



Building Permit Application Instructions

Campbell County & Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

Please fill out the Building Permit Application in its entirety (all spaces). Use "N/A" for all items not applicable. All fees are due at the time your application is submitted. **All fees are non-refundable.** Please make certain that you have allotted enough time for processing the permit into your construction schedule. Please check with staff to approximate the current processing schedule. Once the permit has been issued, the work must start within six (6) months.

Attachments to Application:

The following information will be required to be attached to each application submitted for review:

1. Building Plans: Attach two (2) sets of residential or three (3) sets of commercial/multi-family building plans for review. Plan sets must be readable. One approved set will be returned to you to be kept onsite during construction. *Alexandria projects must also include an additional file copy not to exceed 11x17 size.*
2. Site Plans: Attach two (2) copies of a site plan. One set will be returned to you. *Alexandria projects must also include a file copy not to exceed 11x17 size.* The site plan must include: shape and dimensions of the lot; location and dimensions of existing buildings; setbacks (front, rear, side) from structure to property line or right-of-way; proposed buildings and/or additions; sidewalk; driveway; retaining wall; location and names of public or private roads; access easements of record; location of all utilities and septic systems; applicable provisions for erosion control and surface water drainage
3. Affidavit of Assurance and Occupational Tax License: A notarized *Affidavit of Assurance* and the contractor's Occupational Tax License number for the County and City where the project is located.
4. Subcontractor List: A complete list (name and addresses) of all contractors and subcontractors.

Depending on the type of project, additional information may be requested including, but no limited to:

1. Encroachment Permit Application: A completed Encroachment Permit application for access from all county or city maintained roads/streets. Access from a state road requires coordination with the Kentucky Department of Transportation. Access from a private road or driveway, requires a recorded easement authorizing access through the private road or driveway.
2. Recorded Deed and Record Plat: A copy of the approved and recorded deed and plat showing the Campbell County Clerk's recording stamp. An approved subdivision plan defining the lot may also be substituted for the deed and plat.
3. Septic System Construction Permit: A copy of the construction permit for the septic system. The site evaluations do not need to be attached. If constructing an addition to your existing home, a letter from the Northern Kentucky Health Department – Septic System Inspector must be attached. The letter should state that the additional bedrooms will not require a larger size septic system and/or that the current system in place is adequate for the proposed changes.

Types and Scheduling of Inspections:

Each application is reviewed on an individual basis. Refer to your approval letter and call (859) 292-3880 to schedule your inspections. Inspections should be scheduled one (1) day in advance for residential and three (3) days for commercial sites. Make certain the approved stamped plans are on site for all inspections. We do not accept fax, text message or email request for inspections.

Plumbing Permits and Inspections:

Plumbing and/or Septic System permits are regulated by the State, please contact:

Plumbing Permits/Inspections (859) 341-8228
Septic System Permits/Inspection (859) 341-4151

Electric Inspections:

Electrical inspections must be performed by one of the following agencies:

Northern Kentucky Electric Inspections Inc. (859) 746-9111
Inspection Bureau Inc. (513) 381-6080

Projects within the Alexandria City limits must use Northern Kentucky Electric Inspections Inc.

Kentucky Energy Code Duct Tightness Verification:

As of July 1, 2015, ductwork placed in an unconditioned space must have a completed Duct Tightness Verification (DTV) form turned in to our office prior to issuance of a certificate of occupancy. No certificate of occupancy will be issued without this document.

International Energy Conservation Code Verification:

Two (2) framing inspections to determine visual compliance with the International Energy Conservation Code. Building Envelope/Framing Inspection: Structure framing complete and prior to installation of insulation, brick or siding, and exterior vapor/air barrier. Building Insulation/Framing Inspection: After plumbing/electrical rough approvals and installation of insulation.

Failure to obtain these inspections will require that a successful blower door test shall be performed, by a licensed 3rd party, in the presence of the building inspector prior to a certificate of occupancy being issued.

Common energy conservation items to be inspected are as follows:

Air Barrier and Thermal Barrier	<ul style="list-style-type: none"> ▪ Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier. ▪ Breaks or joints in the air barrier are filled or repaired. ▪ Air-permeable insulation is not used as a sealing material. ▪ Air-permeable insulation is inside of an air barrier.
Ceiling/Attic	<ul style="list-style-type: none"> ▪ Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed. ▪ Attic access (except unvented attic), knee wall door, or drop down stair is sealed.
Walls	<ul style="list-style-type: none"> ▪ Corners and headers are insulated. ▪ Junction of foundation and sill plate is sealed.
Windows and Doors	<ul style="list-style-type: none"> ▪ Space between window/door jambs and framing is sealed.
Rim Joists	<ul style="list-style-type: none"> ▪ Rim joists are insulated and included in air barrier.
Floors (including above-garage and cantilevered floors)	<ul style="list-style-type: none"> ▪ Insulation is installed to maintain permanent contact with underside of subfloor decking. ▪ Air barrier is installed at any exposed edge of insulation.
Crawl Space Walls	<ul style="list-style-type: none"> ▪ Insulation is permanently attached to walls. ▪ Exposed earth in unvented crawl spaces is covered with Class I vapor retarder with overlapping joints taped.
Shafts, Penetrations	<ul style="list-style-type: none"> ▪ Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
Narrow Cavities	<ul style="list-style-type: none"> ▪ Butts in narrow cavities are cut to fit, or narrow cavities are filled by sprayer/blown insulation.
Garage Separation	<ul style="list-style-type: none"> ▪ Air sealing is provided between the garage and conditioned spaces.
Recessed Lighting	<ul style="list-style-type: none"> ▪ Recessed light fixtures are air tight, IC rated, and sealed to drywall. Exception – Fixtures in conditioned spaces.
Plumbing and Wiring	<ul style="list-style-type: none"> ▪ Insulation is placed between outside and pipes. ▪ Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
Shower/Tub on Exterior Wall	<ul style="list-style-type: none"> ▪ Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
Electrical/Phone Box on Exterior Walls	<ul style="list-style-type: none"> ▪ Air barrier extends behind boxes or air sealed-type boxes are installed.
Common Wall	<ul style="list-style-type: none"> ▪ Air barrier is installed in common wall between dwelling units.
HVAC Register Boots	<ul style="list-style-type: none"> ▪ HVAC register boots that penetrate building envelope are sealed to subfloor or drywall.
Fireplace	<ul style="list-style-type: none"> ▪ Fireplace walls included an air barrier.