



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

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Bus. License #: \_\_\_\_\_

## Residential 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:** ☐ Residential-New ☐ Residential-Addition ☐ Residential-Garage  
☐ Residential-Deck ☐ Foundation ☐ In-Ground Swimming Pool (Protection Required)  
☐ Other: \_\_\_\_\_

**NAME of SUBCONTRACTORS (If known):** Electrical: \_\_\_\_\_ HVAC: \_\_\_\_\_

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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## **RESIDENTIAL BUILDING PERMIT REQUIREMENT CHECKLIST**

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- ☐ Business license from City of Jeffersontown or homeowner's waiver.
- ☐ One (1) Building Application Form completed signed and dated at the bottom.
- ☐ Affidavit of Assurances Pursuant of KRS 198B.060 (10) Workers' Compensation coverage and Unemployment Insurance Requirements.
- ☐ Variance request letter, if requested\*
- ☐ Site disturbance permit from MSD.
- ☐ Proof of drainage bond.
- ☐ 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. Site plan shall be in accordance with an accurate boundary line survey.
- ☐ Dimensioned floor plan, drawn to scale, showing room layout and room names. Foundation plans, footer details. Elevations, building cross sections, wall sections, stair details. Floor and roof framing layout plans. Door and door hardware, and window schedules.
- ☐ If Glue Lams, LVLs, I joists, or engineered trusses are proposed, 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 conservation compliance calculations showing minimum standards have been met. REScheck forms for the necessary calculations can be downloaded from [www.energycodes.gov](http://www.energycodes.gov).

\*Be advised the Kentucky Amendments in the 2018 KRC Section 311.2 requires interior doors in the means of egress in a dwelling to have a minimum of 32 inches of clear width, per formal interpretation #2018-3 by the Director of Building Code Enforcement, Department of Housing, Building, and Construction (HBC). As encouraged by the Department of HBC, local building departments are authorized to grant modifications for individual cases per Section R104.10, 2018 KBC.



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

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(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

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### NEW CONSTRUCTION

| Occupancy Classification | Cost Per Square Foot |
|--------------------------|----------------------|
| A-1, A-2, A-3, A-4       | \$0.15               |
| B                        | \$0.15               |
| E                        | \$0.15               |
| F-1, F-2                 | \$0.15               |
| H                        | \$0.15               |
| I-1, I-2, I-3, I-4       | \$0.15               |
| M                        | \$0.15               |
| R-1, R-2, R-3, R-4       | \$0.15               |
| Storage Only             | \$0.15               |
| Utility / Miscellaneous  | \$0.15               |
| Foundation Only          | \$100.00 Flat Fee    |

### ALTERATIONS

Renovations are based on the estimated cost minus the subcontractors who are also required to obtain a permit.

Fee: \$10.00 base fee plus \$2.50 for each \$1,000.00 of estimated cost.

### ADDITIONS TO EXISTING STRUCTURE

See New Construction Fees Above

**MINIMUM FEE: \$100.00**

### SWIMMING POOLS

(NOTE: Fencing and/or Protection Required)

\$100.00