Lexington-Fayette Urban County Government

Department of Planning, Preservation & Development

Permit Guide For 1 & 2 Family Residential Additions

APRIL 13, 2017 RESIDENTIAL SERIES VOLUME 6 VERSION 1

Division of Building Inspection

Physical Location:

101 East Vine St.

2nd Floor

Mailing Address:

200 East Main St

Lexington, KY 40507

Phone: 859-258-3770

Fax: 859-258-3780

Website: *http://www.lexingtonky.gov*

An addition to a house, duplex, garage or an accessory structure, requires a building permit prior to performing any construction. The addition may be a room, covered or non-covered porch, deck (see Deck Addition Permit Guide), garage, bedroom family room, bathroom, second story, dormers, or any increased area of living space.

If you are acting as the Owner/Builder, you will need to follow the steps below. If you are hiring a Registered Contractor, the Contractor will make the application on behalf of the property owner.

To apply online, you will need to first register for an account through our online portal at: https://lexingtonky.gov/permits
Select "New Users: Register for an account" and answer the questions. If you need help registering for your account, please call: 859-258-3770.

Applications for a Residential Addition Permit must include the following:

1. **A completed application on our online portal at: https://lexingtonky.gov/permits**
   To apply: Select Building Inspection, agree to disclaimer, select Residential Addition

2. **Information Required to Review a Residential Addition Permit:**
   a. **Site Plan** which includes dimensions of lot, easements, dimensions of existing house and proposed deck addition, and the distances from the structure to property lines. (This information can typically be found on a recorded plat from your County Clerk's office or a Mortgage deed/survey)
   b. **Floor Plan** showing the existing structure and the proposed addition with the labeling of all rooms and/or spaces for their intended use.
   c. **Framing Plan and Wall Section** indicating all framing materials including size, spacing and span of materials (studs, joists, rafters, trusses, etc.). Footing detail to be included with framing plan.
   d. **Elevations** showing required design features (if applicable), location of doors and windows and height of structure.
   These documents can be uploaded in PDF format within the application on the online portal. If you need assistance with the online portal/application, please call our office at 859-258-3770 or email accelahelp@lexingtonky.gov
   e. **Homeowner Acknowledgment Responsibility** Property Owner must fill out form located at: https://www.lexingtonky.gov/sites/default/files/2017-07/Homeowner%20Responsibility%20Acknowledgement.pdf

If you are performing the work on your own property you will need to select the "Owner/Builder Acknowledgment" check box within the online application requirements. This is located on "Step 3" of the online Residential Addition Application. Additionally, property owner must complete affidavit located at: https://www.lexingtonky.gov/sites/default/files/2018-11/CONTRACTOR%20REGISTRATION%20AFFIDAVIT.pdf

*There may be additional requirements and/or Division approvals for properties located within an H-1 (Historic Overlay) or ND-1 Overlay. If you are unsure if your property is located in these Overlay Zones, please call us at 859-258-3770.

*Please remember to check your deed restrictions as our office does not enforce these.