

## ONE AND TWO FAMILY DWELLING PERMIT APPLICATION REQUIREMENTS

- Submit a permit application with all applicable items completed, including inserts, when you construct a new building, construct an addition, or alter existing space.
  1. The permit application must be signed by the property owner or his designated agent and must have a current street address.
- Submit proof of workers compensation insurance, unemployment insurance and if applicable, electricians general liability insurance or
  1. Submit affidavit of exemption, if not required by law or
  2. If permit is obtained by owner then submit an affidavit that all contractors, subcontractors employed under said permit will be covered.
- Submit site plan drawn to scale showing the following:
  1. Lot boundaries;
  2. Structure locations (both proposed and existing);
  3. Proposed building setback distances.
- Submit 2 sets of plans drawn to scale, minimum 1/8 inch, and including the following:
  1. Foundation plan, exterior and interior, showing footing size, pier size and spacing, girder beam size, floor joist specie, size and orientation. If engineered floor system is used then provide a plan from the designer.
  2. Foundation wall detail or basement wall detail. Details shall include size, location and spacing of reinforcement and anchor bolts. Basement wall detail shall include wall height to top of finished floor and height of unbalanced fill at deepest point.
  3. Floor plan indicating the following: room use, ceiling height, window and door sizes and their location, exhaust vent locations, smoke detector location, location of hvac equipment and water heaters, braced wall panel locations including bracing method, support and anchoring.
  4. Roof framing plan showing roof lines, specie, size and orientation of rafters and ceiling joists, any beams or purlins necessary for rafter or ceiling support, any bracing required for support of hip and valley rafters. If trusses are used provide truss spec sheet.
  5. Wall section detail that shows footing, foundation, floor system, wall framing, wall height, exterior sheathing and finish, ceiling/roof framing, roof decking and covering. Indicate if wood structural sheathing is continuous. Indicate the R value of the roof/ceiling, the framed walls and the floor over a crawl space.
  6. Step and stair details.
  7. Portions of buildings not conforming to the KRC or of irregular construction shall be designed according to accepted engineering practice.
- Submit a copy of the electrical release numbers from the health dept. for both temporary and permanent power.
- After plans have been reviewed and corrections noted a permit will be issued as per fee schedule or permit will be denied.

***\*NOTICE: Commencing construction activities without required permits will result in a \$500.00 fee in accordance with KRS 109.2.***

**MCCRACKEN COUNTY, KENTUCKY  
STATEMENT OF POLICY CONCERNING  
CURBSIDE MAILBOX REQUIREMENTS**

WHEREAS, all policy related decisions of McCracken County, Kentucky (hereinafter "County") are guided by its duty to safeguard and provide for the health, safety and welfare of the citizens;

WHEREAS, because concrete, brick, stone and other custom made mail receptacles are unable to bend, give or fall out of the way in the event of a motor vehicle collision, such receptacles present a reasonably foreseeable risk of harm to motorists;

WHEREAS, in light of this foreseeable risk, the United States Postal Service's Postal Operations Manual ("POM") and the Federal Highway Administration have set forth pertinent safety standards that the County is duty bound to follow and enforce;

NOW THEREFORE, it is presently the intent of the County to accept, adopt and enforce the following mail receptacle safety requirements within the jurisdictional boundaries of the County as stated herein:

**Section 1: Curbside Mailbox Safety Requirements:**

The County requires that any and all curbside mail receptacles installed or replaced after the effective date of this policy comply with the following safety design requirements:

- a. A wooden support no larger than 4 x 4 inches or a 2 inch diameter standard steel or aluminum pipe; and
- b. Such post shall be buried no more than 24 inches deep to ensure that the post is able to give way in the event of a collision; and
- c. There shall be no potentially dangerous materials used in erecting a receptacle, such as concrete, brick, stone or any other hard/inflexible substances.

**Section 2: Exception to Aforesaid Mailbox Safety Requirement:**

In keeping with the safety requirements of the POM and the Federal Highway Administration, an exception or variance from the curbside mailbox safety requirements stated in Section 1 above shall be granted upon an applicant's having obtained written pre-approval from the Postmaster for a varying design and having tendered proof of the same to the McCracken County Judge Executive's Office.

**Section 3: Reimbursement for Damage to Curbside Mailbox Receptacles:**

It is the County's policy to fully compensate and reimburse citizens for damage to their property that is caused by authorized agents of the County performing in the course and scope of their duties. In the event of damage to a curbside mailbox receptacle, regardless of its original design and construction materials, the County's duty to compensate and reimburse the aggrieved party shall be limited to an amount equivalent to the cost of replacing a curbside mail receptacle that fully complies with the requirements set forth in Section 1 above.



COUNTY OF MCCRACKEN  
MCCRACKEN COUNTY ROAD DEPARTMENT  
3700 COLEMAN ROAD  
PADUCAH, KY 42001

Phone 270-442-9163 Fax 270-443-0803

APPLICATION FOR DRIVEWAY CULVERT  
INSTALLATION OR REPLACEMENT

**COUNTY ROADS ONLY**

OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**CONTACT INFORMATION:**

Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Has the location been marked?    Yes     No

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

***\*Return signed application to McCracken County Building & Electrical Inspection Department for processing.***

*Approved by:*

\_\_\_\_\_  
*Signature of County Engineer*

\_\_\_\_\_  
*Date Approved*

**\*\*See attached information for specifications.**

# CALL 811 BEFORE YOU DIG

Kentucky811 is an organization established to provide a communication link between excavators and operators of underground utilities.

