

Lexington-Fayette  
Urban County  
Government

Department of  
Environmental Quality  
& Public Works

Nancy Albright,  
Commissioner

# Permit Guide For 1 & 2 Family Remodeling Projects

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>

Most residential remodeling projects for a house, townhouse or duplex, require a building permit to be obtained prior to performing any construction. Examples of projects that would require a permit are finishing a basement, adding a window or door, and any structural work you may be doing (creating/moving/removing of walls). If you are increasing the square footage of living area, you will need an Residential Addition permit. If you have a question as to whether your remodeling project needs a permit please contact our office.

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 Remodeling 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 Remodel**
- 2. Information Required to Review a Residential Remodeling Permit:**
  - a. **Floor Plan** of the existing structure which includes dimensions of rooms and their use and all proposed changes. Also to include the size of the existing exterior doors and Windows.
  - b. **Framing Plan and Cross Section** indicating all framing materials including size, spacing and span of materials (studs, joists, rafters, trusses, etc.).  
**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)**
  - c. **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 Acknowledgement" 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.