

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
***Note: Per Kentucky law, a homeowner may act as the permit applicant for construction on ONE residential dwelling during a period of (3) three years, regardless of the number of properties owned. Construction on multiple properties over a 3 year period will require that the property owner obtain a County Occupational License.
- b. Building plans (2 sets)
- c. Building permit fee (payable to Boone Co. Fiscal Court)
(fee is due at time of application)
- d. Electrical Contractor permit –Electrical Contractor must be licensed in Boone County and have a valid Boone County Electric permit for the current calendar year
- e. Homeowner's Electric permit – Homeowners are permitted to perform their own electric work on ONE residential dwelling during a three (3) year period, regardless of the number of properties owned.
- e. HVAC Permit – Heating and Air Conditioning Contractors must be licensed in Boone County. Homeowners are permitted to perform their HVAC work on one residential dwelling within a five (5) year period.
- f. Affidavit of Assurances - for General Contractor/Homeowner
- 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