



OLDHAM COUNTY COMMERCIAL BUILDING APPLICATIONS

YOU MUST PROVIDE written documentation that you have met **ALL APPLICABLE** requirements/permissions to build. These may include the following Written Approvals and documentation will not be returned.

NOTE: May be subject to deed restrictions and/or covenants, conditions and restrictions (CCRs).

State Building Case Number:

Received by _____

Not Applicable

If Applicable, Approval from State Building Code Enforcement.
The Office of Housing Building and Construction (OHBC) may have jurisdiction over building code enforcement on some projects because of occupant load and building size (see Kentucky Building Code sections 104.2 & 104.1)
OHBC in Frankfort, KY 502-573-0373

Sewer/Septic Approval:

Received by _____

Not Applicable

Approval and Paid "Sewer Tap" fee from Sewer District or Approval from Oldham County Health Dept. for Septic Systems.
Required for All New Buildings. (Select MSD Sites are Prepaid.)
Oldham County Sewer District 502-225-9477
City of LaGrange Utilities 502-222-9325
MSD (Crestwood) 502-587-0603
Oldham County Health Department 502-222-3516

Road Encroachment:

Received by _____

Not Applicable

Written Approval to add a driveway onto City, County or State Road.
Required for All Applications where new entrance created.
Oldham County Encroachment Form is available at Inspections Office.
City of Pewee Valley 502-550-2581
City of LaGrange 502-222-1433
Kentucky State Road Department 502-222-9009

Flood Plain Construction Permit:

Received by _____

Not Applicable

ALL Construction located in 100 year flood plain must have: "Stream Construction Permit" from the Kentucky Division of Water & Approval of Flood Plain Coordinator.
Oldham County Flood Plain Coordinator 502-222-1476
Kentucky State Division of Water 502-564-3410

Workers Comp. Affidavit:

Received by _____

Not Applicable

Per KRS Chapter 342, We must have a copy of the contractor's Workers Compensation of Coverage or signed Affidavit (at desk).

Historic District Approval:

Received by _____

Not Applicable

Written Approval and Stamped Plans required in Historic District.
Required if you are in the LaGrange Historic District. 502-222-1433

Soil Erosion & Drainage:

Received by _____

Not Applicable

Best Management Practices (BMP's) must be properly installed, operational and maintained throughout construction project until final soil stabilization is complete.
O.C Storm Water & Erosion Control 502-222-1476

Planning and Zoning Approval:

Received by _____

Not Applicable

Planning and Zoning must review all commercial applications to ensure compliance with all Zoning Ordinances (including landscaping review).
Oldham County Planning and Zoning 502-222-1476

Storm Water Approval:

Received by _____

Not Applicable

County Engineer must approve storm water plan for sites over 1 acre.
Oldham County Engineer 502-222-1476

Fire Department Approval:

Received by _____

Not Applicable

Approval from Fire District stating they will provide fire protection.
Required for All New Buildings.
LaGrange Fire and Rescue 502-222-1143
North Oldham Fire District 502-228-1447
South Oldham Fire District 502-241-8992
Ballardsville Fire District 502-222-1593
Worthington Fire District 502-241-9366
Harrods Creek Fire District 502-228-1351
Westport Fire Department 502-222-7078
Pewee Valley Fire Department 502-241-0025

100 West Jefferson Street, Suite 3 ~ LaGrange, Kentucky 40031

Ph: 502-222-3967 Fax: 502-222-3213

www.oldhamcountky.gov



Oldham County Planning and Development Services

Commercial Building Permit Application

Lands Plan App. Y / N
 Site Plan App. Y / N *(For multi-family development of 10 units or more)*
 Engin. Office App. Y / N

A. PROJECT ADDRESS _____ CITY, ST, ZIP _____

B. PROJECT NAME _____ LOT/BLDG NO. _____

C. IDENTIFICATION OF RESPONSIBLE PARTIES

*****Contact email address:** _____

	NAME	ADDRESS (include city/st./zip)	PHONE
Owner			
Contractor			
Architect			
Engineer			
Other Applicant			

D. TYPE OF IMPROVEMENT (check type of work)

USE GROUP (as defined in KBC)

