owner's Phone # _____ Owner's E-mail _____

Name of applicant and/or agent (print) _____ Title _____

Applicant's Address _____

Applicant's Phone # _____ E-Mail _____

Applicant's 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 Contractors/Subcontractors working in the City Limits must have a Contractors Information Form filed with this office, a current Business License and must be able to provide a Certificate of Insurance as per KRS Chapters 341 & 342.

Architect (if applicable) _____ Phone# _____

Engineer (if applicable) _____ Phone# _____

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

Type of Improvement: New Construction Addition Alteration/Remodel Repair/Replacement Demolition

Other (Please Describe) _____

ESTIMATED COST OF CONSTRUCTION (not including land value) \$ _____

SETBACKS: (Distance from NEW structure to property line) **NOTE: A structure cannot be erected inside an easement or encroaching upon a required setback.**

Front: _____ Right: _____ Left: _____ Rear: _____

Please complete a Site Plan Drawing and indicate the size of the lot. DO NOT use the curb as a property line. Include setback dimensions.

Please complete the Plan Submission Form & Wall Section for Crawl Space, Slab or Basement Foundation and/or include labeled construction plans (foundation & floor plans) with this application. Include Spec sheets for Engineered Lumber.

CONSTRUCTION DETAILS:

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 _____

SQUARE FOOTAGE:

Basement _____ First Floor _____ Second Floor _____ Third Floor _____

Additions (Please list & Describe) _____

Total Habitable Space (Living Area) _____ Total Garage _____

- **If this property has a Conditional Use or Variance – please attach 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 _____

Public Works 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 _____

Lessee Phone # _____ Lessee Email _____

If this permit is being obtained by any person other than the property owner, please obtain the Owner's Signature.

Owner(s) Signature _____

Energy Code Compliance will be achieved by: Prescriptive Method Performance Method

If Performance Method, please indicate the Testing Agency _____

If you have completed the form to this point and have ALL other required information on the following checklist (i.e. Site Plan, Required Construction Plans, Copy of Variance/Conditional Use, etc.) then you are ready to turn your application into the Codes Office.

BUILDING PERMIT PLAN SUBMITTAL CHECKLIST

(ITEMS NEEDED FOR REVIEW)

1. BUILDING PERMIT APPLICATION COMPLETELY FILLED OUT WITH SIGNATURES FROM UTILITIES AND PUBLIC WORKS
2. SITE PLAN: INCLUDING SETBACK DIMENSIONS TO PROPERTY LINES AND LOT SIZE
3. FOUNDATION PLAN: SHOWING LAYOUT OF WALLS; PIER LOCATION AND SIZE; VENTILATION LOCATION AND SIZE; GIRDER BEAM SIZE AND SPAN; FLOOR JOIST SIZE, SPACING, AND SPAN
4. FLOOR PLAN: INCLUDING LOCATION AND SIZE OF EGRESS WINDOWS AND DOORS, LABELED ROOMS AND DIMENSIONS
5. WALL SECTION WORKSHEET AND FRAMING PLAN INCLUDING FOOTER DETAILS; STUD, JOIST, AND RAFTER SIZE; ROOF SHEETING DETAILS, PITCH, AND MATERIAL
6. SPEC SHEETS FOR ENGINEERED LUMBER INCLUDING TRUSS, I-JOIST, AND LVL

REQUIRED INSPECTIONS FOR ISSUANCE OF OCCUPANCY

PLEASE CONTACT THE CODES OFFICE FOR ALL REQUIRED BUILDING INSPECTIONS LISTED BELOW. PLEASE PROVIDE MINIMUM 24-HOUR NOTICE FOR INSPECTION SCHEDULING.

BUILDING

FOOTINGS (PRIOR TO PLACEMENT OF CONCRETE)
SILT FENCE / EROSION CONTROL (GIS)
FOUNDATIONS AND SLABS
ENVELOPE
FRAMING
FIRE RATED PARTITIONS
INSULATION
FINAL

