

# BUILDING PERMITS

To ensure code compliance and safe building techniques as well as to protect the owner and future occupants, a building permit is required for all new structures (including accessory buildings, above & in-ground pools 30" deep, decks, fences, etc.); when making any structural alterations and/or additions, and when a project includes any electrical, mechanical or plumbing work. In addition, when changing the use of a structure (for example, converting non living area such as a garage or porch into living area, converting an office to retail or changing from residential to commercial) a building permit is required. The City of Madisonville has expanded jurisdiction and will permit/inspect all projects with the exception of day cares, nursing home and hospitals.

Please note, the Building Official shall determine if a permit is necessary for all non-residential repair/maintenance work once the scope of work is reviewed. Either the owner or contractor should contact the City's Building Official, Frank Wallace, at (270) 824-2196 or email to discuss the proposed project.

Separate trade permits/inspections are required for mechanical, plumbing and electrical work and must be performed by a licensed tradesman. Mechanical (HVAC) permits are issued by the Madisonville Building Official. Plumbing issued by the Hopkins County Health Department or in the case of larger commercial projects, by the Plumbing Division in Department of Housing, Building, & Construction in Frankfort. Electrical inspections may be done by calling one of the following inspectors: (Matt Conrad (270) 821-1363 | Rodney Croft (270) 887-8798 | Lewis Hopper (270) 305-3738).

A permit is not required for ordinary or cosmetic repairs and maintenance on structures that do not involve the extension, addition or structural alteration of a structure (for example replacing roof shingles, windows/doors, siding work, painting, etc.).

Prior to the issuance of any permit, Zoning Compliance must be determined. To check the zoning for your area, please see the Zoning Map. Then look at the City's Zoning Ordinance (scroll down to find the appropriate district) to see if your proposed use is listed in the permitted or conditional uses for your Zoning District. Or you may contact the City's Zoning Administrator, Mandy Todd, at (270) 824-2108 or via email.

# BUILDING PERMIT PROCEDURES (RESIDENTIAL)

Please fill out the building permit application and affidavit in its entirety and sign. Sample site plans can be found on the webpage. 1. If a new residence, provide a copy of the deed or recorded plat (we are looking for accurate lot dimensions) 2. General contractor (GC) must provide proof of Workers Compensation & Liability Insurance which may be faxed to (270) 824-2168. If GC has no employees, workers comp is not required but an exemption certificate is required pursuant to KRS 342.610 (5) – either for an Individual or Corporation/Partnership. 3. Provide a current City of Madisonville Occupational License Number (please note that if the GC does not have employees, all subcontractors on the job must meet same requirements described in #2 & #3); 4. Provide a site plan including:

- Lot dimensions;
- Location and use of all structures on the property (existing and proposed), distances from all structures to each other and distances of all structures to front, side and rear property lines (please note the front yard distances are to be measured from the property line/edge of right-of-way and not the edge of the paved street);
- Dimensions, square feet and height of proposed structures;
- Location and width of all existing and/or proposed driveways; distance from all drive-ways to property lines (must maintain 1' from adjoining neighbor);
- Location of all existing and proposed easements (if applicable);
- List of all adjacent streets to the property.

5. Provide building plans showing floor plan/structural information; (if none available, contractor should consult with the Building Official for scope of work).

6. Once all information is received, it is forwarded to the City's Utility Departments for their review and approval, which can take 3-5 business days.

7. Homeowner or contractor must call KY811 two business days prior to any digging.

# BUILDING PERMIT PROCEDURES (NON-RESIDENTIAL)

A predevelopment meeting shall be held with the applicant and the Zoning Administrator prior to the preparation and formal submission of a development plan. The intent of the predevelopment meeting is to enable the applicant to inform the Zoning Administrator of the basic site design concept, advise the applicant as to potential issues or concern and to generally determine the information to be included on the development plan. A Minor Development Plan are those developments having 5,000 square feet or less and/or disturbing less than 1 acre and /or not involving new streets or utility extensions. A Major Development Plan are developments exceeding 5,000 square feet and/or on sites disturbing 1 acre or more and/or requiring street or utility extensions.