New Building	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Assembly	<input type="checkbox"/>
Addition	<input type="checkbox"/>	Hood Suppression	<input type="checkbox"/>	Business	<input type="checkbox"/>
Remodel/Alteration	<input type="checkbox"/>	Sign	<input type="checkbox"/>	Educational	<input type="checkbox"/>
Tenant Finish	<input type="checkbox"/>	Use Group Change	<input type="checkbox"/>	Factory	<input type="checkbox"/>
Demolition	<input type="checkbox"/>	Other	<input type="checkbox"/>	Institutional	<input type="checkbox"/>
Fire Alarm NFPA 72	<input type="checkbox"/>		<input type="checkbox"/>	Mercantile	<input type="checkbox"/>
Fire Suppression NFPA 13	<input type="checkbox"/>		<input type="checkbox"/>	Residential	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	Storage	<input type="checkbox"/>

Square Feet: _____

Construction Cost: _____

Zoning Classification: _____

Parcel No. (PVA #): _____

Flood Plain: _____

E. REQUIRED APPROVAL CHECKLIST (more details on approval process attached)

1. State Approval May Be Required Per KBC 104.2 CASE #: _____
2. County____, State____, or City____ right-of-way encroachment permit required-new entrances
3. Project must be served by an approved sewage disposal system such as a sewer or septic tank
 If SEPTIC include a certificate of approval releasing construction from O.C. Health Department.
 If SEWER include a certificate of approval releasing construction from Sewer District's Office.
4. Oldham County Planning and Zoning must Approve Project-including Landscaping Plan Review
5. Oldham County Engineer must Approved Storm Water Runoff for Projects over 1 acre.
6. Soil & Erosion Control: Best Management Practices (BMP) must be properly installed, operational and maintained throughout construction project until final stabilization is complete.
7. If property located in a flood zone per FEMA, State and O.C. Floodplain Approvals are required.
8. If property is located in a Historical District, written approval & stamped plans must be submitted.
9. All New Buildings require Fire Department Approval of Plans and Fire Hydrant Placement.
10. Workers Compensation Affidavits or Proof of Insurance must be Provided (Available at Office)

(Oldham County Government Use Only-Do not write below Line)

O.C. P&Z Approval: _____ O.C. Engineer Approval: _____

Landscaping Plans Approval: _____ Site Plan Approval: _____

Eng. Rev. Approval: _____ Inspection Approval: _____

APPLICANT STATES AND ACKNOWLEDGES THE FOLLOWING:

1. Additional Permits may be required for State Building Code Enforcement (KBC 104.1), Road Encroachments, Site Disturbance, Storm Water Management, Electric, Plumbing, Sewage Disposal, or HVAC Installations.
2. This Permit will become null and void if work or construction is not commenced within 6 months, or if work is suspended or abandoned for a period of 6 months any time after work is commenced. A Permit Renewal Fee of \$100.00 will be required if permit is allowed to expire. The Permit Fee is non-refundable after 30 days and the Permit is not transferable to other parties or to other parcels of property.
3. **THE STRUCTURE WILL NOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS GRANTED.**
Before occupation of any structure permitted by the Building Official and Office of Building Inspections, there must be issued, on official stationery of the Office, a signed 'Certificate of Occupancy.' Occupation of any structure permitted by the Office without a proper Certificate of Occupancy is a violation of state statute, KRS 198B.990, punishable by a penalty of \$10 to \$100 per day of violation.
4. **THE APPLICANT AGREES TO COMPLY FULLY WITH ALL PROVISIONS OF APPLICABLE CODES, LAWS, REGULATIONS AND ORDINANCES GOVERNING THIS TYPE OF WORK, WHETHER SPECIFIED HEREIN OR NOT. "The Office of Building Inspections and Building Official have no authority to determine compliance with other regulatory agencies or obligations under private contract. The applicant may not rely on the issuance of any permit from this Office as evidence of the applicant's compliance with any other regulations or permitting requirements from any other regulating or private entity. Oversight or mistake on the part of the Building Official or an agent of the Office during the performance of their duties does not relieve the applicant from adherence to the applicable regulatory standards.**
5. This Office, its Employees and the Building Official have the right to enter into the construction premises at will during reasonable working hours to verify compliance. Applicant states that they are the lawful property owner, or have the secured the authorization of said property owner before making this application, and does grant this Office and its employees permission to enter onto the property and premises in conjunction with this application and permit. Access shall be provided to the job at all times and the Applicant agrees to provide a safe means of egress in order for this Office to perform its responsibilities. State Statute KRS 198.B140 provides "that no person shall hinder an inspector performing his lawful duties under KRS 198.
6. The Building Permit Fee entitles you to Three (3) Inspections. Failure to have the work completed in a satisfactory manner consistent with code requirements and according to the attached page titled APPLICABLE CODES AND REQUIRED INSPECTIONS will result in additional inspections. Re-inspection Fees of \$50.00 per inspection shall be billed to the Applicant. No Certificate of Occupancy will be granted until all fees associated with this permit (including Electrical or Building Re-Inspection Fees due to Oldham County) are paid in full.
7. The Applicant agrees that the information contained on this application and the drawings and specifications submitted are accurate, complete and correct. Further, the intent and purpose of said project have been accurately represented. The Applicant further agrees that any error, omission, misrepresentation of fact whether intentional or not on their part, would cause refusal of application or revocation of permit. Any alteration or change in plans made without the approval of the Building Official subsequent to issuance of building permit shall be cause for the revocation of such permit.

