BUILDING PERMIT APPLICATION CHECKLIST

For _____

All items must be filled out completely *prior* to review.
Incomplete Applications will not be accepted. Please bring all documents and fee payment together.

Required Documents

- ☐ **Application** – *completed, signed by legal property owner, signed Storm Water sheet*
- ☐ **Site Plan** – *with setback distance to all property lines and driveway location. Show easements and utility lines.*
- ☐ **Construction Drawings** – *including floor plan with all rooms labeled (11' x 17")*
- ☐ **Septic Evaluation** – *from Health Dept.* ***or sewer tap*** *from provider*
- ☐ **Fee Paid** – *check or money order to "JCFC" - Card payments are assessed a 3.5% service charge by the card processor*
- ☐ **Proof of Ownership** *(deed) – only if sold or transferred within the last 60 days*
- ☐ **Current Business Certificate for Contractor** - *issued by the Occupational Tax Office*

Builder Information

Contractor	Owner-Build
☐ Liability Insurance & Workers Comp Insurance	☐ Workers Comp Insurance Wavier
☐ Business Certificate and License Number_____	*Business registration not applicable*
☐ Sub-Contractor List (updated for each project)	☐ Sub-Contractor list

Permits are normally completed within 7-10 business days. Construction before receiving a permit will incur a fine of 3 times the permit amount and work must stop. Other potential fines and penalties may apply.

NO CONSTRUCTION SHALL OCCUR UNTIL THE APPLICATION HAS BEEN APPROVED AND A PERMIT HAS BEEN ISSUED.
***Note: Structural Grading and/or Excavation for footings/ foundations is considered* construction.**

PZ Approval:_____
Bldg Approval:_____

Jessamine County City of Wilmore
Planning & Zoning
121 South Main Street, Nicholasville, KY 40356
Office: 859-885-6415

For Office Use
Received: ___/___/___
Fee Paid: $ _____
Check No: # _____
Receipt No: # _____
Permit No: _____

Commercial Building Permit Application

All permit fields MUST be completed, any omissions will delay your permit. If not applicable, list "n/a" or "unknown".
***New Construction must provide Sewer Tap or Septic Approval. State Road entrances need attached encroachment permit.**

New Structure: ☐ **Addition:** ☐ **Interior Remodel:** ☐ **Exterior Remodel/Repair:** ☐ **Demolition:** ☐

Cell Tower New: ☐ **Cell Tower Colocation:** ☐ **Parking Lot:** ☐ **Sign:** ☐ **Other:** _____
Site Address: _____

Subdivision/Business Center: _____ Parcel ID: _____
(If applicable)

Use of Proposed Structure: _____Lot Size: _____

Owner Contact Information

Name(s): _____ Current Address: _____
Phone: _____ Email: _____

Project Manager *(If Owner or Contractor are acting as Project Manager, list them below)*

Name(s): _____ Current Address: _____
Phone: _____ Email: _____

Contractor Contact Information

Name: _____ Address: _____
Phone:_____ Email:_____
Business License #: _____ *Business Certificate must be presented at time of application & current insurance must be on file.*

Building and Mechanical Information – *Attach Building Plans to Application*

Cost of Construction: $_____ Description of Work: _____
Type of Construction: _____
Size, sqft: _____ Sewer ◯ Septic ◯
Height: _____ Width: _____ Length: _____
Retaining Walls over 18" – Yes ☐ or No ☐

I certify that I am the owner or the owner's agent and that all information contained in this application is accurate to the best of my knowledge. I consent to allow the Building Official and Zoning Enforcement to conduct Inspections to confirm Zoning and Building Code compliance. Owner/applicant attests that they have read and agree that all improvement is limited to the drawn or attached plans, shall meet the setbacks shown and any conditions of approval. Any deviations shall require written approval from the County.

X_____ Date: _____
Sign and Print name

Commercial Building Permit Application - Page 2

***Address*: _____**

Attach a *site plan* to show size and location of all structures and include proposed *distance to all property lines* and *proposed driveway location*. A *floor plan with all rooms labeled* is required. These documents may be drawn or attached.
Your permit will NOT be approved without a site plan including distance to all property lines.

Site Plan

Setbacks (Distance to property line): Front_____ Side_____ Rear_____

Fees: Payable by Check or Money Order, made out to Jessamine County Fiscal Court or JCFC. Cards are assessed a 3.5% service charge by the card processor.	
$65 Zoning Review *in addition to the following Building Permit Fees, no separate forms necessary.*	
Cell Tower – New: $2500	*Cell Tower - Colocation, Replacement, Expansion: $250*
Demolition: $100	*Signs: $1 per sq ft. ($25 min.)*
Primary and Accessory Building and Remodel, See fee schedule Section 7.1 of the Jessamine County Zoning Ordinance	

For Office Use	
Approved:	Denied:
Conditions: _____	

Commercial Building Permit Application - Page 3

Subcontractor List

General Contractors are responsible for ensuring all Subcontractors have a Jessamine County Business Registration Number from the Occupational Tax Office before they can perform work. *Should a change in Sub-Contractors occur, you must notify the Jessamine County Planning Office immediately of these changes*.

General Contractor _____

Site Address _____

Subcontractor Name	Address	Phone Number	Business License No.
Electrical Contractor* _____			
Plumbing Contractor* _____			
Mechanical/HVAC Contractor* _____			
Excavation Contractor			
Foundation/Footer Contractor			
Framing Contractor			
Trim Contractor			
Insulation Contractor			
Drywall Contractor			
Painting/Wallpaper Contractor			
Roofing Contractor			
Masonry/Siding Contractor			
Guttering/Siding Contractor			
Misc: _____			

Construction Site Operations

Storm Water Runoff Management

Acknowledgement Form

Project: _____

Location: _____

The construction activity listed above is located in the unincorporated portion of Jessamine County, Kentucky and is subject to the requirements of the Jessamine County Fiscal Court MS4 program. As such the construction site operator of this project shall be familiar with the following items. The URLs are listed below for the convenience and reference.

- **Kentucky General Storm Water Discharge Permit KRY10000**
  https://eec.ky.gov/Environmental-Protection/Water/PermitCert/KPDES/Documents/KYR10PermitPage.pdf

- **Guidance Documents for Storm Water Pollution Prevention Plan and Best Management Practices Plan.**
  https://eec.ky.gov/Environmental-Protection/Water/PermitCert/KPDES/Documents/KYR10PermitPage.pdf

- **Jessamine County Soil Erosion Control Ordinance**
  http://online.encodeplus.com/regs/jessaminecounty-ky/doc-viewer.aspx?ajax=0&tocid=001.004.005#secid-1434

The Administrative Officer or Enforcement Officer may issue a stop work order to any violator to cease all work; they may refuse to issue any additional building permits and inspections. Once a stop work order has been issued a fee of $100.00 will need to be paid prior to releasing the stop work order.

The signature below is confirmation that the Jessamine County-City of Wilmore Joint Planning Commission has made the Construction Site Operator familiar with the items listed above. It also serves as the acknowledgement that the Construction Site Operator has the responsibility to ensure that this site is maintained in accordance with these items.

Owner Or Owners Agent Full Name in Print: _____

Owner Or Owners Agent Signature: _____

Date: _____