

**City of Ashland**  
 Planning and Community Development  
 Division Of Building Inspection

Mailing Address:  
 P.O. Box 1839  
 Ashland, KY 41105

Physical Address:  
 1700 Greenup Avenue Room 208  
 Ashland, KY 41101

Phone: 606-327-2047

Fax: 606-325-8412

# ONE & TWO FAMILY RESIDENTIAL BUILDING PERMIT APPLICATION

Construction Address:	Parcel:	Zone:
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Subdivision:	Unit:	Section:	Block:	Lot #:
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Owner:	Phone:
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Address:	City:	State:	Zip:
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Contractor:	Ashland Business Lic. #:	Phone:
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Address:	City:	State:	Zip:
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Contact Name & Phone:	Worker's Comp Ins.	Liability Ins.
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Type of Work: <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Acc. Structure <input type="checkbox"/> New <input type="checkbox"/> Other _____	Construction Cost:
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Buildings:	Units:	Stories:	Bedrooms:	Bathrooms:	Total Rooms:
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Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Floodplain: <input type="checkbox"/> Out <input type="checkbox"/> In    Release Date: _____
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Building Plans: <input type="checkbox"/> Plat <input type="checkbox"/> Site Plan <input type="checkbox"/> Wall Sections <input type="checkbox"/> Engineer Letter <input type="checkbox"/> Framing Plans <input type="checkbox"/> Elevations <input type="checkbox"/> Floor Plans <input type="checkbox"/> BOA or BOAR <input type="checkbox"/> Other : _____	Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Inspection Requirements</b> It is your responsibility to contact your inspector and obtain the following inspections: <input type="checkbox"/> Footing <input type="checkbox"/> Framing <input type="checkbox"/> Final
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<b>Building Inspection Approval &amp; Date</b>  _____ _____
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PERMIT FEES:	
Valuation	Fee
\$1 – 1,000	\$25
\$1,001 – 50,000	\$25 plus \$6 per \$1,000
\$50,001 – 250,000	\$325 plus \$5 per \$1,000 over \$50,000
\$250,001 – 1,000,000	\$1,325 plus \$4 per \$1,000 over \$250,000
\$1,000,001 – and over	\$4,325 plus \$3 per \$1,000 over \$1,000,000

**TOTAL AMOUNT DUE:**    \$ \_\_\_\_\_

Paid By:     Owner     Contractor     Other/Agent \_\_\_\_\_  
 CASH     CHECK # : \_\_\_\_\_

- PERMIT CONDITIONS:**
- AC/DC interconnected smoke detector required on each level and each bedroom.
  - Call KY Underground Protection two working days before you dig. (Dial 811)
  - Certificate of Occupancy required prior to use.
  - Electrical work must be permitted by a licensed electrical contractor or homeowner and obtain a rough-in and final electrical inspection.
  - Must comply with the 2013 KRC and the City of Ashland Zoning Ordinance.
  - Must comply with the City of Ashland Zoning Ordinance as to the use of this property being limited to that of a Single-Family Dwelling. Any changes in the use of the property require prior approval for the Division of Building Inspection.
  - Must meet all deck requirements with manufactured approved metal connectors and fasteners for ACQ treated material.
  - Must observe all easements.
  - No additional kitchen or unit.
  - Mechanical work must be permitted by a licensed HVAC contractor and inspected by the State Mechanical Inspector
  - Plumbing must be permitted by licensed plumber and inspected by the State Plumbing Inspector

- ADDITIONAL PERMIT REQUIREMENTS:**
- a. A **detailed** site plan must be attached with all of the information from the checklist below addressed.
  - b. A **complete** list of sub-contractors must be submitted prior to a permit being issued.
  - c. Failure of the contractor or homeowner to obtain the proper licenses or additional permits may result in work stoppage, fines and withholding of the Certificate of Occupancy until all requirements are met.
  - d. If this permit is for installation of a swimming pool, please note that a minimum 4-foot high fence with a self-closing self-latching gate is required to enclose the entire pool area prior to construction of the pool.

I, hereby swear, affirm and certify, that I am the owner of record of this property, or that the owner of record has authorized me to make this application as his lawfully authorized agent. I agree to all above permit conditions and will comply with all applicable building codes, zoning ordinances and other laws pertaining to the construction and occupancy of the property. I understand that any false or inaccurate information on this application or the approved plans may result in revocation of the permit under the building code and any other appropriate legal action, including but not limited to criminal prosecution. No deviation from the approved plan is allowed without prior approval from the Division of Building Inspection.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Ashland  
 MINIMUM BUILDING PERMIT SITE PLAN  
 INFORMATION TO BE FURNISHED BY THE  
 DEVELOPER OR OWNER  
 (Residential Checklist)

<input type="checkbox"/> Call 811 for all utility locations, Indicate work order number on site plan	<input type="checkbox"/> Easements including dimensions
<input type="checkbox"/> Type of construction (new house, garage, pool, deck, etc.)	<input type="checkbox"/> Street name(s)
<input type="checkbox"/> Subdivision Name	<input type="checkbox"/> Street right of way width
<input type="checkbox"/> Lot number for lot and surrounding lots	<input type="checkbox"/> FEMA flood zone
<input type="checkbox"/> Building address (existing only)	<input type="checkbox"/> Building setback lines
<input type="checkbox"/> Drawing to Scale	<input type="checkbox"/> Sanitary sewer location and appurtenances (existing and proposed)
<input type="checkbox"/> North Arrow	<input type="checkbox"/> Sanitary lateral location and elevation of lateral (new construction only)
<input type="checkbox"/> Drawing of lot and improvements with dimensions  a. House (existing or new) b. Garage (existing or new) c. Drive (existing or new) d. Sidewalks (existing or new) e. Any other detached buildings	<input type="checkbox"/> Storm sewer location and appurtenances (existing and proposed)
	<input type="checkbox"/> Water line location and appurtenances (existing and proposed)
	<input type="checkbox"/> Clearly indicate work to be done in the street right of way
	<input type="checkbox"/> Existing and proposed grading and drainage. <small>(Not required on accessory buildings smaller than 200 sf, swimming pools or additions smaller than 120 sf.)</small>
<input type="checkbox"/> Erosion and sediment control permit <small>(Permit may be obtained at the Department of Public Works Room 408)</small>	

If unknown utilities or utilities that were not marked in the field are encountered during construction, **Stop Work Immediately** and notify the city Division of Engineering and Utilities.

Please contact the Division of Engineering and Utilities at 606-327-2008 if you have questions regarding where to obtain any of the information above.

Some items above may be waived depending on the specific circumstances of the project.