

**GEORGETOWN / SCOTT COUNTY  
BUILDING INSPECTION DEPARTMENT  
800 CINCINNATI ROAD  
SUITE 4  
GEORGETOWN, KY 40324**

**REQUIREMENT CHECKLIST  
FOR COMMERCIAL (FIT UP)  
BUILDING PERMIT APPLICATIONS**

THE FOLLOWING ITEMS MUST BE SUBMITTED AT TIME OF APPLICATION

- ~ **PERMIT APPLICATION** COMPLETED IN FULL - INCLUDING CONTRACTOR LIST
- ~ ONE (1) COMPLETE SETS OF CONSTRUCTION PLANS INCLUDING:
  1. FLOOR PLAN
  2. TYPICAL WALL SECTION
  3. FOUNDATION PLAN
  4. ELECTRICAL PLAN
  5. ELEVATION DRAWINGS
  6. SITE SURVEY OR SITE PLAN BEARING THE SIGNATURE AND SEAL OF A KENTUCKY REGISTERED LAND SURVEYOR SHOWING LOCATION OF THE NEW STRUCTURE ON THE SITE WITH ACCURATE DISTANCES TO LOT LINES
- ~ **APPROVAL LETTER** FROM DEPARTMENT OF HOUSING, BUILDINGS & CONSTRUCTION (IF APPLICABLE)
- ~ **INSURANCE CERTIFICATE** OR SIGNED AFFIDAVIT (WORKERS COMP/ UNEMPLOYMENT)
- ~ **BUILDING PERMIT FEE** (PER COST/FEE SCHEDULE)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE BUILDING INSPECTION DEPARTMENT AT 502-863-9802 / FAX 502-863-4169.