

**BULLITT COUNTY PLANNING AND ZONING
CHECK LIST FOR OBTAINING A BUILDING PERMIT OR ZONING COMPLIANCE**

PERMITS AND/OR ZONING COMPLIANCES WILL ONLY BE ISSUED TO THE PROPERTY OWNER OR CONTRACTOR.

RESIDENTIAL (SINGLE FAMILY, DUPLEX, MOBILE HOME OR ROW HOUSE)

You will need to bring the following documents/and or information with you to obtain a building permit or zoning compliance:

- A plot plan with the proposed structure spotted on the plan, showing in detail, the distances from the front, side and rear lot lines. The plot plan shall show any garages, porches, decks, stoops, carports, etc. which will be attached to the building. Any existing structure(s) located on the property shall be shown on the plot plan. A surveyor must prepare the plot. The street name must be on the plot plan.
- General information about the structure such as the total square feet of living space and non living area, the number of bedrooms, and the fair cash value of the structure not including the property value.
- A copy of the on-site sewage disposal system permit that you obtained from the Bullitt County Health Department. If a connection to a sewer system is available, disregard this step.
- A copy of the deed to the property if the property is NOT located in a subdivision.
- A copy of your Stream Construction Permit if the property is located in a floodplain. This only applies in the unincorporated area of the county and the cities of Shepherdsville and Lebanon Junction.
- Fee (Varies – please ask for fee schedule)

GARAGES, SHEDS, PORCHES, DECKS, IN GROUND POOLS, CARPORTS, OR ANY TYPE OF ACCESSORY BUILDING

- Follow all steps in the residential section listed above except you do not need an on-site sewage disposal system permit. Also, you do not need a plot plan prepared by a registered surveyor. We will accept an accurate hand-drawn plot plan.

MULTIFAMILY, COMMERCIAL AND/OR INDUSTRIAL

- Follow all of the steps in the residential section except for the plot plan which will be replaced by a detailed site plan.
- Contact the Bullitt County Planning and Zoning Office for site plan requirements.
- Contact the Bullitt County Code Enforcement Office to see whether the building plans need to be approved by a county, city or state plan reviewer.
- Schedule an appointment with the Bullitt County Planning and Zoning Administrative Official to submit your site plan. Bring a copy of the building plan approval letter from the plan reviewer.

AFTER THE PERMIT OR ZONING COMPLIANCE IS ISSUED YOU MUST:

- Go the Bullitt County Code Enforcement desk located in our office to obtain information about building inspections, electrical permits, HVAC permits and inspections. The Bullitt County Code Enforcement Office can provide information about homeowners permits if applicable.
- If you are building in the city of Pioneer Village or Mt. Washington, city inspectors will perform all inspections except electrical. Electrical inspections will be performed by Bullitt County Code Enforcement.
- If the property is located in the city of Hillview, Shepherdsville, Lebanon Junction, Pioneer Village or Mt. Washington, you must obtain a city permit and/or additional review at city hall.

ADDRESSES

This office will assign an address for the structure after the foundation is in or after the mobile home has been placed on the property. The address will be mailed to the person obtaining the building permit or zoning compliance.

ENCROACHMENT PERMITS

You may need an Encroachment Permit if the driveway into the property is coming off of a county, state or city maintained roadway. Contact the Bullitt County Road Department for county roads. Contact the Kentucky Department of Transportation for state roads. Contact city hall in the city of Shepherdsville, Hillview, Lebanon Junction, Mt. Washington or Pioneer Village. Contact the mayor in the cities of Hunters Hollow, Hebron Estates, and Fox Chase.

IF YOU HAVE ANY QUESTIONS, PLEASE ASK FOR FURTHER EXPLANATION.

COMMENTS

DISCLAIMER- this checklist is provided to give information on how to obtain building permits and zoning compliances from the Bullitt County Planning and Zoning Office. In certain circumstances, additional information may be required.

Bullitt County Zoning Administrative Office	Office Use Only	Date _____
Reference: _____		