**Do you really need to call? YES!** Don't make a judgment call; make a phone call to 811. Homeowners often make risky assumptions about whether or not they should get their utility lines marked, but every digging job requires a call - even "small" projects like planting trees and shrubs.



DEPT. OF BUILDING & ELECTRICAL INSPECTION

3700 Coleman Road, Paducah, KY 42001

Phone 270.444-4724 / Fax 270.444-1369

KRC ONE & TWO FAMILY DWELLING PERMIT APPLICATION

PROJECT INFORMATION

Site Address
Subdivision Lot No. Lot Area
Building setback from property lines: Front Rear Left Right

OWNER INFORMATION

Last Name or Business First
Address City State Zip
Contact Name Phone Cell

DESCRIPTION OF WORK

General Contractor Phone
Cell
• Single Family Two Family Townhouse Attached Garage
Basement Modular
• New Construction Addition Renovation Foundation Only Roof Only
Other
• No. of Stories No. of Bedrooms Building Area
• Construction Cost (less electrical & plumbing)

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I further testify that the above information is true and accurate.

Signature Date
Departmental Approvals: Zoning Date



**DEPT. OF BUILDING & ELECTRICAL INSPECTION**

3700 Coleman Road, Paducah, KY 42001

Phone 270.444-4724 / Fax 270.444-1369

**ELECTRICAL PERMIT APPLICATION**

**PROJECT INFORMATION**

Site Address \_\_\_\_\_ Phone# \_\_\_\_\_  
 Business or Owner Last Name \_\_\_\_\_ First \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Occupant Name \_\_\_\_\_ Phone# \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractors Name \_\_\_\_\_ Phone# \_\_\_\_\_  
 Master Electricians Name \_\_\_\_\_ CE# \_\_\_\_\_  
 Power Company \_\_\_\_\_ Health Dept. Release # \_\_\_\_\_ ME# \_\_\_\_\_

**DESCRIPTION OF WORK**

Single Family\_\_\_ Two Family\_\_\_ Townhouse\_\_\_ Condominium\_\_\_ Modular\_\_\_  
 Multi-Family\_\_\_ Basement\_\_\_ Detached Accessory\_\_\_ Garage Addition\_\_\_  
 Room Addition\_\_\_ Farm Bldg\_\_\_ Swim Pool\_\_\_ HVAC\_\_\_ Sign\_\_\_  
 Service change\_\_\_ Partial Rewire\_\_\_ Complete Rewire\_\_\_ Communication Booster\_\_\_  
 Temporary\_\_\_ Pole Service\_\_\_ RR Signal\_\_\_ Commercial\_\_\_

Description of Commercial Work \_\_\_\_\_  
 Contract Price For Commercial Work \_\_\_\_\_

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I further testify that the above information is true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Departmental Approvals: Zoning \_\_\_\_\_ Date \_\_\_\_\_



**BUILDING & ELECTRICAL INSPECTION**

David Flowers, Director  
John Colson, Building Inspector  
Ronnie Gilbert, Electrical Inspector

McCracken County Emergency Management Building  
3700 Coleman Road  
Paducah, KY 42001  
Office (270) 444-4724 / Fax (270) 444-1369

Project Name: \_\_\_\_\_

Project Address \_\_\_\_\_

***Affidavit of Assurances  
Pursuant of KRS 198B.060 (10)***

Comes the Applicant, (Please Print Name) \_\_\_\_\_ and States pursuant to KRS 198B.060 (10), that all contractors and subcontractors employed or that will be employed on any activity under the above referenced project shall be in compliance with the Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341).

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Contractor, Owner or Owner's Agent

The foregoing Affidavit of Assurance was acknowledged and sworn to before me by \_\_\_\_\_, Applicant, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
KENTUCKY STATE OF LARGE

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_\_\_.



McCracken County Tax Administrator  
 PO Box 2658  
 Paducah, KY 42002-2658  
 270-444-4722/Fax 270-444-4737

Project Name \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Contact # \_\_\_\_\_  
 Date Sent \_\_\_\_\_  
 Date Approved \_\_\_\_\_

**Permit will not be issued until Tax Administrator approves all Contractors and Subcontractors. Please fill in all addresses and phone numbers below. Thank you.**

<b>Contractor &amp; Subcontractor</b>	<b>Name</b>	<b>Address</b>	<b>Phone</b>
General Contractor			
Framing			
Heating & Air			
Wood/Vinyl Siding			
Electrical			
Paint			
Asphalt Paving			
Sheetrock Hanging			
Sheetrock Finishing			
Masonry			
Footing			
Block			
Roofing			
Insulation			
Trim Inside			
Septic			
Excavating			
Driveway			
Gutters			
Cabinets			
Floors			
Basement			
Plumbing			
Fire Alarms			
Sprinkler Contractor			
Asbestos Removal			

I certify these are the subcontractors that will be working on the project. If any changes are Made, I will notify the McCracken County Tax Administrator for approval the day of change.

Signed \_\_\_\_\_ Date \_\_\_\_\_