



Hardin County
Planning and Development Commission
150 N Provident Way, Suite 225
Elizabethtown, KY 42701
Phone: 270-769-5479 permits@hardincountyky.gov

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 KY Department of Highways, District 4 Office
Contact: Jacob Riggs (270) 766-5066 - 634 East Dixie Ave., Elizabethtown, KY 42701
For **County Road** access, contact the Hardin County Road Department
Contact: Dwight Morgan, Michael Steck or April Ogletree (270) 737-6046 - 501 Bacon Creek Rd, Elizabethtown, KY 42701
- ON-SITE SEWAGE DISPOSAL SYSTEM SITE EVALUATION**
Hardin County Environmental Services, (270) 769-0312 - 580C Westport Rd, Elizabethtown, KY
- PLOT PLAN** (showing distance of structure from property lines, show and identify all structures and septic location)
- MANUFACTURED/MOBILE HOMES:** Zoning Permit / Building Permit for site approval and deck/porch inspection.

BUILDING PERMIT

- BUILDING PERMIT APPLICATION / ZONING PERMIT APPLICATION**
(to be completed at time of application) (Property zoning classification, Number of dwellings, Manufactured Home status, Flood Zone Information, Minimum Dwelling Size, Subdivision Restrictions) (Details about the structure)
- BUILDING AFFIDAVIT**
- BUILDING PERMIT FEES** (based on total roofed area square footage for residential construction)
(based on construction cost for commercial/non-residential construction)

ELECTRICAL INSPECTION

- ELECTRICAL INSPECTION FEES**
- WAIVER BY HOMEOWNER** (including Workers Comp waiver)
-----OR-----
- 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)

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

If no inspections have been requested for a project for a period of 180 days or more, the permit will be deemed inactive and will be closed.



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Minimum Requirements for Residential Construction Plans submitted for review:

This office requires a plan review for all new single-family dwellings with over 2000 square feet of roofed area.

Plans submitted for plan review must comply with the following:

1. All plans must be drawn to scale. The scale must be indicated on the plans. The preferred scale is $\frac{1}{4}$ inch = 1 foot.
2. MINIMUM PLAN SHEET SIZE 24" X 36"
3. Each sheet must be labeled with a sheet number: Example: "Sheet 1 of 3"
4. A title block shall be provided on the plan; the title block must include the project name, project location (PVA Map number, subdivision name and lot number or address), and builder's name, address, and phone number.
5. The building's use and total square feet contained in the building shall be noted.
6. A footprint of the building which includes building size, all exterior walls, decks/porches, attached garage, basement, interior space layout, doors, and windows.
7. The use, dimensions, and area of each separate room shall be labeled.
8. The building elevations for all sides shall be shown.
9. A foundation and footer detail which shall include a cross-section indicating depth and size.
10. Basement layout showing all walls, all spaces labeled as to use, dimension, area, and labeled as finished or unfinished.

Basement Finish Plan Reviews

1. Must be on at least 8 1/2" x 11" paper or bigger.
2. Must be to scale at $\frac{1}{4}$ " = 1' or $\frac{3}{16}$ " = 1' (No smaller).
3. Will not accept 1/8" scale = 1'.
4. Have all rooms with dimensions (Length x Width) labeled what their use will be.
5. Label all areas either FINISHED or UNFINISHED.
6. Include stairs when calculating total roofed area.
7. Any bedrooms located in basement must show location and size of the egress window.

Any changes made after the plan review has been issued must be agreed to in writing by this office prior to changes being made. This includes any *framed* basement walls or finished area in the basement not shown on the original plans. Any framed walls or finished basement area(s) not submitted with original plans shall require an additional plan review and additional fees.

We look forward to your cooperation as we seek to make the plan review process more efficient. A faster plan review will get the building permit in your hands more quickly so you can get going on your project!