FAILURE TO COMPLETE APPLICATION, TO PROVIDE APPROVALS AND COMPLETE SET OF PLANS WILL RESULT IN APPLICATION BEING RETURNED. PAYMENT IS DUE AT TIME OF APPLICATION

Applicant Signature: X _____ Date: _____

CONSTRUCTION PLAN REQUIREMENTS:

YOU MUST PROVIDE a complete set of legible building documents for review to assist you in correcting code violations and/or problems before they occur. Documents will not be returned as they will become public record. Please maintain an identical set of documents on site at all times.

You must provide a **complete set of building plans** which include the following:

- Approval of Site Development Plan from Planning and Zoning
Contact O.C. Planning and Zoning for more information 502-222-1476
Planning and Zoning Commission Approval (if required)
Exterior signage including free-standing signs
Building height to adjoining grade
Parking lot Layout including coverage areas, entrances and spaces available
Lighting plan
Landscaping Plan Approved by Local Landscape Architect
- Life Safety Items Clearly defined: including means of egress and exit discharge, corridors, emergency lighting and exit signage, fire alarm notification device locations, etc.
All Rated Assemblies listed on plans including UL Number
- front, side and rear elevations
- foundation plan
- floor plan (complete with all pertinent details)
- wall cross section from foundation to roof
- any pertinent engineering (soil reports, engineered structures etc)

You must provide an **accurate and detailed plot plan** which includes the following:

- general shape of property
 - all existing structures on property
 - the location of proposed structure with distances to all property lines and other structures
-

***IT IS THE APPLICANT'S RESPONSIBILITY for COMPLIANCE with:
ALL PLANNING & ZONING, FEDERAL, STATE, COUNTY, and/or CITY ORDINANCES/STATUTES
and ALL APPLICABLE BUILDING CODES (including REFERENCED STANDARDS.)***

LICENSED CONTRACTOR REQUIREMENTS:

PLEASE LIST THE Licensed Sub-Contractors who will be performing work (if applicable).

Electrical Contractor		
Mechanical Contractor		
Plumbing Contractor		

APPLICABLE CODES AND REQUIRED INSPECTIONS

APPLICABLE CODES: 2013 KENTUCKY BUILDING CODE

DESIGN CRITERIA: 15 lb. Ground Snow Load
24" min. Footing Depth (frost line)

REQUIRED BUILDING INSPECTIONS:

FOOTINGS INSPECTION: (CALL 24 hrs in advance to schedule approximate inspection time)

Inspection is performed after footer is dug or formed, the steel rebar in place and the thickness clearly defined. Inspection is ALWAYS prior to placing concrete. DO NOT cover any portion of footing bottom with gravel without PRIOR approval. A grounding electrode (20' long rebar rod encased in concrete) should be protruding from footing for electrician to connect the grounding conductor. All footings must rest on undisturbed soil of sufficient bearing capacity to meet loads imposed upon it and shall exceed the minimum bearing requirements and the footing sizes spelled out in the Kentucky Building Code. Geo-Technical Soil Condition Reports and/or "As Built" Engineered Reports may be required. Footings poured without inspection or those located on engineered, disturbed or expansive soils shall require an engineer's sealed letter stating that footings have been designed and built according to accepted engineering practices, are in substantial compliance with the KBC and will withstand loads imposed by permitted structure.

