



Versailles-Midway-Woodford County Planning Commission  
Woodford County Courthouse  
103 South Main Street, Room 204  
Versailles, KY 40383-1249

## BUILDING PERMIT APPLICATION

Location: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_  
(Street Address Required) (If Applicable) (If Applicable)

Work Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
(Total Project Cost Including Land/Lot, If Applicable) (Total Square Footage of Project Must Include Porches, Garages & Unfinished Areas)

Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone/Cell Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone/Cell Number: \_\_\_\_\_

### Check all Work Types included in Project.

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Fire Detection   | <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Fire/Damage Loss    |
| <input type="checkbox"/> Addition         | <input type="checkbox"/> Range Hood       | <input type="checkbox"/> Deck             | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Remodel          | <input type="checkbox"/> Structure Moving | <input type="checkbox"/> Pool             | <input type="checkbox"/> Manufactured Home   |
| <input type="checkbox"/> Mobile Home      | <input type="checkbox"/> Cellular Tower   | <input type="checkbox"/> Solar Panel      | <input type="checkbox"/> Other               |

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### OFFICE USE ONLY

APPLICATION NUMBER: \_\_\_\_\_ REVIEWER: \_\_\_\_\_ ZONE: \_\_\_\_\_

UNIT OR LOT: \_\_\_\_\_ CENSUS CODE: \_\_\_\_\_ SITE: \_\_\_\_\_

PLAN REVIEW FEE: \_\_\_\_\_ (\$25 REQUIRED UPON APPLICATION SUBMISSION) BUILDING PERMIT FEE: \_\_\_\_\_

## CHECK LIST FOR OBTAINING A BUILDING PERMIT

Versailles-Midway-Woodford County, Kentucky

**ADDRESS OF PROPERTY:** \_\_\_\_\_

- **BUILDING PERMIT APPLICATION COMPLETED & SIGNED:** \_\_\_\_\_
  - OWNER
- **BUILDING PLANS** (DRAWN TO SCALE)
- **SITE PLAN** (DRAWN TO SCALE SHOWING ALL EASEMENTS AND SETBACKS)
- **ENCROACHMENT (ACCESS) PERMIT FOR ENTRANCE** (CITY, COUNTY OR STATE)
- **ELECTRICAL PERMIT** (If Applicable)
- **WATER/SEWER CERTIFICATION LETTER** (If Applicable)
- **SITE EVALUATION/HEALTH DEPT** (If Applicable)
- **COPY OF DEED OR PLAT**
- **FOR AREAS IN FLOODPLAIN, STREAM CONSTRUCTION PERMIT** (If Applicable)
- **FOR LOTS IN FLOODPLAIN OR WITH MINIMUM FLOOR ELEVATION, NOTE ON PERMIT**
- **ENERGY CODE REPORT (OPTIONAL)**
- **REGISTERED BUSINESS LICENSE WITH CITY AND/OR COUNTY** (If Applicable)
- **BUILDING PERMIT AFFIDAVIT**
- **CERTIFICATE OF WORKERS COMPENSATION PROJECT INSURANCE**
- **HOMEOWNER'S RESPONSIBILITY ACKNOWLEDGEMENT FORM** (If Applicable)
- **FEE PAID** (Payment to: Versailles-Midway-Woodford County Planning Commission)
- **OTHER** \_\_\_\_\_

### CONTACTS:

Building Inspector: Joshua Stevens – 859-230-4900

Planning Director: Steve Hunter – 859-873-8611

Electrical Inspector: James McClain – 859-338-8390

Woodford County Health Department (Septic): Barrett Schoeck – 859-873-4541

Woodford County Road Dept: Bo Wilson – 859-873-4231

KY Dept. of Transportation: 859-873-6796 (Local Office)

KY Dept. of Transportation: 859-246-2355 (Dist 3 Office, Lexington KY)

City of Midway: 859-846-4413 – (Water, Sewer, Streets)

City of Versailles: 859-873-5436

Mitzi Delius (Water/Sewer) ext. 128

Dan Knight (Streets/Stormwater) ext. 124

**BUILDING PERMIT AFFIDAVIT**

I the undersigned, understand and affirm that if at any time during the course of the Building Permit construction any public and/or private improvement constructed according to the approved construction plans for the subdivision location or other address named below, are disturbed or brought out of compliance with the approved plans and specifications, all such improvements, including sidewalks and all required grading and storm water diversion systems, shall be repaired and/or reconstructed according to the approved plans and specifications.

I further understand that no Certificate of Occupancy shall be issued until all such improvements are completed to the satisfaction of the Planning Commission.

THIS the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

UNIT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT NO \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANT'S NAME (Printed) \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

**Versailles-Midway-Woodford County Planning Commission**

DIVISION OF BUILDING INSPECTION

Mailing:

103 South Main St  
Versailles KY 40383  
Suite 204

# HOMEOWNER RESPONSIBILITY ACKNOWLEDGEMENT

Phone: 859-873-8611

Fax: 859-873-6006

CONSTRUCTION ADDRESS:		E-MAIL:	
OWNER:		PHONE:	
OWNER ADDRESS:	CITY:	STATE:	ZIP:

- 1) Before any new addition, deck, patio room, garage, pool or newly remodeled space can be used or occupied, a Final Approval, Certificate of Occupancy or Certificate of Completion must be obtained from this office pursuant to Kentucky Residential Code Section R110.
- 2) All electrical work must meet the National Electrical Code and be inspected and approved by local electrical inspector. For scheduling contact (859) 338-8390. For permit or fee information please contact this office at (859) 873-8611. (usually scheduled by permit holder)
- 3) All plumbing work must meet the Kentucky State Plumbing Code and be approved by a State Plumbing Inspector. To schedule an inspection call (859) 324-5130. (usually scheduled by permit holder)
- 4) All HVAC installations and replacements must be permitted and approved by a State Mechanical Inspector. To schedule an inspection or obtain a permit contact state office at (502) 753-6171.
- 5) Before a final inspection, projects must pass all other required inspections. These may include the following:
  - o Footing
  - o Slab
  - o Poured Wall
  - o Framing
  - o Fire Wall
  - o Insulation
  - o Rough-In/Final Plumbing
  - o Rough-In/Final HVAC
  - o Rough-In/Bonding/Final Electrical Inspections
  - o Final Building Inspection
- 6) Room additions and remodels require upgrades to smoke and carbon monoxide detectors throughout the house.
- 7) A swimming pool must be surrounded by a 4'-0" high fence. The maximum distance between the grade and bottom of the fence is 4". The fence shall have a no openings larger than 4". However, if the horizontal fence members are less than 24" apart the horizontal members should be located on the pool side with no openings larger than 1 3/4". All gates shall open outward and be self-closing and self-latching with latches placed 4'-0" above grade. Maximum mesh size for chain link fences is 2 1/4". The maximum opening for a lattice fence is 1 3/4".
- 8) In accordance with section 301.5 of the Versailles-Midway-Woodford County Zoning ordinance permits must be completed within 1 year of issuance and must start within 90 days of issuance, or the permits shall be expired. A one time extension of sixth months shall be granted upon written request prior to expiration.

**Per Kentucky Residential Code Section 109.1.7: "It shall be the owner's responsibility and the responsibility of the person responsible for the construction work to fulfill any compliance deficiencies noted."**

*The undersigned hereby certifies that they are the owner of the above stated property and understands their responsibility to verify that a final approval has been obtained, before using or occupying their building project, as required by the Division of Building Inspection in accordance with the Kentucky Residential Code.*

**SIGNATURE:**

**DATE:**

**It is recommended that the Homeowner maintain a copy of this Acknowledgement for their records.**