MECHANICAL

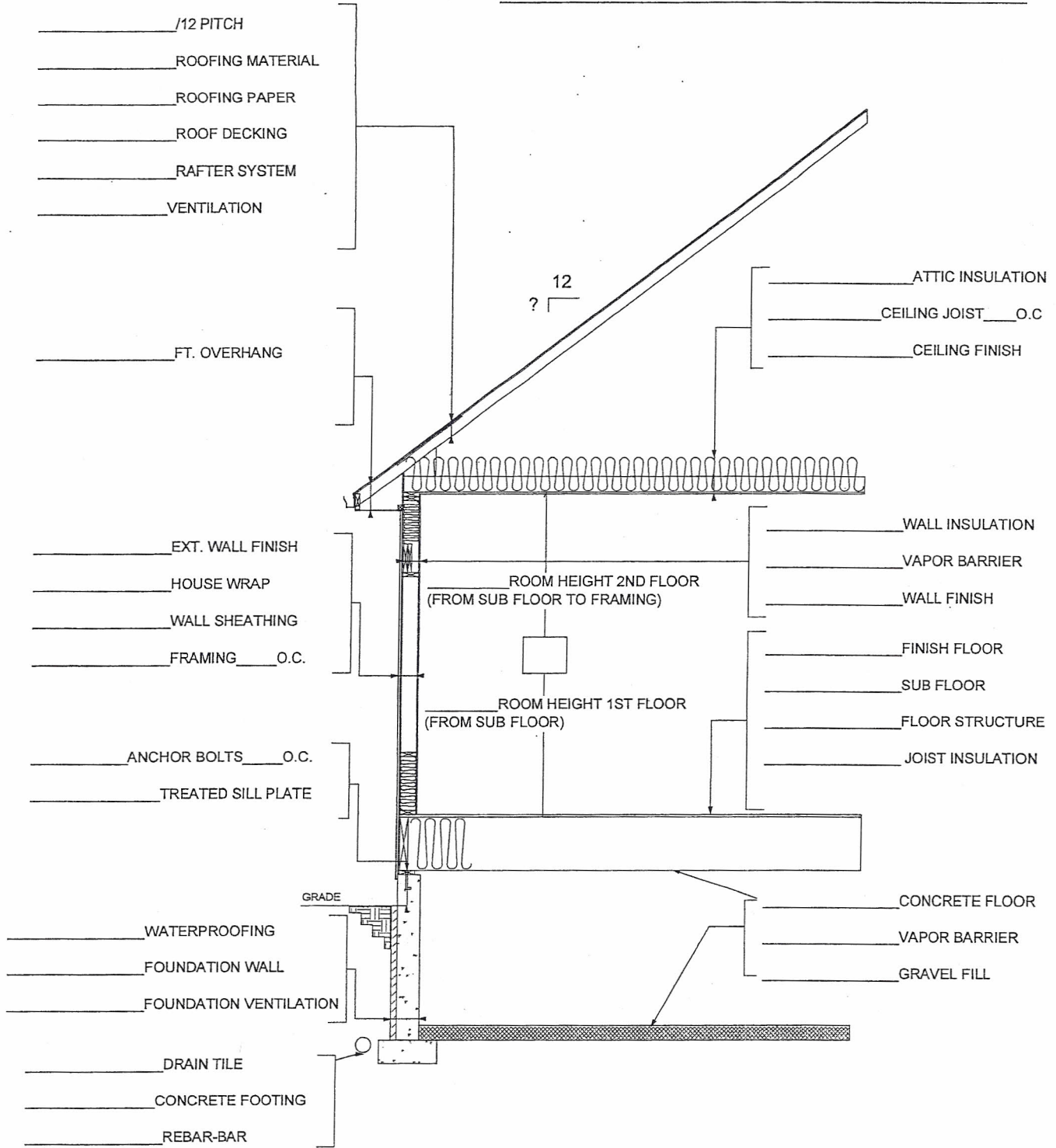
ROUGH IN
FINAL

ELECTRICAL

TEMPORARY POLE
ROUGH IN
TOP
FINAL

JOB ADDRESS _____

DATE _____



WALL SECTION (CRAWL SPACE OR SLAB) STANDARD PLATFORM FRAMING
SCALE: NO SCALE

CITY OF BEREA

BUILDING PERMIT PLAN SUBMISSION WORKSHEET

Date _____

Address _____

Subdivision _____

1. Type of door leading from garage to living space _____

2. Wall covering material on wall inside garage adjacent to living space _____

3. Window sizes in bedrooms or sleeping areas _____

4. Minimum width of hallway _____

5. Width of main door entering & exiting residence _____

6. Depth of footer _____

7. Minimum size of access opening to crawl space _____

8. Minimum size of attic access opening _____

9. Height of stair riser _____ Depth of stair tread _____

10. Height of porch, landings or deck above finished grade _____

11. Depth of bottom of footer below finished grade _____

12. List any engineered lumber that is used on project

Roof Trusses

Floor Trusses

TGI's

LVL's Where? _____

13. Other _____