Code Enforcement Division
1990 Barret Court, Suite B
Henderson, KY 42420
Phone (270) 831-1277
Fax (270) 831-1271

CITY OF HENDERSON PERMIT APPLICATION

New Construction, Addition, Accessory Structures > 120sq. ft.

For Office Use

Permit Number_____
Date Issued_____
Permit Type_____
Jurisdiction: State ___ Local ___
Zone _____ Use_____

☐ **Residential** ☐ **Commercial**

APPLICANT ï Please complete entire application **APPLICATION DATE:**

I. Building Location

Address _____ Subdivision Name _____

Section _____ Lot Number _____

PERMIT REQUIREMENTS (Please check each requirement that is included with application)

- ☐ **Copy of recorded plat as recorded at the Henderson County Clerkôs office or, if no plat is available, copy of recorded deed.** HARD COPY REQUIRED
- ☐ **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.** HARD COPY REQUIRED
- ☐ **Drawing of relevant wall sections, floor plans, roof plans or truss diagrams to scale and labeled.** HARD COPY REQUIRED
- ☐ **Window schedule for all, except accessory structures, including brand, model number, and size.**
- ☐ **Existing and proposed floor plan for addition ï including all adjacent rooms and existing window sizes to scale and labeled.** HARD COPY REQUIRED
- ☐ **List of all contractors/subcontractors including City of Henderson occupational license, workmanôs compensation, and unemployment information.**
- ☐ **Receipt for tap fees.**

II. Contact Information

Building Occupant: _____ _____ _____
Name *Phone #* *Cell #*

_____ _____
Address *City, State, Zip*

Building Owner: _____ _____ _____
Name *Phone #* *Cell #*

General Contractor: _____ _____ _____
Name *Phone #* *Cell #*

_____ _____
Address *City, State, Zip*

*Henderson Occupational License Number*_____ *Workmanôs Compensation* ☐ *Affidavit* ☐

III. Permit Information

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

_____
Brief Description of Project

Est. Cost of Construction $ _____ **Estimated Electric Contract** $ _____
(Commercial / Industrial Only)

IV. Building Characteristics

Construction Type: ☐ 5B (combustible)
☐ 2C (noncombustible)

Dimensions: Length
Width
Height
Total Sq. Footage

V. Subcontractors

Excavation _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Concrete _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Masonry _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Framing _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Drywalling _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Flooring _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Insulation _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Other _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Roofing _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Plumbing _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Electrical _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Heating & A/C _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Painting _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Landscaping _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Siding _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

Other _____
Address _____
City, State, Zip _____
Phone #ôs _____
Workmanôs Comp. _____ Affidavit

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 _____ **Date** _____
Owner or Agentôs Signature