



## One and Two Family Dwellings

The construction of a house, duplex or townhouse requires a permit to be obtained prior to performing any construction.

### Permit Office

Mon-Fri  
8 a.m. -5 p.m.  
1840 Simon Kenton Way  
Ste. 3400  
Covington, KY  
41011-2999  
859-957-2408

**Main:**  
859-331-8980

**Fax:**  
859-331-8987

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

### Applications for a Residential Permit requires the following:

1. A completed Zoning/Building Permit [application](#) & associated fee
2. A copy of your recorded deed
3. A copy of the approved and recorded plat (if applicable)
4. A copy of the permit from the [health department](#) for your on-site sewage disposal system or a copy of your site evaluation for an existing on-site sewage disposal system (if applicable)
5. An encroachment permit for access to a County or State road (if applicable)
6. A copy of the Land Disturbance Permit, issued by the [Sanitation District No. 1](#) (for areas larger than one acre)
7. 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
8. One complete set of construction drawings including site plan. (Preferably PFD electronic version)

### 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.

Required information can be emailed to [permits@pdskc.org](mailto:permits@pdskc.org) in PDF format. After receipt of permit paperwork our office will contact you for credit card payment

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