

**CHECK LIST FOR OBTAINING/ISSUING A
BUILDING PERMIT**

Versailles-Midway-Woodford County, Kentucky

ADDRESS OF PROPERTY: _____

- BUILDING PERMIT APPLICATION COMPLETED & SIGNED (2 PAGES):**
 - OWNER
 - BUILDING INSPECTOR
 - PLANNING DIRECTOR
- BUILDING PLANS (DRAWN TO SCALE)**
- SITE PLAN (DRAWN TO SCALE SHOWING ALL EASEMENTS AND SETBACKS)**
 - PLANNING DIRECTOR
 - BUILDING INSPECTOR
- ENCROACHMENT PERMIT FOR ENTRANCE (CITY, COUNTY OR STATE)**
- SITE EVALUATION/HEALTH DEPT**
- COPY OF DEED OR PLAT**
- FOR AREAS IN FLOOD PLAIN, A STREAM CONSTRUCTION PERMIT**
- FOR LOTS IN FLOODPLAIN OR WITH MINIMUM FLOOR ELEVATION, NOTE ON PERMIT**
- ENERGY CODE REPORT (OPTIONAL)**
- CERTIFICATE OF LIABILITY AND WORKERS COMPENSATION INSURANCE OR SIGNED AFFIDAVIT**
- HOMEOWNER'S RESPONSIBILITY ACKNOWLEDGEMENT FORM (Must be signed by the OWNER)**
- REGISTERED BUSINESS LICENSE WITH CITY AND/OR COUNTY**
- BUILDER'S SITE AFFIDAVIT (DARK BLUE FORM), IF IN SUBDIVISION**
- FEE PAID \$_____ (Check to: Woodford County Planning Commission)**
- OTHER _____**

CONTACTS:

Building & Zoning Inspector – Joshua Stevens – 859-230-4900
Planning Director – Patricia B. Wilson – 859-873-8611
Woodford County Health Department (Septic) – Barrett Schoeck – 859-873-4541
Woodford County Road Dept. – Bo Wilson – 859-873-4231
Kentucky Dept. of Transportation – Tommy Burling – 859-873-6796 (Local)
Kentucky Dept. of Transportation – Robert Baker – 859-246-2355 (Lex. Office)
Plumbing Inspector – Steven Long – 859-324-5130
Electrical Inspector – James McClain – 859-338-8390
HVAC Inspector – Roger Blevins – 502-753-6171
City of Midway – 859-846-4413 – (Water, Sewer, Streets)
City of Versailles – 859-873-5436 - Mitzi Delius (Water/Sewer) ext. 128
Paul Simmons (Streets/Storm water) ext. 124

July 22, 2021