In addition to the items required for review of a Development Plan, the following information is required:

- Complete a Building Permit application and affidavit in its entirety and sign. Place N/A for all items not applicable; submit applicable fees;
- General contractor (GC) must provide proof of Workers Compensation & Liability Insurance which may be faxed to (270) 824-2168. If GC has no employees, workers comp is not required but an exemption certificate is required pursuant to KRS 342.610 (5) – either for an Individual or Corporation/Partnership
- General contractor and all sub-contractors must provide a current City of Madisonville Occupational License Number (please note that if the GC does not carry Workers Compensation Insurance, all sub-contractors must meet same requirements described in #2 above)
- Review period depends on project size and complexity and should be discussed with the Building Office or Zoning Administrator for estimated approval time.

**ADDRESS** IF THE PROPOSED PROJECT IS A NEW STRUCTURE, AN ADDRESS WILL BE ASSIGNED BY THE HOPKINS COUNTY JOINT PLANNING COMMISSION ONCE THE SITE PLAN HAS BEEN SUBMITTED AND REVIEWED.

**DRIVEWAY ENCROACHMENT PERMIT** ALL CONSTRUCTION PROJECTS NEEDING A NEW DRIVEWAY WILL BE ISSUED AN ENCROACHMENT PERMIT AT THE TIME APPLICATION IS MADE FOR THE BUILDING PERMIT. IF A CITY STREET, THE CITY'S ENGINEERING DEPARTMENT WILL ISSUE; IF A STATE HIGHWAY, CONTACT THE KENTUCKY DEPARTMENT OF TRANSPORTATION (270) 824-7080

**INSPECTIONS** THE ZONING & PERMITS DEPARTMENT STRIVES TO PROVIDE THE CITIZENS OF MADISONVILLE WITH THE HIGHEST INSPECTION STANDARDS CONSISTENT WITH THE ADOPTED CODES AND REGULATIONS. THIS IS ACCOMPLISHED THROUGH THE CONSISTENT AND EQUITABLE APPLICATION OF REGULATIONS THROUGH PLAN REVIEWS, INSPECTIONS, ENFORCEMENT AND THE ISSUANCE OF PERMITS.

# BUILDING PERMIT PROCEDURES (NON-RESIDENTIAL)

After the issuance of the building permit, the Building Official conducts inspections from time to time during the construction. A minimum of three inspections are made; footer, rough frame and final (see below for more information); however, additional inspections may also be made if deemed necessary and appropriate. To schedule an inspection, contact the Building Official at (270) 824-2196 between the hours of 8:00 a.m. – 4:00 p.m. Monday through Friday. A 24-hour notice is encouraged.

1. Footer Inspection: footers should be clean and of appropriate size. Steel reinforcement bar (rebar) shall be tied together and in place at the time of inspection. Concrete shall not be poured.
2. Rough Frame Inspection: the rough inspection is to be performed after the electrical and plumbing have been roughed in and prior to the installation of any interior finish (drywall, insulation, etc.).
3. Final Inspection: a final inspection is required PRIOR TO occupancy. All work shall be completed before this inspection is scheduled. All other required inspections (Electrical, Plumbing, Gas, etc.) shall be completed and approved. Once the final inspection has been performed and the structure certified as in compliance with all applicable codes, a Certificate of Occupancy will be issued.
4. Special Inspections: special inspections are required per Chapter 17 of the Kentucky Building Code when a commercial project is permitted that has been required to be designed by Table 122.1. Special inspections shall be per the designer and meet the KBC requirements.

**CERTIFICATE OF OCCUPANCY** ONCE A BUILDING OR STRUCTURE CONFORMS TO ALL APPLICABLE CODES, REGULATIONS AND REQUIREMENTS (THIS INCLUDES THE FINAL INSPECTION FOR PLUMBING AND ELECTRIC) THE BUILDING OFFICIAL SHALL ISSUE A CERTIFICATE OF OCCUPANCY (CO). A BUILDING OR STRUCTURE MAY NOT BE OCCUPIED UNTIL SUCH TIME THE CO HAS BEEN ISSUED.