



# NEWPORT

KENTUCKY

## City of Newport Permit F.A.Q.

### **Building Permits**

#### **Q: When is a building permit required?**

A: A building permit is required when you intend to construct, enlarge, remodel or change the occupancy of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system.

**Note:** Not all work requires a building permit. Work such as painting, wallpapering, cabinets and countertops, replacing shingles, window replacement with windows having the same size window opening are examples of work exempt from permit requirements. If you are unsure whether your project requires a building permit, it is best to call Code Enforcement at 859-292-3637.

#### **Q: What plans do I need to submit for your review?**

A: Each construction project is different and the drawings and details necessary vary depending on the scope of work. If you have questions, you are encouraged to call Code Enforcement at 859-292-3637 to ensure you have the right information.

All construction plans and details are to be drawn to scale and fully dimensioned.

#### **Q: How many sets of plans do I need to submit?**

A: When submitting to Code Enforcement, two hard copies and one digital (i.e. PDF on thumb drive or disc) of construction plans shall be submitted along with a completed permit application form. Specialized systems such as fire alarm, sprinkler or range hood drawings may be submitted at a later date by the specific contractor or owner. If you are submitting for a plumbing permit in addition to a building permit, one set of plumbing plans each with a Building Permit application form shall be submitted. For more information on plumbing permits, visit the [Kentucky Plumbing Division website](#).

#### **Q: Are there any forms I need to submit with my plans?**

A: There are several forms that are important, but none so much as the [Building Permit application form](#). The form is to be completed with all information pertinent to your project; however, not all items on the Building Permit form may be applicable. The owner/owners name and address and the name and address of a contact person are of utmost importance. Asking for the name and address of an architect and engineer is not to imply that an architect and engineer are required. If one or both are part of the construction design, we ask that their name and address be provided.

#### **Q: Is there a fee I need to pay, and if so, who do I make the check payable to?**

A: Plan review / inspection fees are identified in the below [fee schedule](#). Permit fees can be paid by check payable to City of Newport, or by cash in person.

**Q: Are contractors required to be licensed?**

**A:** There are certain aspects of building construction that are required to be performed by a licensed contractor. All persons performing work within the City of Newport shall first obtain a city occupational license. All Electrical, H.V.A.C., Mechanical, & Plumbing work must be performed by State Licensed Contractors. There are some exceptions to these requirements for Homeowner Occupied properties, please contact Code Enforcement for further details. 859-292-3637

**Q: Is an architect or engineer required to prepare my construction drawings?**

**A:** KRS 322 and KRS 323 identify when the services of a design professional is required to prepare a set of construction drawings. Table 122.1 of the 2013 Kentucky Building Code is intended to explain when a design professional is required based on the occupancy classification of a building and the building occupant load and/or building area. Contact Code Enforcement 859-292-3637 if you have further questions.

**Q: Who do I send my plans to?**

**A:** If your construction project falls under the jurisdiction of the City of Newport, your plans and Building Permit application form will need to be submitted to Code Enforcement 998 Monmouth Street, Newport, KY 41071

**Q: Can I do anything to speed up my plan review?**

**A:** The Division of Code Enforcement does not have an expedited permit service. However permits are generally reviewed within 14 days from the date of receipt. Exception to this time frame can be made in the case of emergency repair.

**Q: Do I have to submit plans to the Fire Marshal's Office?**

**A:** No. The Fire Marshal's Office is not responsible for the review or inspection of new structures, renovations, additions or change of occupancy construction projects.

## **Zoning Permits**

**Q: When is a Zoning Permit Required?**

**A:** Any time a structure is erected, moved, added to, structurally altered, or changed from one use to another, or when grading takes place on any lot or parcel of ground. Examples of typical zoning permits issued are for fences, decks, sheds, additions, new buildings, signs, and placement of concrete. If you have any questions please Call Development Services at 859-292-3637. The [Zoning Permit application](#) is available online.

