

## COMMERCIAL PROJECTS

The following is a list of requirements to be submitted for a commercial project:

- A completely filled out zoning/building/electrical permit application
- A legal description of the property
- A copy of your recorded deed
- A copy of the approved and recorded plat (if applicable)
- A copy of the permit for new systems from the Health department for your on-site sewage disposal system or a copy of your site evaluation for an existing on-site sewage disposal system (if applicable)
- An affidavit, pursuant to KRS 342.610 (5), either Individual or Corporate/Partnership, or proof of Kentucky's Worker's Compensation Insurance from your building contractor, if we do not have one on file
- A copy of your contractor's Occupational License for the county/city where the work is being performed
- A certificate of encroachment permit for access to a County or State road (if applicable)
- A copy of your Land Disturbance Permit, issued by the Sanitation District No. 1 (if applicable)
- Two copies of your site plan, indicating:
  - 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 bearings and dimensions
  - Location of existing and proposed building(s) and uses along with the distance from the existing and proposed building to the front and/or right of way lines, side and rear lines
  - Location of driveway, 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. The Northern Kentucky Area Planning Commission can produce a topography map for you at a reasonable cost. The applicant must then place (draw) the proposed structure on the topo map
- Three sets of building plans sealed and signed by a Kentucky engineer and/or architect (see Kentucky Building Code for design professional seal requirements) (four sets are required for the city of Taylor Mill)
- Two copies of the project manual (if applicable)
- Fire suppression design criteria (if applicable)
- \$100 deposit – payable to Kenton County Fiscal Court – if the project is a state level new building (no deposit is required for state level alterations or local commercial projects)