

**PLANNING AND
COMMUNITY DEVELOPMENT**
Cynthiana-Harrison County-Berry
Planning Commission

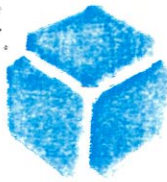
111 South Main St. Ste.202 Cynthiana, Ky. 41031
Phone(859)234-7165 Fax(859)234-7211
Email: inspector@harrisonplanning.com

ACCESSORY STRUCTURE PERMIT APPLICATION

Permit Number _____	<input type="checkbox"/> City	<input type="checkbox"/> County
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Project Address:		
Subdivision:	Lot #:	Lot Size:
Owner name:		Owner phone:
Owner address:		
City:	State:	Zip:
Select one of the following: Barn <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input type="checkbox"/> Storage Building <input type="checkbox"/>		
Any plumbing or running water being installed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Any electric being installed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Sewer <input type="checkbox"/> Septic* <input type="checkbox"/> (Site Evaluation Required)
Applicant Information		
Applicant is: Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Both <input type="checkbox"/>		
Contractor Information		
Company name:	Workers Comp: Insurance Cert. <input type="checkbox"/> Affidavit <input type="checkbox"/>	
Contact name:		
Phone:	Email:	
Structure Dimensions		
Length:	Width:	Height:
Stories:		
Foundation		
Slab <input type="checkbox"/>	Crawl <input type="checkbox"/>	Post <input type="checkbox"/> Other <input type="checkbox"/>
Square Footage Calculations		
Total Sq/Ft:		
Permit Fee		
TOTAL PERMIT FEE		\$
Acknowledgement		
Applicant Signature _____ Date _____ I certify that all information contained in this application is accurate to the best of my knowledge and that a complete set of construction documents has been included with my application.		

NOTE: APPLICATION MUST BE COMPLETED IN FULL AND SUBMITTED WITH ALL ADDITIONAL PAPERWORK AS REQUIRED ON CHECKLIST.



RESIDENTIAL PLAN REVIEW CHECKLIST

- Completed and Signed Application
- Minimum of two (2) sets of plans, drawn to scale, must be submitted. Upon issuance of the permit, one stamped set of plans will be returned.
- A site plan or survey, showing setbacks, drawn to scale on paper (no smaller than 8.5"x11") must be submitted that includes the following: Engineer Site Plan (Exception—5 acre lots may be hand drawn)
- Elevation plans showing front, sides, and rear of structure (must reflect structure height)
- Footing size, depth, and location of rebar if required (include all grade beams and piers)
- Foundation wall thickness and location of rebar, if required
- Wall framing details, stud size, spacing & covering
- Floor plans showing each floor of the building including all interior and exterior walls, door and window locations and dimensions. Show location of required emergency escape windows.
- Stair details, tread & riser dimensions, handrail & guardrail details (stairs require minimum 6'8" headroom)
- Floor joist size, span, and spacing
- Girder beam, header size, & spacing
- Roof framing details, rafter & spacing, ridge beam size, ventilation & covering
- Location & size of all decks, porches, retaining walls, etc.
- All trusses must have manufacturer's information (load calculations, bracing requirements, etc.) submitted as part of building plans.
- Proof of Workers Comp Insurance and Unemployment Insurance
- Completed Contractor List Form