Applications for a Residential Permit requires the following:

1. A completed Zoning/Building Permit application and 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 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.