



New Commercial Buildings and Additions

The construction of new commercial buildings such as offices, restaurants, hotels, apartments, warehouses, and additions to the structures requires a permit prior to starting 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

Applications for a Commercial Building Permit requires the following:

1. A completed Zoning/Building Permit [application](#) & associated fee
2. A copy of the recorded plat (if applicable)
3. 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)
4. A copy of the encroachment permit for access to a County or State Road (if applicable)
5. A copy of your Land Disturbance Permit, issued by the [Sanitation District No. 1](#) (for areas larger than one acre)
6. One copy of the project manual – preferably PDF (if applicable)
7. Fire suppression design criteria (if applicable)
8. Required information for contractor:
 - a. An affidavit of assurances, pursuant to KRS 198B.060(10)
 - b. Proof of Kentucky Workers Comp coverage & liability insurance
 - c. Occupational license number for the city/county work is being performed
9. One complete sets of construction drawings including site plans (Preferably PDF electronic version)
 - a. Sealed and Signed by a Kentucky Engineer or Architect (refer to the Kentucky Building Code for design professional seal requirements)

Construction drawings and supporting documents may include all of the following:

- a. Title Page – include all required information
- b. Site Plan
- c. Civil Drawings
- d. Foundation Plan & Footing Details/Geotech Soils Reports
- e. Floor Plan
- f. Framing Plans
- g. Cross Sections
- h. Elevations – All 4 sides
- i. Window & Door Schedules
- j. MEP – Mechanical/Electrical/Plumbing
- k. ADA Detail Sheets
- l. Special Inspections Letter (if applicable)
- m. Energy Calculations (2 copies)
- n. UL listings for Rated Assemblies

Site plan indicating:

- a. Location of all existing and proposed easements
- b. Proposed or existing septic tank, leach field, or other septic system shall be shown to scale
- c. Property lines with bearing and dimensions
- d. 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
- e. Location of driveway, sidewalks, and other off street parking areas as well as type of surfacing used
- f. 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
- g. Water drainage and grading lines
- h. 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: All specialty permits need to be applied for by the applicable licensed contractor on separate permits (i.e. electrical, HVAC, fire alarm, range hood, etc.)