

HOPKINS COUNTY, KENTUCKY
BUILDING PERMIT DISCLOSURE STATEMENT

When applying for a building permit, the following items are required:

1. Copy of deed or recorded plat
2. Building plans or blueprints (drawn to scale) by a registered architect (if applicable)
3. Plot Plan (see attached example) or Site Plan (if applicable)
4. Hopkins County Environmentalist Approval (if applicable)
(5 digit septic tank permit number or existing system verification form)
5. Zoning and/or Utility Verification from local jurisdiction (if applicable)
6. Worker's Compensation Form complete with subcontractor information
7. Completed Application.

Please allow five to seven business days for permit processing, once submittal is complete.

IMPORTANT INFORMATION

1. **Before beginning any construction, alteration or repairs, other than ordinary repairs a permit shall be obtained.** Ordinary repairs are defined as nonstructural repairs and do not include addition to, alteration of, replacement of or relocation of water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring, or mechanical or other work.
2. **Work without a Permit:** Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to an additional fee established by the building official, which shall be in addition to and equal in the amount of the original fees.
3. **Call 811 before you dig,** so all underground utilities can be marked. All utility providers shall be notified of activity prior to beginning construction.
4. Construction activities are subject to state and local permitting and inspection procedures. If the property is located in a special flood hazard area, then a state stream construction permit and a local floodplain development permit from the office of the Hopkins County Joint Planning Commission **will have to be obtained before ANY work can begin.**
5. If greater than **one (1) acre of ground** is cleared of vegetation during construction, the Division of Water must be contacted at 270-824-7529.
6. Disturbance of natural grade and/or drainage patterns may require drainage control or diversions to protect down gradient property owners.
7. **Driveway access** onto state, county and city roadways are subject to all permits and regulations of that jurisdiction. For state roads, contact Mike Joiner at the Kentucky Department of Transportation, District 2 Office at 270-824-7080. For county roads, contact Jeff Browning at the County Road Department at 270-326-6160. For city streets, contact City Hall of the local jurisdiction.

8. **911 addresses** are assigned by the Hopkins County Joint Planning Commission. These addresses are based on driveway location and an exhibit with this location must be presented when applying for a new address. Please allow five to seven business days for address assignment.
9. **Refund:** Anyone requesting a refund of the building permit fee may be eligible to receive a refund if no building plan review has been completed or inspections have been performed. This refund will be minus an administrative fee.
10. **Revocation of Permit:** Any error, misstatement, or misrepresentation of the fact, or any alteration or changes in plans including but not limited to window sizes, intended uses, or completion date after issuance of building permit without notifying the building inspector or the office of the Hopkins County Joint Planning Commission shall constitute grounds for revocation of permit.
11. **Completion of Work:** Any work on a building permit must be ongoing. If the project is not completed within six months, a construction schedule needs to be submitted to the office of the Hopkins County Joint Planning Commission and every six months after that until completed. If a project goes for a period of six months without any work and a construction schedule is not submitted as aforementioned, the building permit shall be revoked and all fees associated with said building permit shall be forfeited.
12. Please note, once a permit is issued and construction is completed, a **Hopkins County GIS Data Collection Vehicle** will be coming on site to collect 911 location data.

BUILDING INSPECTION INFORMATION

Inspection Guidelines: **A 24-hour notice to schedule inspections is required.** Please contact the Building Official as listed on your permit. After the issuance of a building permit, a Building Inspector will perform the following inspections and **must be notified when the construction is ready for these inspections:**

1. **Footer Inspection:** footers should be clean and of appropriate size and depth. Steel reinforcement bars (rebar) shall be tied together and in place at the time of the inspection. **Concrete shall not be poured.** If no footer is being used, an inspection will still need to be conducted on the post hole depth before proceeding.
2. **Rough Frame Inspection:** the rough inspection is to be performed after the electrical and plumbing have been roughed in and prior to the installation of any interior finish (drywall, insulation, etc.).
3. **Final Inspection:** a final inspection is required PRIOR to occupancy. All work shall be completed before this inspection is scheduled. All other required inspections (Electrical, Plumbing, Gas, etc.) shall be completed and approved. Once the final inspection has been performed and the building certified as in compliance with acceptable codes, a Certificate of Occupancy will be issued (if applicable).
4. **Additional or unscheduled inspections** by the Building Inspector may be conducted or required from time to time at the discretion of the inspector.
5. **A statement of special inspections** must be provided by the designer when applicable. All projects requiring a design professional will comply with Chapter 17 of KBC requiring special inspections.

OTHER INSPECTION AND PERMITS REQUIRED

Electrical inspection is separate from the building permit inspection. Please contact Mathis Conrad at 270-821-1363 regarding electrical permitting and inspection. If Mr. Conrad is unavailable, please contact Rodney Croft at 270-424-8826 or Terrill Snodgrass 270-338-0982.

Plumbing inspection is separate from the building permit inspection. Please contact the Hopkins County Health Department at 270-821-5242 regarding plumbing permitting and inspection. The provisions of the *Kentucky State Plumbing Code* shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment appliances, fixtures, fittings and appurtenances. All plumbing installations shall be installed under the supervision of a Kentucky Licensed Master Plumber according to law and shall be inspected and approved by the state plumbing inspector prior to usage.

HVAC inspection is separate from the building permit inspection. Please contact Earnest Bates at 270-499-2927.

Septic Tank Permit. Any areas where sewer is not available will require a site evaluation permit and septic tank installation permit from the Hopkins County Health Department before the building permit can be issued. A Certificate of Registration of Construction Activity must be obtained from the office of the Hopkins County Joint Planning Commission before the site evaluation will be performed by the Health Department. For fees and requirements, please contact the Hopkins County Health Department at 270-821-5242.

AGRICULTURAL EXEMPTION:

THE CURRENT EDITION OF THE KENTUCKY RESIDENTIAL BUILDING CODE, As
Adopted By: KENTUCKY BOARD OF HOUSING, BUILDINGS AND CONSTRUCTION

CHAPTER 1, SECTION R101

Scope. The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and townhouses not more than three stories above grade in height with a separate means of egress and their accessory structures.

Exemptions:

1. Farm dwellings and other buildings and structures located on farms which are incident to operation of the farm and located outside the boundary of the municipality; but only if they are not used in the business of retail trade, as a regular place of work for 10 or more people or for the processing or storage of timber products.
2. Manufactured homes constructed under federal HUD standards. However, the exterior electric, water and sewer connections and additions to the home are not exempt.
3. Swimming pools constructed completely above grade.

KRS 132.010

(9) "Agricultural land" means:

- (a) Any tract of land, including all income-producing improvements, of at least ten (10) contiguous acres in area used for the production of livestock, livestock products, poultry, poultry products and/or the growing of tobacco and/or other crops including timber;
- (b) Any tract of land, including all income producing improvements, of at least five (5) contiguous acres in area commercially used for aquaculture; or
- (c) Any tract of land devoted to and meeting the requirements and qualifications for payments to agriculture programs under an agreement with the state or federal government.

