BOONE COUNTY BUILDING DEPARTMENT

RESIDENTIAL BUILDING PERMIT

Application Requirements

Some or all of the following documents are required before a building permit can be issued, depending on what type of structure is being constructed.

a. Residential building permit application

b. Building plans (2 sets)

c. Building permit fee (payable to Boone Co. Fiscal Court)
(fee is due at time of application)

d. Electrical permit –Electrical Contractor must be licensed in Boone County or get Homeowners Electric Permit

e. HVAC Contractor – Heating and Air Conditioning Contractors must be licensed in Boone County

f. Workers Compensation Insurance Certificate - for General Contractor
(or affidavit for exemption)

g. Encroachment permit - if a driveway connects to a County maintained road, contact the Boone County Road Department at 334-3600.

h. Sewage permit - a site evaluation must be performed and a permit obtained from the Northern Kentucky District Health Department (341-4246) on any new private septic system or system addition

i. Zoning application – Boone County Planning Commission

j. Zoning fee payable to Boone Co. Planning Commission
(pay this fee at the time of application)

k. Plot plan or site plan approved by the Boone County Planning Commission

l. Sidewalk/Driveway Permit for new homes - $30.00 fee

m. Farm Exemptions – for structures relating to the operation of a farm
No permit fee or building plans are required
Submit documentation from Boone Co. PVA (acreage information)
Submit documentation from Boone Co. ASC Office (crop information)

n. Contractors Business/Occupational License

Boone County	334-2221
Florence	371-5491