

Residential Building Permit & Inspection Procedures



City of Mt. Washington
P.O. Box 285
311 Snapp Street
Mt. Washington, KY 40047
Phone (502) 538-0515
www.mtwashingtonky.org

Office Hours Monday - Friday
8:00 a.m. to 4:30 p.m.

City of Mt. Washington
Building Permit and Inspection Procedures
Residential Packet

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Zoning Compliance Procedures

Bullitt County Planning and Zoning Office
3rd Floor Nina Mooney Courthouse Annex Building
149 North Walnut Street
Shepherdsville, KY 40165
Phone: (502) 543-6832 or (502) 955-6832
Fax (502) 543-1959

To Obtain Zoning Compliance – The following documents and/or information must be provided.

- a) A plot plan with the proposed structure spotted on the plan, showing detail, the distance from the front, side and rear lot lines. The plot plan must show anything that will be attached to the proposed building, such as, garages, porches, decks, stoops, and carports. Any existing structure(s) located on the property must be shown on the plot plan as well.
- b) General information about the structure such as the total square feet of living space, the number of bedrooms, and the fair cash value of the structure, not including property values.
- c) A copy of the On-site sewage disposal system permit that you obtained from the Bullitt County Health Department. (If a connection to a sewer system is available, disregard this step.)
- d) A copy of the deed to the property if the property is NOT located in a subdivision.
- e) A copy of your stream construction permit. (If the property is located in a floodplain.) This only applies in the unincorporated area of the county and cities of Shepherdsville and Lebanon Junction.
- f) Fee (Varies – please ask for a fee schedule)

Addresses – This office will assign an address for the structure after the foundation is in. The address will be mailed to the person obtaining the zoning compliance.

Disclaimer – This checklist is provided to give general information on how to obtain a zoning compliance with Bullitt County Planning and Zoning Office. Under certain circumstances, additional information may be required.

City of Mt. Washington
Building Permit Procedures
Residential Construction or Remodeling

Office Hours Monday ~ Friday
8:00 a.m. to 4:30 p.m.
Phone: (502) 538-0515
Fax: (502) 538-3917

To Obtain a Building Permit – The following must be submitted to the City at the time of application.

- a) Current Business License (If Applicable)
- b) Zoning Compliance Certificate from Bullitt County Planning and Zoning. (Reminder-address and/or lot numbers must be posted on the construction site at all times.)
- c) Encroachment Permit Required and Approved.
- d) Application for permits shall be accompanied by plans and specifications showing the work to be done; the plans shall be verified by the signature of either the owner of the premises or the architect or contractor in charge of the operations.
- e) A current site survey of the property with legal description. The survey must be signed, stamped and dated by a Kentucky Registered Land Surveyor.
- f) Proof of liability and workman's compensation insurance. If you don't have one at the time of application, a form will be provided by the City to be completed and signed. Refusal to supply or complete form provided will result in denial of building permit.
- g) A list of all names and addresses of contractors and/or sub-contractors that will be working on construction site(s) applied for.
- h) All contractors and/or sub-contractors must submit a copy of their City of Mt Washington Business or application for business license prior to issuance of any permits.
- i) Fees for the building permit, required inspections, encroachment permit and deposit.

**All Building Permits shall expire after twelve (12) months from the date of issuance.
Upon expiration the applicant must reapply for a new Building Permit**

City of Mt. Washington Building Inspection Procedures

Step 1

Scheduling Inspections – Before you call to schedule an appointment for Footer, Framing or Final inspection please have your ***City of Mt. Washington Building Permit Number available***. (This number is located on the top righthand corner of your yellow copy of the building permit.)

Step 2

Footer – Soil conditions, piers, grade beams, sub-footers, and step downs.

Call for a Footer Inspection when: Reinforcing steel is tied in place, and before you're ready to pour the concrete.

Step 3

HVAC & Electrical Permit – Needs to be purchased from **City of Mt Washington** before any HVAC or Electrical work can begin.

Step 4

Framing – When building is ready for drywall lathe and paneling.

Call for Framing Inspection when: – After rough-in HVAC, electrical and plumbing has been approved and stickered. Framing may be inspected before or after insulation is installed. (Preference may be determined by the builder.)

Step 5

Re-Inspections – If for some reason any of the above scheduled inspections fail, there will be a \$40.00 re-inspection fee. All inspections fees must be paid in full before you will receive your certificate of occupancy.

Step 6

Final – When construction is completed and ready to occupy.

Call for Final Inspection when: – After final grading has been accomplished, proper placement of sump pump and downspouts are completed. The drainage inspection will be performed at the time of final inspection. You will need to have a copy of the insulation certificate at the time of the final inspection as well.

Step 7

Certificate of Occupancy – You will be issued a certificate of occupancy after final inspection has passed and meets all Kentucky Residential Codes.

Step 8

Encroachment Permit Deposit.