RESIDENTIAL BUILDING / ZONING PERMIT APPLICATION

A. Site Address/Street:		City:	
Lot Size / Acreage		Subdivision / Lot #	
B. Identification		Owner/ Applicant	
Name		Contractor / Installer	
Address (City/State/Zip)			
Phone			
Email Address:			
C. Describe Existing Use / Conditions:			
D. Describe Proposed Work:			
E. Improvement Type: (Check <input checked="" type="checkbox"/> applicable boxes)		*The existing dwelling will be removed within 30 days of Occupancy of the proposed dwelling _____ (Initial)	
New	Single Family: () SF	<i>Must sign owners affidavit for removal / demolition.</i>	
Alteration	Roof Frame: Conventional light-framed Trussed framed	Roof Style:	
Addition	Basement: Finished Unfinished Slab on grade Crawlspace	Roof Material:	
Demolition	Manufactured Home: (x) Year () Year post 1976		
Relocation	Garage: (x) Barn: (x) Shed: (x)	Exterior Finish:	
Foundation	Deck (F): (x) Covered: Y / N Soffit: Y / N	Porch (F): (x) Covered: Y / N Soffit: Y / N	Interior Finish:
Change of Use	Deck (R): (x) Covered: Y / N Soffit: Y / N	Porch (R): (x) Covered: Y / N Soffit: Y / N	Fireplace: Y or N (Vented): Y or N
Duplex (2 family)	Pool: (x) Other:		
F. Building Planning			
Type of Heating	Gas Oil Electric Other	1 st Floor	SF
Type of Water	Public Well Central Air Yes No	2 nd Floor	SF
Type of Sewage	Public Private Permit #	Finished Basement	SF
# Rooms	# Bedrooms # of Baths Full Half	Garage / Shed / Etc.	SF
G. Encroachment Permit Number#		County/State	Other Roofed Areas (porches, etc...) SF
Construction Cost \$		TOTAL PERMIT AREA	SF
		PERMIT FEE	\$
		*Make all checks payable to Kentucky Building Code (KBC)	
Code Used: 2018 Kentucky Residential Code - The owner of this building and undersigned permit applicant do hereby covenant and agree to comply with all the applicable regulations pertaining to building and buildings and to construct the proposed building or structure or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the above information and statements given on this application, drawings and specifications are to the best of their knowledge true and correct. Failure of this office to note all violation in the review of plans and specifications does not relieve the contractors of the responsibility of complying with applicable codes and regulations. The Building Official reserves the right to enter the construction premises at will during reasonable working hours.			
APPLICANT'S SIGNATURE _____		PRINT NAME _____	DATE _____
ZONING APPROVAL _____		DATE _____	ENGINEERING DEPT _____



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Owner: _____

Location: _____

**BUILDING
 AFFIDAVIT PURSUANT TO KRS 198B.060(10)**

I, _____ representing
 _____ (company name), do hereby affirm pursuant to
 KRS 198B.060(10), that all contractors and subcontractors employed, or that will be employed,
 on any activity covered by the building permit for above location issued to this applicant by
 Hardin County Planning and Development Commission shall be in compliance with the
 Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to
 KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341). I also
 understand that failure to comply with KRS 198B.060(10), upon such finding by a court of
 competent jurisdiction, shall result in fines, an amount not to exceed four thousand dollars
 (\$4,000) or an amount equal to the sum of all uninsured and unsatisfied claims brought under the
 provisions of KRS 342 and unemployment insurance claims for which no wages were reported
 as required by KRS 341, whichever is greater.

 Contractor Signature

SUBSCRIBED AND SWORN to before me by above named applicant on this the _____ day of
 _____, 20 _____.

 NOTARY PUBLIC
 STATE AT LARGE

My Commission Expires: _____

NOTE: Persons claiming exemption to the Worker's Compensation Laws should file a Waiver with the Kentucky Department of Workers' Claims, Division of Security & Compliance, 1270 Louisville Road, Frankfort, Kentucky 40601 (800-554-8601)