



One & Two Family Additions

An addition to a house, duplex, garage, or an accessory structure requires a building permit prior to performing any construction.

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

Applications for a Residential Addition Permit must include the following:

1. **A completed Zoning/Building Application & associated fee**
2. **Required information for contractor:**
 - a. An affidavit of assurances, pursuant to KRS 198B.060(10)
 - b. Occupational license number for the city/county work is being performed
 - c. Proof of Kentucky Workers Compensation coverage & liability insurance
3. **Three complete sets of construction drawings including site plans:**

Construction drawings may include the following:

- a. **Foundation Plan** showing footings, foundation, girder and pier spacing. Basement foundation wall design should also be included.
- b. **Framing Plan and Wall Section/Cross Section** indicating all framing materials including size, spacing and span of materials (studs, joists, rafters, trusses, etc.).
- c. **Floor Plans** for entire structure labeling all rooms or areas and indicating locations of egress doors, windows and all smoke detectors.
- d. **Location and UL design of Fire Separation Wall** (fire resistance rated wall) to be installed due to location of the structure to the property line (within 5 ft) or dwelling unit separation for a duplex or townhouse.
- e. **Elevations** showing front, sides and rear of structure including location of doors and windows and height of structure.

Site plan indicating:

- a. Location of all existing and proposed easements
- b. Identification of any street adjacent to the property
- c. Proposed or existing septic tank, leach field, or other septic system shall be shown to scale
- d. Property lines with bearing and dimensions
- e. 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
- f. Location of driveway, sidewalks, and other off street parking areas as well as type of surfacing used
- g. 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
- h. Water drainage and grading lines
- i. The existing and proposed topography, shown by contours with intervals not to exceed five feet.

Please note: Electrical and/or HVAC work are to be applied for by the licensed contractor on separate permits.