

FEES, CHARGES, AND EXPENSES

An application fee must be paid in full before a permit is issued. Fees are based upon the expense of the project. The following chart shows a general building fee breakdown and is intended to be used as an estimate only.

Construction Cost	Fee
\$ 0-1000	15.00
\$ 2000	25.00
\$ 3000	35.00
\$ 4000	45.00
\$ 5000	55.00
\$ 6000	65.00
\$ 7000	75.00
\$ 8000	85.00
\$ 9000	95.00
\$ 10,000	105.00
\$ 20,000	155.00
\$ 30,000	205.00
\$ 40,000	255.00
\$ 50,000	295.00
\$ 60,000	335.00
\$ 70,000	375.00
\$ 80,000	405.00
\$ 90,000	435.00
\$ 100,000	465.00

*Over 100,001 see the Building Inspector

If the Building Inspector determines that the cost of construction estimated by the owner/contractor is not reasonable in relation to the work to be done, staff may use a cost schedule published by a nationally recognized authority to determine cost for the purposes of a permit fee.

WHO TO CONTACT **Local Inspection Agencies**

General Services Department
859-572-1210 Secretary
859-572-1224 Building Inspector
859-441-5104 Fax

Ronald J. Dill, Director of General Services
Ralph Hopper, Building Inspector
Julie Rice, Secretary

Natural Gas (Call Before You Dig)
1-800-752-6007

State Electrical Inspectors
859-431-0777 Tom Studer
859-291-8009 Charlie Hetzel
859-746-9111 Steve Helmer

State Plumbing Inspector
859-341-8228

Fire Inspector
859-441-8393

Sanitation District No. 1
859-578-7450

Northern Kentucky Water District
859-578-9898

State Inspection Agencies

Department of Housing, Buildings, and Construction
502-573-0373

City of Fort Thomas



Founded 1867

Building Permit

Information Guide

*City of Fort Thomas
General Services
Department*

859-572-1210

Why is a Permit needed?

The City of Ft. Thomas Official Zoning Ordinance, Section 16.2.A., requires a permit when any building is erected or any existing structure is altered. The permit application process and subsequent inspections are intended to discover substandard work, faulty materials, deviations from work plans, or violations of code that could result in unsafe or hazardous conditions for workers, inhabitants, or the general public.

The City of Ft. Thomas enforces the Kentucky Residential Code, and the Kentucky Building Code.

How Do I Begin the Application Process?

Before you begin your project, you will need an approved permit from the City of Fort Thomas. To apply for a permit, you simply need to visit the General Services Department, inside the City Building, at 130 N. Ft. Thomas Avenue, or the City's web site at www.ftthomas.org under General Services, Forms/Brochures. When your application is received, it is reviewed by the staff of the General Services Department. An application is reviewed for all applicable Zoning and Building Code regulations. After thorough study of the submitted information, the Building Inspector shall either approve or disapprove the application.

When is a Permit Needed?

A permit is required for all new construction, structural alterations, remodeling and additions to existing buildings, changes of use groups, new or replaced signs, fences, sheds, decks and pools.

Building Permits are not required for:

1. Exterior painting
2. Interior painting/wallpaper
3. Patching or plastering walls
4. Minor repairs
5. Shingle or roof work
6. Driveways or flat work

INFORMATION YOU WILL NEED WHEN

FILLING OUT AN APPLICATION

In order to correctly and completely fill out an application for a building permit you will need several items of Information:

1. Location of property;
2. Property Owner's name, address, and phone;
3. Designer of the plans, address, and phone;
4. Contractor, address, phone, and license number*;
5. Subcontractor, address, phone, and license number*;
6. Electrician, address, phone, and license number*;
7. Plumber, address, phone, and license number*;
8. Type of improvement (addition, deck, grading, etc.)
9. Type of use, either existing or proposed;
10. Estimated cost of the project.

Do I Need An Occupational License? *

The City of Fort Thomas requires all contractors or sub-contractors who perform work within City limits to be licensed by the **Campbell County Occupational License Department located at 1010 Monmouth Street, Newport, Kentucky, (859) 292-3884**. You will be asked for the occupational license number of any contractor, electrician, and plumber who works on your project. The City of Fort Thomas also requires that all contractors or subcontractors employed on any activity covered by any permit issued by the City of Fort Thomas, General Services Department meet the Commonwealth of Kentucky requirements for worker's compensation insurance and unemployment insurance.

Are Drawing Plans Required?

Yes, generally a drawing is required for all building permit applications. A basic site plan is provided on the back of the building permit application for minor projects. More detailed plans may be required for more complicated applications. All plans should show property lines, location and dimensions of existing and proposed structures and the distance from the property line to the structures.

After an application is submitted

When a determination is reached on an application and a permit issued, a call will be made to the applicant. The applicant will be advised to pick up the permit and pay the necessary fees (see reverse side) at the General Services Department. This permit is to be placed on site, and within plain view. A completed application received by the General Services Department, can usually be processed within three to four days. The building permit is valid for six months from the issue date. The project must begin within that six month period unless an extension is requested.

Inspection Requirements

After the permit is issued the Building Inspector will generally conduct four inspections. A twenty-four (24) hour notice to schedule the required inspection is requested.

1. **Footers** are inspected after excavation and before being poured. The excavation should be clean and of the appropriate size with steel reinforcement bars (rebar) in place at the time of the inspection.
2. **Foundations** are inspected after forms and steel are in place and before being poured. If Concrete Block is used, the inspection can be done after the wall is complete. If a crawl space is included, an inspection of the under-floor space must be done before it is covered.
3. The **Rough Frame Inspection** is to be performed after the state electrical and plumbing inspectors have approved the "rough in" work and before insulation is installed. This inspection should be prior to the installation of any interior finished, (drywall, etc.)
4. A **Final Inspection** is required **PRIOR TO** occupancy. All work should be completed and all state electrical, gas and plumbing inspections should be completed. Once the final inspection has been performed and the building is certified as in compliance with all applicable codes a Certificate of Occupancy will be issued.