



**City of Jeffersontown**  
**Department of Permitting and Enforcement**  
 10416 Watterson Trail  
 Jeffersontown, KY 40299  
 Phone: (502) 267-8333 Fax: (502) 267-0547  
[jeffersontownky.gov](http://jeffersontownky.gov)

**FOR OFFICE USE ONLY**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Bus. License #: \_\_\_\_\_

**Commercial Building Permit Application**

It is expressly understood that the applicant for this permit agrees and states that the construction will be in strict compliance with the Kentucky Building Code or the Kentucky Residential Code and the International Mechanical Code.  
**(Please Print)**

**JOB ADDRESS:** \_\_\_\_\_ Tenant Name: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office/Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PERMIT TYPE:**  Commercial-New  Commercial-Addition  Foundation  
 Other: \_\_\_\_\_

**BUILDING USE:**  Multi-Family  Mercantile  Manufacturing  Assembly  
 Commercial  Storage-Light  Storage-Moderate  Other: \_\_\_\_\_

**NAME of SUBCONTRACTORS (If known):** Electrical: \_\_\_\_\_ HVAC: \_\_\_\_\_

Solid Fuel: \_\_\_\_\_ Range Hood: \_\_\_\_\_ Fire Detection: \_\_\_\_\_

Fire Suppression: \_\_\_\_\_ Refrigeration: \_\_\_\_\_ Demolition: \_\_\_\_\_

Other: \_\_\_\_\_

<b>BUILDING FEES (see page 2)</b>	
<i>New Floor Area</i> _____	<i>Square Feet</i>
Estimated Cost of Improvements (less mechanicals)	\$
<b>TOTAL FEES:</b>	\$

**NOTICE: FIFTY PERCENT (50%) OF THE BUILDING PERMIT FEE IS DUE UPON SUBMITTAL OF BUILDING PLANS**

*I hereby certify that I am the owner of record or the owner of record authorizes the proposed work and I have been authorized to make this application as the authorized agent.*

**SIGNATURE OF OWNER/CONTRACTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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## COMMERCIAL BUILDING PERMIT REQUIREMENT CHECKLIST

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- Business license from the City of Jeffersontown.
- One (1) Building Application Form completed signed and dated at the bottom. Be sure to identify the physical address of the building location, building owner, tenant name, architect, engineer, and contractor. If the project is within a large multi-tenant building, also identify the name of the building.
- Affidavit of Assurances Pursuant of KRS 198B.060 (10) Workers' Compensation coverage and Unemployment Insurance Requirements.
- Two (2) complete sets of construction documents and an electronic copy signed and sealed by a Kentucky Licensed Architect and/or Engineer, as required. Documents shall not be labeled "not for construction" or "preliminary". After plan review, one (1) set of plans will be stamped "for construction" and be ready for pickup after permit is issued.
- Proof of drainage bond.
- Structural composite lumber sheet from manufacturer showing it meets ASTM D 5456 with project address, location that it is to be installed. Any component of the building that is pre-engineered (i.e. metal buildings, trusses, etc...) shall be signed and sealed by a Kentucky Licensed Professional Engineer.
- Energy compliance calculations showing minimum standards have been met. COMcheck or REScheck forms for the necessary calculations can be downloaded from [www.energycodes.gov](http://www.energycodes.gov).
- Statement of Special Inspections, if applicable.
- Site Plan, drawn to scale, showing size and location of new construction and existing structures on the site and distances from new construction to lot lines and any easements. Pavement, parking lot striping, accessible parking spaces, sidewalks, ramps, stairs, and landings shall also be indicated. Site plan shall be in accordance with an accurate boundary line survey.
- Building code design data that includes: design loads, Type of Construction, Use Group, List all installed or proposed fire protection systems, building square footage: largest floor area, gross, and construction limits.
- Dimensioned floor plan, drawn to scale, showing room layout and room names, location of aisles, fixtures, furnishings, industrial equipment etc.
- Complete door and hardware schedule that identify any safety glazing, door closers, door ratings, special door opening devices, etc.
- Complete window and glazing schedule that identify type of windows, any glazing, etc.
- List of all fire rated assemblies and listing of the required rating and firestop systems.
- All appropriate building, roof, stairs, ramps, walls, accessibility sections and details.
- Lighting plans that show location of all exit signs, means of egress lighting, and identify secondary power.
- Mechanical plans shall include location, type of equipment, appliances, dampers, duct layout and an air balance schedule.
- Complete information for all special occupancy requirements (atrium, high rise, covered mall, etc...) and special structures (sky lights, roof, panels, awnings, etc...)



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**Affidavit of Assurances**  
**Pursuant of KRS 198B.060**

(Please Print)

Permit Location / Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Comes the Applicant, (Please Print Name) \_\_\_\_\_ and states pursuant to KRS 1988.060(10), that all contractors and subcontractors employed or that will be employed on any activity under the above referenced project shall be in compliance with the Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341).

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CONTRACTOR, OWNER OR OWNER'S AGENT

The foregoing Affidavit of Assurances was acknowledged and sworn to before me by

\_\_\_\_\_, Applicant, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
KENTUCKY STATE AT LARGE

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_.



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## **BUILDING PERMIT FEES & CALCULATION WORKSHEET**

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### **NEW CONSTRUCTION**

<b>Occupancy Classification</b>	<b>Cost Per Square Foot</b>
A-1, A-2, A-3, A-4	\$0.15
B	\$0.15
E	\$0.15
F-1, F-2	\$0.15
H	\$0.15
I-1, I-2, I-3, I-4	\$0.15
M	\$0.15
R-1, R-2, R-3, R-4	\$0.15
Storage Only	\$0.15
Utility / Miscellaneous	\$0.15
Foundation Only	\$100.00 Flat Fee

### **COMMERCIAL**

#### **ALTERATIONS**

Renovations are based on the estimated cost minus the subcontractors who are also required to obtain a permit.

Fee: \$10.00 base fee plus \$2.50 for each \$1,000.00 of estimated cost.

#### **ADDITIONS TO EXISTING STRUCTURE**

See New Construction Fees Above

**MINIMUM FEE: \$100.00**