**City of Mt. Washington
Building Permit and Inspection Fees
(Revised 11/18)**

Residential (Remodeling or New Construction)	<u>Permit Fees</u>	<u>Inspections/Requirements</u>
Under 1,000 sq. ft.	\$30.00	See fee schedule
1,001 sq. ft. or more	.03 / SF	See fee schedule

Demolition	\$200.00 deposit	\$25.00
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\$200.00 deposit is refundable after all debris is removed and the inspection is complete

Signs	\$10.00	Copy of Site plan approved By Planning & Zoning
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Signs must be on private property. NO SIGN ALLOWED ON PUBLIC RIGHT OF WAYS

Moving Structure From one lot to another	\$30.00	\$15.00 (per inspection) Route plan to meet City Approval
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Encroachment (Remodeling or New Construction)	<u>Permit Fees</u>	<u>Deposit/Requirements</u>
	\$50.00	\$500.00

\$500.00 deposit is refundable after completion of the project and no deficiencies in the Right-of-way.

City of Mt. Washington * Department of Building Codes
P.O. Box 285 * Mt. Washington, KY 40047
502-538-0515

Residential Building Inspection Fees:

Single family residence under	\$130.00
Single family addition	\$130.00
Single family modular home	\$90.00
Residential garage (no wall covering)	\$90.00
Residential garage (with wall covering)	\$130.00
Single family finished basement	\$80.00
Residential pole structure	\$50.00
Accessory building (pole type)	\$50.00
Sunroom (existing deck no footer)	\$50.00
Sunroom with footer for foundation	\$90.00
In ground pool	\$90.00
All other residential inspections	\$50.00
Re-inspection fee	\$40.00

Mechanical Permit / Inspection Fee Schedule

New Installation (HVAC)

One- and Two-family dwelling (one system)	\$105.00 ea.
Additional systems	\$50.00 ea.
Multifamily dwelling (first unit)	\$105.00 ea.
Each Additional system	\$50.00 ea.
Re-inspection fee	\$50.00 ea.

Permit will include 2 inspections anything after the second will incur re-inspection fee

Restoration of natural gas service	Residential	\$50.00 ea.
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City of Mt. Washington * Department of Building Codes

P.O. Box 285 * Mt. Washington, KY 40047

502-538-3771

502-538-0515

Residential Electrical Fees:

Single family residence under 3000 sq. ft.	\$135.00 three inspections
Single family residence over 3000 sq. ft.	\$170.00 three inspections
Duplex family residence	\$195.00 three inspections
Multi- family residence 3 or more	\$88.00 each unit.
Room addition without service change	\$80.00 two inspections
Room addition with service change	\$130.00 three inspections
Basement finish	\$80.00 two inspections
Mobile or Modular home service only	\$45.00 one inspection
Temporary pole service	\$45.00 one inspection
Garage (no cover of walls) one inspection	\$45.00 one inspection
Garage (with cover walls) two inspections	\$80.00 two inspections
Pole barn structures	\$45.00 one inspection
Replace or repair existing service	\$45.00 one inspection
Replace or add new wiring	\$45.00 one inspection
In ground pools	\$90.00 two inspections
Solar panels	\$45.00 one inspection
Re-inspection fee	\$40.00 one inspection
Re-Connect Service	\$45.00 one inspection
Above Ground Pool (one inspection)	\$45.00 one inspection
Low Voltage	\$45.00 one inspection

City of Mt. Washington Code Violations

There will be a \$100.00 fine and a stop work order placed on construction site if the following occur:

1. If the footer is poured before the inspection takes place.

- a) You will need a letter from the contractor stating that the footer was constructed with steel in place and they will meet all Kentucky Residential Code Requirements, including excavation below frost line.
- b) A letter will need to be provided from the concrete supplier stating that a 3,000 lb concrete mix was delivered to the job site in violations.
- c) If all information received is satisfactory, the code enforcement officer will release the stop work order. After which, you may presume work on the construction site.

2. If the Framing is completed and drywall is hung before inspection takes place.

- a) A letter from the framing contractor will need to be provided, stating all framing installed meets or exceeds The Kentucky Residential Code Requirements.
- b) A letter from the insulating contractor will need to be provided, and a sticker must be placed on the electrical breaker box stating that Required insulation was installed in walls of the dwelling.
- c) A letter from the material supplier will need to be provided, stating all materials furnished for the dwelling meets or exceeds The Kentucky Residential Requirements.
- d) If all information received is satisfactory, the code enforcement officer will release the stop work order. After which, you may presume work on the construction site.
- e) Additional information may be required by the discretion of the Building Inspector.

