

Contractor Registration Information Sheet

1. Zoning Compliance Permit

Division of Planning
101 E. Vine St., 7th floor
Lexington, KY 40507
859-258-3160

A Zoning Compliance Permit must be obtained from the Division of Planning before visiting the Division of Building Inspection for a Certificate of Occupancy.

***This step is not required if the office is not located in Fayette County*

2. Certificate of Occupancy

Division of Building Inspection
101 E. Vine St., 2nd floor
Lexington, KY 40507
859-258-3770

Home Office Certificate of Occupancy- \$10

Certificate of Occupancy for an existing commercial building- \$25

This step is not required if the office is not located in Fayette County

3. Occupational Business License

Division of Revenue
200 E. Main St., 2nd floor
Lexington, KY 40507
859-258-3341

4. Liability and Workers Compensation Insurance

Fax insurance to the Division of Building Inspection at 859-258-3780.

The certificate holder should be listed as: LFUCG
Division of Building Inspection
200 E. Main St.
Lexington, KY 40507

If the company does not have employees or carry workers compensation, an affidavit will accompany the Contractors Registration application.

5. Contractors Registration Application

The application can be obtained from the Division of Building Inspection or online at www.lexingtonky.gov by following the steps below:

City Government→Planning→Building Inspection→Contractor Registration application

***If you have any questions, please contact Jeanne Humston at 859-258-3247.*

ALL ASSOCIATED FEES ARE PAYABLE IN CASH OR CHECK ONLY