

Lexington-Fayette  
Urban County  
Government

Department of  
Environmental Quality  
& Public Works

Nancy Albright,  
Commissioner

# 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.

2<sup>nd</sup> 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](mailto: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.