**Q: Who issues Zoning Permits?**

**A:** The City's Zoning Administrator issues all approvals for zoning permits in the City of Newport. Some more complicated projects may need approval from [The Board of Adjustments](#) or [The Planning and Zoning Commission](#) prior to the issuance of a Zoning Permit. If you have questions about obtaining a permit or applying to one of the Boards, please contact Development Services at 859-292-3637

**Q: How long will it take to receive a permit from Planning and Zoning?**

**A:** Generally application for zoning permits **will** be reviewed within 14 days of receipt. Should your project require an approval from the Board of Adjustments or Planning and Zoning Commission, the time frame can be substantially longer. Please contact Development Services at 859-292-3637 for any questions.

**Q: Is there a fee for Zoning permits and who do I make Payment to?**

**A:** The fees for Zoning permits and application to Board of Adjustment and Planning Commission are set in the attached [fee schedule](#). If you have any questions please feel free to contact Development Services at 859-292-3637.

## **Historic Preservation**

The Historic Preservation office is here to serve all the neighborhoods of Newport. Any time you have questions, feel free to contact the Historic Preservation office at 859-655-6347.

**Q: Am I required to obtain a permit from Historic Preservation?**

**A:** Residents and property owners of the East Row, York Street, and Monmouth Street Historic Districts are required to obtain a COA ([Certificate of Appropriateness](#)) for any exterior alterations on their property prior to commencement of the work. This would include, but is not limited to, replacement of architectural features, work on windows, doors, porches, box gutters, and color selection for painting. If you have questions please feel free to contact Historic Preservation at 859-655-6347.

**Q: Is there a fee for a Certificate of Appropriateness?**

**A:** There is no charge for Certificates of Appropriateness; however should your project require approval from the Historic Preservation Commission, there is a \$75 fee to apply to that Board.

**Q: How long will it take to get my permit?**

**A:** Applications for Certificates of Appropriateness are usually reviewed within 14 days of receipt. Should your project require approval from the Historic Preservation Commission the time frame can be substantially longer. If you have questions please feel free to contact Historic Preservation at 859-655-6347.

## City of Newport, KY Building and Zoning Permit Fees

See [www.newportky.gov](http://www.newportky.gov) or call 859.292.3637 for more info.

<b>Building Permit Fees</b>	
<b>Residential/Commercial New Construction/Renovation</b>	
<b>Value</b>	<b>Fee</b>
0 - 9,999	\$150
10,000 - 19,999	\$210
20,000 - 29,999	\$265
30,000 - 39,999	\$315
40,000 - 49,999	\$365
50,000 - 99,999	\$365 plus \$4.50 per \$1,000 for all over \$50,000
100,000 - 499,999	\$585.50 plus \$3.50 per \$1,000 for all over \$100,000
500,000 and up	\$1,982 plus \$2.50 per \$1,000 for all over \$500,000

<b>Residential Items</b>	
Lg. Acc. Struc./Det. Garage	\$300
Small Acc. Structure	\$100
Deck	\$100
Fence >6 ft. in height	\$75
In-ground pool	\$300
Retaining wall	\$100
Electric permit	\$25
HVAC	*see note

<b>Commercial Items</b>	
Cell Tower Antenna Colocation	\$250
New Cell Tower / Station	\$7,500
Deck	\$225
Range Hood/Suppression	\$250
Sign	\$100

Accessory structures	\$250
Electric permit	\$25
Fire suppression system (1-200 heads)	\$250
Fire suppression system (201-400 heads)	\$350
Fire suppression (>400 heads)	\$450
Fire alarm 1k - 5k square feet	\$250
Fire alarm 5,001 - 30k square feet	\$350
Fire alarm >30k square feet	\$450
HVAC	*see note

<b><i>Demolition</i></b>	<b><i>Per Structure</i></b>
Residential	\$75
Commercial	\$100

<b><i>Special Provisions</i></b>	
Reinspections after 1 non-compliance	\$100
Plan revisions after 2 submittals	\$200
Construction w/o permit (plus original cost of permit)	\$500

<b><i>Zoning Permits</i></b>	
<b><i>Value</i></b>	<b><i>Fee</i></b>
Commercial/Industrial	\$250
Residential	\$150
Accessory Structures	\$50
Signs	\$100
Board of Adjustments	\$500
Zone Change	\$2,500

\*Note: HVAC permit fees are set by Kentucky Administrative Regulation 815KAR 8:070 (3), (4)