The City of Mt. Washington has a copy of the 2015 International Residential Code book if you would like any additional information

Reference Numbers

Zoning Compliance

Bullitt County Planning & Zoning – Phone (502) 543-6832 or (502) 955-6832

3rd Floor Nina Mooney Annex Building

P.O. Box 55

149 N. Walnut Street

Shepherdsville, KY 40165

Fax (502) 543-1959

Plumbing Inspections

Bullitt County Health Department – Phone (502) 543-3692

181 Lees Valley Road

Shepherdsville, KY 40165

Web site: www.dhbc.ky.gov/plb

HVAC Inspections

City of Mount Washington

Department of Building Codes

Department of Building Codes

Michael Bowen / Rudy Hawkins

Footer, Framing and Final Inspections

City of Mt. Washington - Phone (502) 538-0515

P.O. Box 285

311 Snapp Street

Mt. Washington, KY 40047

Fax (502) 538-3917

Building Official / Electrical Inspections

Don Coffman (502) 612-8086

Department of Building Codes

City of Mt. Washington – Phone (502) 538-0515

P.O. Box 285

311 Snapp Street

Mt. Washington, KY 40047

City of Mt. Washington
P.O. Box 285
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(502) 538-0515 Fax (502) 538-3917

Proof of General Liability and Workman's Compensation Insurance

I _____ certify that all contractor's or sub-
Contractor's performing any type of construction work at _____
Carry general liability insurance coverage and workman's compensation coverage.

Signature of Applicant for building permits

Print Name

Company Name

Phone Number

You must submit a list of all Contractors and any sub-Contractors that will be performing work on the site at any time. Please inform all Contractors and any sub-Contractors that a City of Mt. Washington business license is required prior to the start of any work.



City of Mt. Washington
Business License Compliance for New Development
 Return Completed Form To: Attn: Licensing Dept.
 311 Snapp Street
 P.O. Box 285
 Mt. Washington, KY 40047
 Phone: (502) 538-4216 Fax: (502) 538-4064
www.mtwashingtonky.org

New Project Name / Subdivision: _____

Location of New Project /Subdivision: _____

Developer/Builder: _____ Contact Person: _____

Address: _____

Phone #: _____ email: _____

General Contractors Name: _____

Address: _____ Ph#: _____

Please list all subcontractors that will be working on this project:
(If additional space is needed, please list on the backside of form)

***Note: It will be the responsibility of the Builder/General Contractor to make sure all subcontractors have their Business License for City of Mt. Washington before a Building Permit will be issued for the Project. Please see attached Business License Application.

*Additional Applications may be obtained on our website at: www.mtwashingtonky.org



Swimming Pool Enclosure Requirements

Outdoor in-ground swimming pool shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 4 inches (102 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. The maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 MM)
2. Openings in the barrier shall not allow passage of a 4 inch (102 mm) diameter sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 24 inches (610 MM), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1 3/4 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 3/4 inches (44 mm) in width. (Exception: When intermediate horizontal members are located 34 inches (864 mm) or more above grade, the spacing between vertical members shall not exceed 4 inches in width.)
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 24 inches (610 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 3/4 inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be 2 1/4 inches (75 mm) square unless the fence is provided with slats fastened at the top or the bottom which reduce the openings to not less than 1 3/4 inches (44 mm).
7. Where to barrier is composed of diagonal members, such as a lattice fence, the maximum opening form by the diagonal members shall not be more than 1 3/4 inches (4 mm).
8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 48 inches (1219 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - a. The release mechanism shall be located on the pool side of the gate at least 3 inches (7 mm) below the top of the gate: and
 - b. The gate and barrier shall have no opening larger than 18 inches (457 MM) within 18 inches (457 MM) of the release mechanism.

I acknowledge reading the above requirements and understand that I must comply.

Property Owners Signature _____

Address _____

Signed before me this ____ day of _____, 20____.

Notary

My commission expires: _____

Return signed form to: Mount Washington Building Codes P. O. Box 285 / 311 Snapp Street Mount Washington, KY 40047

Must be completed before inspections are done and

Must Be Notarized

Page 1 & 2 of the In-Ground pool requirements must be submitted together



SWIMMING POOL ENTRAPMENT PROTECTION AND SPA SUCTION OUTLETS

General. Suction outlets shall be designed to produce circulation throughout the pool or spa. Single outlet systems, such as automatic vacuum cleaner systems, or multiple suction outlets, whether isolated by valves or otherwise, shall be protected against user entrapment.

Suction fittings. Pool and spa suction outlets shall have a cover that conforms to ANSI/ASME A112.19.8M or an 18 inch X 23 inch drain grate or larger or an approved channel drain system. Exception: Surface skimmers

Atmospheric vacuum relief system required. Pool and spa single or multiple outlet circulation systems shall be equipped with atmospheric vacuum relief should grate covers located therein become missing or broken. This vacuum relief system shall include at least one approved or engineered method of the type specified herein, as follows:

- 1) Safety vacuum release system conforming to ASME A112.19.17; or
- 2) An approved gravity drainage system.

Dual drain separation. Single or multiple pump circulation systems have a minimum of two suction outlets of the approved type. A minimum horizontal or vertical distance of 3 feet shall separate the outlets. These suction outlets shall be piped so that water is drawn through them simultaneously through a vacuum relief protection line to the pump or pumps.

Pool cleaner fittings. Where provided vacuum or pressure cleaner fittings shall be located in an accessible position at least 6 inches and not more than 12 inches below the minimum operational water level or as an attachment to the skimmer(s).

I have read and understand the above requirements. My signature indicates compliance with the above.

Installer signature Date

Company Name Phone #

Pages 1 & 2 of the In-Ground pool requirements must be submitted together