

Commercial Building Permits

No.	Notes: Definitions / Clarifications / Policies
1	Tenant Finish: new construction within a vacant non-residential space.
2	Alteration: renovation of an existing structure or a finished area within a structure.
3	Foundation Only: construction of the footers, slab, and foundation prior to issuance of the building permit for the entire structure. (Requires an additional charge paid at the time of application.)
4	Shell: construction of the new structure that excludes all interior work except stairwells and elevator shafts. Certificates of Occupancy are not issued for shells. A shell permit requires a stand-alone application unrelated to the full application that will follow.
5	Flat Fee: a one-time fee for plan review, permitting, inspections, and certificate of completion.
6	Square Footage Fees: the total fee due includes the base fee plus the square footage times the multiplier shown.
7	Reinspection Fee: the letter that accompanies each building permit will state the number of inspections covered by the fee. Applicants will be permitted one free reinspection per permit; additional reinspections require an additional charge.
8	Plan Revision: two reviews of submitted plans (one initial and one resubmittal) are included in each application fee. Additional plan revisions require an additional charge.
9	Fast Track Processing: review of building permit application and plans outside normal channels for time-sensitive projects. (Requires an additional charge.)
10	Range Hood: each hood being installed requires a separate fee.
11	Range Hood Fire Suppression: each fire suppression system being installed requires a separate fee.
12	Special Inspection: requested before or after business hours inspections accommodated as staffing allows.
13	Basis for Square Footage Fees: new construction and additions are calculated from the outside dimensions of the building plus all floor areas including all unfinished areas. Tenant finish fees are based on the entire square footage of the tenant space. Interior alterations are based on the square footage of the area being renovated.
14	Construction w/o a Permit: commencing construction activities covered by the required building permit but without the permit. (Requires an additional charge.)
15	Commercial Electric: permit cards may be purchased in groups in advance.
16	Sign/Tent: fee covers all signs or tents being installed. If both, then one fee for each type to be erected.
17	Retaining Wall: a separate permit fee is required for each 200 lineal feet of retaining wall.
18	Calculating fees: a separate fee is required for each "construction type" specified in the fee schedule even if the individual activities are part of the same project on the same site.
19	Refunds: all fees collected at the time of application are non-refundable. Once a permit is issued, all fees are non-refundable.
20	Cellular Antenna Tower: an application and permit are required for new construction as well as for co-locating new antennae on an existing structure and thereby expanding its scope/intensity. Not required for replacement.
21	Accessory Structures/Uses: structures or uses not otherwise listed such as flag poles, paint booths, overhead crains, playground equip, site place/telescoping bleachers etc.
22	Change of Use: changing the use of a structure or a space within it from one Use Group to another, as defined by the Kentucky Building Code.
23	State Co-Permits: required by state law, these permit fees cover inspections not performed by state personnel. (Min fee is \$200; maximum is 50% of normal NKAPC fee.)
24	Annual Permits: Construction value plus a per-trip fee based on \$45/hr after the first inspection.
25	Administrative Change: Fee charged when contractors/owners want to change contractors/applicants on permits.
26	Small Project: projects normally requiring only one inspection. Additional trips are extra.
27	Permit Extension: Valid for 90 days. A new fee will be assessed each 90 days of inactivity when requested.
28	Certificate of Occupancies: Fee applies when applicant requests a rush on the Certificate.
