

Code Enforcement Division
100 Fifth Street
Henderson, KY 42420
Phone: (270) 831-1277 Fax: (270)
831-1271 Email:
code@hendersonky.gov

CITY OF HENDERSON
PERMIT APPLICATION

**New Construction, Addition,
Remodel and/or Accessory Structures**



☐ Residential ☐ Commercial

Please complete entire application

PERMIT REQUIREMENTS

- ___ Copy of recorded plat as recorded at the Henderson County Clerk's office or, if no plat is available, copy of recorded deed.
- ___ Site plan drawn to scale showing property lines, easements, right-of-ways, the dimensions of existing and proposed structures, with dimensions to property lines, and off-street parking.
- ___ Drawing of relevant wall sections, floor plans, roof plans or truss diagrams to scale and labeled.
- ___ Window schedule for all, except accessory structures, including brand, model number, and size.
- ___ Existing and proposed floor plan for addition – including all adjacent rooms and existing window sizes to scale and labeled.
- ___ List of all contractors/subcontractors including City of Henderson occupational license and workman's compensation.

CONTRACTOR REQUIREMENTS – Henderson Contractor Registration Number _____

Henderson Occupational License Number _____ **Workman's Comp** _____ **Affidavit** _____

HOMEOWNER'S EXEMPTION _____ **Affidavit** _____

I. Building Location

Address _____ - OR- Subdivision Name _____
Section _____ Lot Number _____

II. Contact Information

Applicant
Name _____ Email _____
Address _____ Phone # _____

Building Owner
(If different than Applicant)
Name _____ Email _____
Address _____ Phone # _____

General Contractor
Name _____ Email _____
Address _____ Phone # _____

III. Project Description

Scope of Work: ☐ New (Number of units _____) ☐ Addition ☐ Remodel ☐ Accessory

Project Description: _____

Est. Cost of Construction \$ _____ (excluding fees associated with plumbing, HVAC, and electrical permits and inspections.)

IV. Building Characteristics

Dimensions: Height _____
Length _____
Width _____
Total Square Footage _____

For Office Use Admin Hold _____ Utility Notice _____
Zone: _____ PID#: _____ Flood Plain: __ Yes __ No
Permit Type: _____ Variance/CUP: __ Yes __ No
Jurisdiction: State _____ Local _____ **Plan Rev Fee: \$** _____
Permit #: _____ **Permit Fee: \$** _____

V. Subcontractors

PROJECT ADDRESS

Excavation

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Concrete

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Masonry

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Framing

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Drywalling

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Flooring

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Insulation

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Other

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Roofing

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Plumbing

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Electrical

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Heating & A/C

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Painting

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Landscaping

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Siding

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Other

Address _____
City, State, Zip _____
Phone #'s _____
Contractor Reg# _____ Workman's Comp _____

Attach a listing of all subcontractors who perform work at the site but do not appear on this form. The Code Enforcement Division **will not** issue a Certificate of Occupancy for new construction until this form has been submitted.

VI. Affirmation Statement

The owner of this building and undersigned do hereby covenant and agree to comply with all the applicable regulations pertaining to building, zoning and to construct the proposed building or structure to make the proposed change or alteration in accordance with the plans and specifications submitted herewith and certify that the information and statements given on this application, drawings and specifications are, to the best of my knowledge, true and correct.

Application by _____
Owner or Agent's Signature

Date _____