FRAMING AND ROUGH IN INSPECTION: (Applicant is responsible to call for Rough In Inspection)

BEFORE DRYWALL OR INSULATION IS HUNG! Inspection is performed after all framing is completed, all fire blocking is in place, all concealed mechanicals, gas lines, vents and ventilation rough in work is completed. This inspection is to verify, to the best of the field inspector's ability, that the permitted structure is in substantial compliance with the structural and mechanical requirements covered under applicable codes and in substantial compliance with manufacturer's listing and installation instructions. All listed products shall be labeled and any installation instructions and/or design engineering shall be on site to verify that all listed components and engineered framing components including Tji's, Lvl's or Glu Lam Beams, have been installed as per design.

Two rough in stickers are required in order to cover with insulation or otherwise conceal. Typically stickers are placed inside the nearest junction box to front door. If corrections are required, written details will be left at front junction box. On some projects phased approvals may be required, contact the inspector for more details.

- 1) Rough Electrical inspection which is called in by the Electrician and inspected by Electrical Inspector
- 2) Rough Structural/Mechanical inspection which is called in by the General Contractor/Builder and inspected by the Building Inspector (covering building and mechanical codes).

FINAL BUILDING INSPECTION: (Applicant is responsible to call for Final Building Inspection)

AFTER ALL ENCROACHMENT, DRAINAGE, PLUMBING AND ELECTRICAL INSPECTIONS HAVE BEEN APPROVED. Inspection is performed at the completion of the project to verify that substantial compliance with the applicable codes and ordinances has been achieved. All fire protection systems shall be operable (NFPA 72/NFPA 13); means of egress completed including: accessible entrances, exit signage and emergency lighting, handrails and guardrail; street address posted; final approval of Local Fire Marshal; grading to direct water to the approved drainage plan; energy conservation requirements met; and all HVAC systems operational. An approval sticker will be applied on the electrical panel, however, you must call the office to request the release of the Certificate of Occupancy granting permission to occupy.

PURSUANT TO KRS 198 and O.C. ORDINANCE 91-300.351.3, A CERTIFICATE OF OCCUPANCY IS REQUIRED!

RE-INSPECTION FEES IN THE AMOUNT OF \$50.00 PER TRIP WILL BE CHARGED TO THE APPLICANT FOR INSPECTIONS THAT DO NOT MEET CODE!

**PLEASE CONTACT STATE BUILDING CODE ENFORCEMENT REPRESENTATIVES
AT THE OFFICE OF HOUSING BUILDINGS AND CONSTRUCTION (OHBC) @ 502-573-0373
FOR INSPECTIONS WHICH FALL UNDER THEIR JURISDICTION (KBCsections 104.2 & 104.1)**

REQUIRED ELECTRICAL INSPECTIONS:

100 West Jefferson Street, Suite 3 ~ LaGrange, Kentucky 40031
Ph: 502-222-3967 Fax: 502-222-3213
www.oldhamcountyky.gov

TEMPORARY POLE PERMIT: Builder must apply for Service with Utility Company and the correct street address must be provided so we can fax a Cut-In Request to the Utility Company. Pole must be secure in ground. Not all construction will require a TP permit/inspection. Some contractors may use existing TP or a generator.

ROUGH ELECTRIC IN INSPECTION: (Electrician is responsible to call for Rough-In Inspection)
BEFORE DRYWALL OR INSULATION IS HUNG! Inspection is performed after all rough wiring is pulled, boxes installed and joints completed. All Listed products shall be Labeled.

Two rough in stickers are required in order to cover with insulation or otherwise conceal. Typically stickers are placed inside the nearest junction box to front door (or basement stairs if basement finish) If corrections are required, written details will be left at front junction box.

- 1) Rough Electrical inspection which is called in by the Electrician and inspected by Electrical Inspector
- 2) Rough Structural/Mechanical inspection which is called in by the General Contractor/Builder and inspected by the Building Inspector (covering building and mechanical codes).

TEMPORARY ON THE MAIN: (Electrician is responsible to call for Temp on Main Inspection)
This is the inspection performed to authorize the Utility Company to connect the meter for electric service. If corrections are required they will be left on panel box. This inspection may be performed at same time as rough if work is ready.

***A sticker will be left on electric panel authorizing connection.
FINAL INSPECTION REQUIRED BEFORE OCCUPANCY.***

FINAL ELECTRICAL INSPECTION: (Electrician is responsible to call for Final Electrical Inspection)
Inspection is performed at the completion of the project to verify that substantial compliance with the electric code has been achieved. All disconnects, lights, switches, outlets, fixtures, switch/outlet covers, breakers, arc faults and ground faults operational and installed to code. An approval sticker from Electrical Inspector left on the electrical panel tells you that final electrical inspection has passed or notice of corrections left to comply.

