

**BOONE COUNTY, KENTUCKY BUILDING DEPARTMENT**  
**COMMERCIAL BUILDING PERMIT**  
**Application Requirements**

Please supply all appropriate documents listed below along with your application.

- a. **Commercial building permit application**
- b. **Building plans** – Please submit two (2) sets
  - Architect/Engineer seal and signature on each page if applicable per Kentucky Building Code guidelines
  - For additions or alterations, please include an interior layout and footprint of the entire building in your plans
- c. **Site Plan** – approved from Boone County Planning Commission for all new buildings and additions.
- d. **Building permit fee** - payable to Boone Co. Building Department
  - Entire permit fee is due at time of application
- e. **Fire Suppression Design Criteria Form** for all sprinkled buildings (see webpage under Forms)
- f. **COMCheck Building Energy Compliance** - all new commercial buildings (see website: <http://www.energycodes.gov/comcheck>)
- g. **Electrical permit** – for all electrical contractors on the jobsite  
All contractors must be licensed by State of Kentucky and Boone County
- h. **Mechanical Permits** - A separate permit will be required for all mechanical systems including fire alarm, fire suppression, hvac, range hood, etc.  
All contractors must be licensed by State of Kentucky and Boone County
- i. **State Approval** – Contact the Department of Housing, Buildings and Construction 502-573-0373 for approval on your state jurisdiction project
- j. **Encroachment permit** - if a driveway connects to a County maintained road, contact the Boone County Road Department at 334-3600.
- k. **Sewage permit** - a site evaluation must be performed and a permit obtained from the Northern Kentucky District Health Department (341-4246) on any private septic system.
- l. **Occupational License** - all contractors working in Boone County (334-2144)
- m. **Workers Compensation Insurance Certificate** from general contractor (or affidavit for exemption).