

Lexington-Fayette  
Urban County  
Government

Department of  
Environmental Quality  
& Public Works

Nancy Albright,  
Commissioner

# Permit Guide For 1 & 2 Family Residential New Construction

## 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>

The construction of a house, duplex or townhouse requires a building permit to be obtained prior to performing any construction. A Land Disturbance Permit from the Division of Engineering along with a Sewer Tap On Permit from Water Quality will need to be obtained prior to issuance of a Residential New Construction permit. 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 New Construction 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 New Construction**

**2. Information Required to Review a Residential New Const. Permit:**

- a. **Site Plan** which includes dimensions of lot, platted building lines, easements, dimensions of the structure along with porches, decks, private walkways, driveways and the distances from the structure to property lines (Information for site plans are available from a subdivision plat available at the Fayette County Clerk's Office or a Mortgage Survey)
- b. **Foundation Plan** showing footings, foundation, girder and pier spacing. Basement walls may require designs for reinforcement.
- c. **Floor Plan** for entire structure labeling all rooms or areas and indicating location of egress doors, windows and all smoke detectors.
- d. **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 wall section.
- e. **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)**

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

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\* 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