

# HARDIN COUNTY PLANNING & DEVELOPMENT COMMISSION

14 Public Square, Elizabethtown, KY 42701 Phone: (270) 769-5479 Fax: (270) 769-5591

## KENTUCKY BUILDING CODE PROGRAM (KBC) CHECKLIST

### SINGLE FAMILY DWELLINGS - INCLUDING MANUFACTURED HOMES

The items checked below must be provided to this office prior to issuance of building permits or electrical inspections:

#### PERMIT INFORMATION

- DEED** for determination of property ownership and compliance with subdivision regulations
- ENCROACHMENT PERMIT** for New & Existing private access/driveway entrances off State and County roads, please provide with applications for new residential and garage permits  
For **State Highway** access, contact the Transportation Cabinet, Ky Dept. of Highways Distr 4 Office  
Residential Permits contact: Hardy Jagers – (270) 766-5033 – 634 East Dixie Ave., Elizabethtown, KY 42701  
Commercial Permits contact: Charles A. Allen – (270) 766-5066 – 634 East Dixie Ave., Elizabethtown, KY 42701  
For **County Road** access, contact the Hardin County Road Dept. –  
Danny Allen or Becky Thomas - (270) 737-6046 - 501 Bacon Creek Rd, Elizabethtown, KY 42701
- ON-SITE SEWAGE DISPOSAL SYSTEM SITE EVALUATION**  
Hardin County Environmental Services, 580C Westport Rd, Elizabethtown, KY - (270) 769-0312
- ZONING PERMIT APPLICATION** form (to be completed at time of application)  
(Property zoning classification, Number of dwellings, Manufactured Home status, Flood Zone Information, Minimum Dwelling Size, Subdivision Restrictions)
- PLOT PLAN**(showing distance of structure from property lines, show and identify all structures and septic location)
- MANUFACTURED/MOBILE HOMES:** All require a blocking diagram from manufacturer on installation specifications and Certified Installer signature/license number

#### BUILDING PERMIT

- BUILDING PERMIT APPLICATION**
- BUILDING AFFIDAVIT** and certificate of insurance for Workers Comp/Unemployment Ins or Exemption
- BUILDING PERMIT FEES** (based on finished living area square footage for residential construction)  
(based on construction cost for commercial/non-residential construction)

#### ELECTRICAL INSPECTION

- ELECTRICAL INSPECTION FEES**
  - ELECTRICAL LICENSE** (Electrical Contractors License and Master Electrician License)(eff. date 6/24/03)
  - ELECTRICAL AFFIDAVIT** and certificate of insurance  
(\$500,000 liability coverage/Workers Comp/Unemployment Ins)
- OR-----
- WAIVER BY HOMEOWNER** (including Workers Comp waiver)

**It is the responsibility of the applicant to NOTIFY the Hardin County Planning and Development Commission for the required inspections, building and electrical. (KBC 117.0)**

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## KENTUCKY BUILDING CODE

### Program Checklist

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**NOTE: All construction-Residential and Commercial** If it is determined that no inspections or inquiries have been requested for a project for a period of 180 days or more, the permit will be deemed inactive and will be closed. Any unused fees will be surrendered to the Commission. To complete the project a new application, including fees, will be required.

If the property is located within a subdivision, it is the **owner's responsibility** to comply with the recorded plat and any Subdivision Restrictions which are on file in the Office of the Hardin County Clerk.

It is the owner's responsibility to be aware of utility and drainage easements and building setback requirements for their property. It is State Law that you must contact "Call Before You Dig" (One call # 811) prior to disturbing any soil in the commonwealth. Construction must be kept out of easements and setbacks. For example: you cannot locate any type of structure beneath a power line or within a utility easement.

If a residence contains 2,000 square feet or more of finished living area, a set of construction plans must be provided. Plans with living area of 5,000 square feet or more require an architect stamp. Please allow 15 working days for completion of the review.

If the property lies in a flood prone area as determined by examination of local flood maps, the Federal Emergency Management Act requires the property owner to file for a "Permit to Construct Along a Stream". The application is available in our office. We will assist in the completion of the application and will fax the application to the Water Resources Branch of the Environment Protection Cabinet in Frankfort. No building permits or electrical inspections will be issued until the Water Resources Branch has approved the project and compliance with the Hardin County Flood Ordinance has been achieved.

## **Commercial Projects**

In addition to the items checked on the other side of this sheet, the following may also apply:

All commercial projects require submission of a Development Plan (site plan) and approval by the Commission. A set of construction plans must be submitted. The building inspector will review the construction plans for compliance with the current building code. Any required changes to the plans will be noted in the review comments. Please allow 15 working days for completion of the review. Please provide a current address to which review comments should be mailed.

If the property lies within Larue County, all commercial activities require submission of construction plans and a building permit from this office.

Addresses for new residential and commercial buildings are processed through the Hardin County Planning Office.