



New Commercial Buildings and Additions

The construction of new commercial buildings such as offices, restaurants, hotels, apartments, warehouses, and additions to the structures requires a permit prior to starting construction.

Permit Office

Mon-Fri
8 a.m.–5 p.m.

1840 Simon Kenton Way
STE 4300
Covington, KY 41011

Building:
859-957-2408

Main:
859-331-8980

Fax:
859-331-8987

Website:
www.pdskc.org

PDF Format is required for any digital documents for submission.

- 1. A completed Building/Zoning Permit application & associated fee:**
 - a. Apply online at <https://pdskc.govbuilt.com> to fill out application and upload required information.
 - b. Our office will send a link via email notification regarding fee payment to pay online.
- 2. Approved and recorded plat. (if applicable)**
- 3. Permit from the [Health Department](#). (if applicable)**
 - a. On-site sewage disposal system or a copy of your site evaluation for an existing on-site sewage disposal system.
- 4. An encroachment permit from the Municipality that owns the road. (if applicable)**
 - a. Access to a County or State Road.
- 5. Land Disturbance Permit from the [Sanitation District No. 1](#).**
 - a. Areas larger than one acre
- 6. Required information for contractor:**
 - a. [Kenton County Occupational License](#)
 - The city/county work is being performed.
 - b. Proof of Kentucky Workers Compensation coverage or an affidavit of assurances.
 - pursuant to KRS 198B.060(10).
- 7. Project Manual (if applicable)**
- 8. Fire Suppression Design Criteria**
- 9. One complete set of construction drawings including site plan.**

(Sign and sealed by Kentucky Architect or Engineer (refer to Kentucky Building Code for design professional seal requirements))

 - a. Construction drawings may include the following:
 - Title Page – include all required information
 - Life Safety Plan
 - Civil Drawings
 - Foundation Plan & Footing Details/Geotech Soils Reports
 - Floor Plan
 - Framing Plans
 - Cross Sections
 - Elevations – All 4 sides
 - Window & door Schedules
 - MEP – Mechanical/Electrical/Plumbing
 - ADA Detail Sheets
 - Special Inspections Letter (if applicable)
 - Energy Calculations
 - UL listings for Rated Assemblies
 - b. Site Plan may include the following:
 - Location of all existing and proposed easements.
 - Identification of any street adjacent to the property.
 - Proposed or existing septic tank, leach field, or other septic system shall be shown to scale.
 - Property Lines with bearing and dimensions.
 - Location of existing and proposed building(s) and uses. The distance from the existing and proposed building to the front and/or right of way lines, side lines, and rear lines.
 - Location of driveways, sidewalks, and other off street parking areas as well as type of surfacing used.
 - Provisions for erosion control, hillside slippage, and sedimentation indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction.
 - Water drainage and grading lines.
 - The existing and proposed topography, shown by contours with intervals not to exceed five feet.

Please note: Special Systems, Electrical, and/or HVAC work are to be applied for by the licensed contractor on separate permits.