



City of Jeffersontown
Department of Permitting and Enforcement
10416 Watterson Trail
Jeffersontown, KY 40299
Phone: (502) 267-8333 Fax: (502) 267-0547
jeffersontownky.gov

FOR OFFICE USE ONLY

Date: _____

Permit #: _____

Bus. License #: _____

Commercial Building Permit Application

It is expressly understood that the applicant for this permit agrees and states that the construction will be in strict compliance with the Kentucky Building Code or the Kentucky Residential Code and the International Mechanical Code.

(Please Print)

JOB ADDRESS: _____ Tenant Name: _____

Description of Project: _____

Property Owner: _____ Phone: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

APPLICANT: _____ Contact Name: _____

Contact's Email Address: _____

Applicant Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone: _____ Cell: _____

Architect/Engineer: _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

PERMIT TYPE: ☐ Commercial-New ☐ Commerical-Addition ☐ Foundation
☐ Other: _____

BUILDING USE: ☐ Multi-Family ☐ Mercantile ☐ Manufacturing ☐ Assembly
☐ Commercial ☐ Storage-Light ☐ Storage-Moderate ☐ Other: _____

NAME of SUBCONTRACTORS (If known): Electrical: _____ HVAC: _____

Solid Fuel: _____ Range Hood: _____ Fire Detection: _____

Fire Suppression: _____ Refrigeration: _____ Demolition: _____

Other: _____

BUILDING FEES (see page 2)	
New Floor Area _____ Square Feet	
Estimated Cost of Improvements (less mechanicals)	\$
TOTAL FEES:	\$

NOTICE: FIFTY PERCENT (50%) OF THE BUILDING PERMIT FEE IS DUE UPON SUBMITTAL OF BUILDING PLANS

I hereby certify that I am the owner of record or the owner of record authorizes the proposed work and I have been authorized to make this application as the authorized agent.

SIGNATURE OF OWNER/CONTRACTOR: _____ **DATE:** _____



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COMMERCIAL BUILDING PERMIT REQUIREMENT CHECKLIST

- ☐ Business license from the City of Jeffersontown.
- ☐ One (1) Building Application Form completed signed and dated at the bottom. Be sure to identify the physical address of the building location, building owner, tenant name, architect, engineer, and contractor. If the project is within a large multi-tenant building, also identify the name of the building.
- ☐ Affidavit of Assurances Pursuant of KRS 198B.060 (10) Workers' Compensation coverage and Unemployment Insurance Requirements.
- ☐ Two (2) complete sets of construction documents and an electronic copy signed and sealed by a Kentucky Licensed Architect and/or Engineer, as required. Documents shall not be labeled "not for construction" or "preliminary". After plan review, one (1) set of plans will be stamped "for construction" and be ready for pickup after permit is issued.
- ☐ Proof of drainage bond.
- ☐ Structural composite lumber sheet from manufacturer showing it meets ASTM D 5456 with project address, location that it is to be installed. Any component of the building that is pre-engineered (i.e. metal buildings, trusses, etc...) shall be signed and sealed by a Kentucky Licensed Professional Engineer.
- ☐ Energy compliance calculations showing minimum standards have been met. COMcheck or REScheck forms for the necessary calculations can be downloaded from www.energycodes.gov.
- ☐ Statement of Special Inspections, if applicable.
- ☐ Site Plan, drawn to scale, showing size and location of new construction and existing structures on the site and distances from new construction to lot lines and any easements. Pavement, parking lot striping, accessible parking spaces, sidewalks, ramps, stairs, and landings shall also be indicated. Site plan shall be in accordance with an accurate boundary line survey.
- ☐ Building code design data that includes: design loads, Type of Construction, Use Group, List all installed or proposed fire protection systems, building square footage: largest floor area, gross, and construction limits.
- ☐ Dimensioned floor plan, drawn to scale, showing room layout and room names, location of aisles, fixtures, furnishings, industrial equipment etc.
- ☐ Complete door and hardware schedule that identify any safety glazing, door closers, door ratings, special door opening devices, etc.
- ☐ Complete window and glazing schedule that identify type of windows, any glazing, etc.
- ☐ List of all fire rated assemblies and listing of the required rating and firestop systems.
- ☐ All appropriate building, roof, stairs, ramps, walls, accessibility sections and details.
- ☐ Lighting plans that show location of all exit signs, means of egress lighting, and identify secondary power.
- ☐ Mechanical plans shall include location, type of equipment, appliances, dampers, duct layout and an air balance schedule.
- ☐ Complete information for all special occupancy requirements (atrium, high rise, covered mall, etc...) and special structures (sky lights, roof, panels, awnings, etc...)



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**Affidavit of Assurances
Pursuant of KRS 198B.060**

(Please Print)

Permit Location / Address: _____

Description of Project: _____

Comes the Applicant, (Please Print Name) _____ and states pursuant to KRS 1988.060(10), that all contractors and subcontractors employed or that will be employed on any activity under the above referenced project 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).

This the _____ day of _____, 20 ____.

CONTRACTOR, OWNER OR OWNER'S AGENT

The foregoing Affidavit of Assurances was acknowledged and sworn to before me by

_____, Applicant, on this the _____ day of _____, 20 ____.

NOTARY PUBLIC
KENTUCKY STATE AT LARGE

MY COMMISSION EXPIRES _____, 20 ____.



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BUILDING PERMIT FEES & CALCULATION WORKSHEET

BUILDING PERMIT FEES

A	Assembly	.15
B	Business	.15
E	Education	.15
F	Factory	.15
H	High Hazard	.15
I	Institutional	.15
M	Mercantile	.15
R	Residential	.15
S	Storage	.15
U	Utility, Miscellaneous	.15

Square footage shall be based on the number of square feet on every floor, including basements.

Alterations/Repair ten dollars (\$10.00) base fee, plus two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000.00) of estimated cost.

No building permit fee calculated under this section shall be less than one hundred dollars (\$100.00). The fee for "Foundation Only" shall be one hundred dollars (\$100.00).

For each swimming pool the fee shall be one hundred dollars (\$100.00).

COMMERCIAL TENTS (over 400 square feet) Individual

tents 401 square feet up to 1,000 square feet: \$125.00

Individual Tents over 1,000 square or groups of tents:

- 1,001 to 2,000 square feet: two hundred fifty dollars (\$250.00)
- 2,001 to 5,000 square feet: three hundred fifty dollars (\$350.00)
- 5,001 to 10,000 square feet: five hundred dollars (\$500.00)
- 10,001 to 15,000 square feet: seven hundred fifty dollars (\$750.00)
- 15,001 to 20,000 square feet: nine hundred fifty dollars (\$950.00)
- 20,001 to 30,000 square feet: two thousand dollars (\$2,000.00)
- 30,001 to 50,000 square feet: two thousand eight hundred fifty dollars (\$2,850.00)
- 50,001 to 70,000 square feet: three thousand two hundred fifty dollars (\$3,250.00)
- 70,001 to 100,000 square feet: four thousand dollars (\$4,000.00)