**RE-INSPECTION FEES IN THE AMOUNT OF \$50.00 PER TRIP WILL BE CHARGED
TO THE APPLICANT FOR INSPECTIONS THAT DO NOT MEET CODE!**



OLDHAM COUNTY ENGINEERING

Application for Storm Water Quality Management And Erosion Control Permit

For Staff Use Only:	
Date Received: _____	Amount of Fee _____

Commercial, Industrial, Multi-Family, and Residential Subdivision

GENERAL INFORMATION: (Please fill out the entire application)

Date of Application: _____

Project Name: _____

Project Address: _____

City: _____

Section/Phase Number: _____ Lot Number: _____ Tax Parcel Number: _____

PROPERTY OWNER INFORMATION:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email Address: _____

APPLICANT INFORMATION: (if other than owner):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email Address: _____

ENGINEER OF RECORD FOR EROSION CONTROL PLAN

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email Address: _____

PROJECT INFORMATION:

Type of Development: _____

Total Area of Parcel (Acres): _____

Total Area of earth disturbance anticipated during construction: (Acres) _____

Anticipated Start Date: _____ Estimated Completion Date: _____

ADDITIONAL INFORMATION:

Will project include any work within the 100 year flood plain? _____

Will project include any work within a lake or stream? _____

If yes to above questions:

Has Kentucky Division of Water Stream Construction Permit been Approved/Granted? _____

Has Army Corp of Engineers, Department of the Army Permit been Approved/Granted? _____

PERMIT FEE CALCULATIONS:

Single Family Residential: (Subdivision)

a. Total number of lots ____ x \$100.00 per Lot = \$ _____

TOTAL PERMIT FEE: \$ _____

Commercial, Industrial, and Multi-Family:

b. Total Area of parcel (acres) _____

x \$100.00 per acre = \$ _____

*** Maximum Commercial, Industrial and Multi-Family Permit Fee is \$2,500.00 ***

TOTAL PERMIT FEE: \$ _____

SECURITY BOND

The Project Engineers estimated cost of construction is required with the submission of this application.

A Security Bond in the amount of one hundred and thirty percent [130%] of the Project Engineer’s probable cost estimate for the Approved Stormwater control devices and Erosion Control measures must be posted before any land-disturbing activities occur.

Acceptable Sureties include Cash, Bond, Certified Check or Irrevocable Bank Letter of Credit from an approved financial institution within the Commonwealth of Kentucky.

The Security Bond will cover all of the soil erosion and sediment control devices, detention/retention basins and stormwater facilities and all related construction.

The Security Bond shall remain in full force and effect until the termination activities have been recognized as complete and “Approved” by the County Engineer.

APPLICANT SIGNATURE (or agent):

I as Property Owner/Agent and Stormwater and Erosion Control Permittee understand that it is my responsibility to utilize a Qualified Professional to perform maintenance inspections on all control measures, at least every seven [7] calendar days and within twenty four [24] hours of a one-half [0.5] inch rain event.

The Permittee shall document all maintenance inspections in writing.
Inspection Reports shall be made available upon written request by the County.

If the permitted project exceeds 36 months [3 years], the Storm Water Quality Management and Erosion Control Permit is subject to review and revision by the County Engineer.

Failure to complete and/or abandonment of the permitted project shall cause the Security Bond to be forfeited and the matter turned over to the County Attorney.

I have read the application instructions in its entirety and understand that proper Erosion Control and Soil Stabilization Measures must be installed and maintained operational throughout the duration of the construction project, until final stabilization is established.

Submittal Checklist

- _____ Completed Permit Application
- _____ One set of Construction Plans (site plan only)
- _____ Application Fee (over a 1 acre tract)
- _____ Project Engineer's Probable Cost Estimate for determining Security Bond Amount (over a 1 acre tract)

Print Name: _____

Signature and Date: _____

<p>Staff Use Only:</p> <p>SECURITY BOND AMOUNT: \$ _____ <i>(Security Bond Amount to be completed by the Oldham County Engineer)</i></p> <p>Permit Review Status: Approved _____ Denied _____ Date _____</p>
