



## Accessory Structures, Fences, Signs

Prior to constructing a pole barn, detached garage, storage shed, fence, sign or any other type of accessory structure you must obtain a zoning/building permit.

### Building Department & Permit Office

Mon-Fri  
8 a.m. -5 p.m.

2332 Royal Drive  
Ft Mitchell, KY  
41017

859-957-2408

**Main:**  
859-331-8980

**Fax:**  
859-331-8987

**Website:**  
[www.pdskc.org](http://www.pdskc.org)

*Fences that are 7 ft. tall or less and accessory structures that are 200 square feet or less only require a zoning permit and do not require construction drawings.*

**Applications for a Pole Barn, Detached Garage, Accessory Structure, or Signage Permit must include the following:**

1. **A completed Zoning/Building Permit application & associated fee**
2. **A copy of your recorded deed (if applicable)**
3. **A certificate of encroachment permit for access to a County or State road (if applicable)**
4. **Three complete sets of construction drawings and site plans:**

**Construction drawings may include the following:**

- a. **Foundation Plan** showing footings, foundation, girder and pier spacing.
- b. **Framing Plan and Wall Cross Section** indicating all framing materials including size, spacing and span of materials (studs, joists, rafters, trusses, etc.). Footing and foundation size and type to be included in detail.
- c. **Location and UL design of Fire Separation Wall** if the structure is within 5 ft. of the property line.
- d. **Elevations** showing required design features (if applicable), and height of proposed structures.

**Site plan indicating:**

- a. Location of proposed structure
- b. Location of all existing and proposed easements
- c. Identification of any street adjacent to the property
- d. Proposed or existing septic tank, leach field, or other septic system shall be shown to scale
- e. Property lines with bearing and dimensions
- f. Location of existing and proposed building(s) and uses. The distance from the existing and proposed building to the front and/or right of way lines, side and rear lines
- g. Location of driveway, sidewalks, and other off street parking areas as well as type of surfacing used
- h. Provisions for erosion control, hillside slippage, and sedimentation indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction
- i. Water drainage and grading lines
- j. The existing and proposed topography, shown by contours with intervals not to exceed five feet.

In addition to these items you will need to list your registered contractor (if applicable) and provide copies of their occupational license for the city the work is being done in, KY workers compensation, and proof of liability insurance. Please check your deed restrictions as our office does not enforce these requirements.

**Please note:** A separate permit is required for any electrical or HVAC work. Electrical work must be applied for by the licensed contractor. Any homeowner that is doing their own electric must sign a homeowner's affidavit in our office.