

# ***Downtown Owensboro Building Permits***

## **How to Obtain a Building Permit**

### **Step 1- Does the project meet the regulations contained in Article 21 of the Owensboro Metropolitan Zoning Ordinance?**

In October of 2009, the City of Owensboro adopted a new Downtown Overlay District as part of the Owensboro Metropolitan Zoning Ordinance. Article 21 of the Zoning Ordinance regulates development within an identified downtown district and establishes separate character districts in the downtown. The Downtown Overlay District has established regulatory design standards in conjunction with site development standards. Before applying for a building permit within the downtown overlay district, you must first seek review for a Certificate of Appropriateness from the Downtown Design Administrator working for the City of Owensboro. Once the DDA has recommended approval of your project and the Zoning Administrator has issued the Certificate of Appropriateness (COA), you may apply for a building permit. It is mandatory that you present your plans for review to the Downtown Design Administrator, **Corey Smith**, [dda@owensboro.org](mailto:dda@owensboro.org). He will review your plans to assure that they are in compliance with the adopted regulations in Article 21.

If you are proposing to build an addition onto an existing structure, or to build a new structure, or to alter the site with parking or landscaping you will need to submit a site plan to show the location where the improvement is to occur. If the property has more than one principal building or multiple uses within one structure, such as a shopping center, a final development plan may be required. **Melissa Evans, 687-8382**, can assist you with the process for submitting a final development plan.

The site plan must be drawn to scale and must show the boundary of the property, all dimensions to property lines from the proposed addition, parking areas and dimensions and any easements that have been designated on the property. Access locations and any proposed parking must also be shown. In addition to the site plan, drawings showing that the project conforms to design standards must be submitted to **Corey Smith**, [dda@owensboro.org](mailto:dda@owensboro.org) for review.

### **Step 2- When is a building permit required?**

A building permit is required for any addition to the structure and for any new structures to be constructed. Additionally, a permit is required when work is performed that will replace or alter structural members of the building, such as floor joists, roof and wall framing members, or seismic components, such as ceiling tile grid. Signs also require a sign permit to be issued before erecting the sign.

Projects not requiring building permits include replacing roof covering, siding, and windows when no structural work is involved. Sidewalks and driveways on private property do not require building permits, but may require a cut and fill permit and drainage review before construction. However, these projects may still require a **Certificate of Appropriateness**. All projects must be reviewed by the Downtown Design Administrator prior to the start of any work to downtown buildings.

## **✓ Checklist**

### **COA Issued?**

*Downtown Design  
Administrator  
Corey Smith  
dda@owensboro.org*

### **Permit Required?**

*OMPC  
Matt Warren  
687-8661*

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Sidewalk and driveway aprons located on public right of way require a permit from the City Engineer and the work is required to be bonded as well as review by the Downtown Design Administrator. Please contact the City of Owensboro Engineer, **Kevin Collignon, 687-8646, Corey Smith, [dda@owensboro.org](mailto:dda@owensboro.org), and Matt Warren, 687-8661**, to determine requirements. Adding or removing fill will also require approval of the City of Owensboro Engineer and Matt Warren.

To assure that you are properly permitted, please contact the Downtown Design Administrator, **Corey Smith, [dda@owensboro.org](mailto:dda@owensboro.org)** to determine what requirements are applicable to your project before you begin work.

### **Step 3- Is the proposed addition located in a flood plain or floodway?**

Daviess County and the City of Owensboro participate in the National Flood Insurance Program (NFIP) administered by the Federal Emergency Management Agency (FEMA). The city and county have been mapped indicating areas of special flood hazard. The current Flood Insurance Rate Maps (FIRM) were approved in April of 2009.

We are required to check every property address proposing a new structure or addition to see if it is in an area that has been identified on the FIRMs as a flood hazard area before a building permit can be issued. You may contact OMPC, **Jenni Logsdon, 687-8652**, to set an appointment in the office to view or obtain a copy of the FIRM that shows the area where you are building.

If your property is located within a special flood hazard area, you must apply to the Commonwealth of Kentucky, Floodplain Management Section, Division of Water at 14 Reilly Road, Frankfort, KY 40601 for a permit to construct within a flood plain. Copies of these application forms are available from OMPC, **Matt Warren, 687-8661**.

### **Step 5- Is your drainage plan approved?**

All new construction and additions to existing downtown structures will require a drainage review and approval by the local government engineer. Any remodeling project that involves new pavement or impervious areas on a lot will also require drainage review and approval by the local government engineer. A building permit cannot be issued until this drainage plan has been reviewed and approved by the local government engineer.

### **Step 6- Have your building plans been reviewed and approved?**

You must submit a full set of building construction documents to the OMPC office for plan review. The OMPC reviews all construction documents, with the exception of day care, institutional, state owned and leased, high hazard and industrialized building systems. If your project falls into one of these excepted categories, you must apply to the Kentucky Department of Housing, Buildings and Construction, **502-573-0373**, for your building plan review.

## **✓ Checklist**

### **Special Flood Hazard Areas?**

OMPC  
Jenni Logsdon  
687-8652

*Floodplain Management  
Division of Water  
1-502-564-3410  
OMPC*

Matt Warren  
687-8661

## ***Downtown Owensboro Building Permits***

Most projects will fall under the local review process. Daviess County citizens are fortunate to have a building department that has met the professional criteria and maintained the certifications and expertise to perform plan review for most building construction projects. Daviess County is one of the few jurisdictions in Kentucky that has been granted the authority by the state to perform local building plan review. This service greatly reduces the plan review process time for the applicant.

Building elevations and plans may also be required to be submitted to the Downtown Design Administrator, **Corey Smith**, [dda@owensboro.org](mailto:dda@owensboro.org), so that compliance with design standards may be determined prior to the issuance of the Certificate of Appropriateness.

You may contact **Matt Warren**, **687-8661**, for information regarding the building plan review process and fees.

### **Step 7- Is your construction permit application complete?**

In addition to your site plan, you need to provide information regarding the construction of the proposed remodel project, addition or new structure. You will need to know the name, address and phone number of your general, electrical, plumbing and mechanical contractors.

You will also need to provide information regarding the type of structure being constructed or remodeled. The size and square footage of the structure for each floor including any basement or mezzanines must be recorded on the permit application form, as well as areas for parking, detached or attached garages, carports, and covered porches. This information should be contained in your building construction plans.

### **Step 8- Do you need an electrical permit?**

Any addition or new structure will have to be served by electricity, and many remodeling projects include addition or relocation of electrical wiring. An electrical permit is issued to the electrical contractor upon application and approval of the application.

All electrical wiring in Daviess County, the City of Owensboro and the City of Whitesville must be installed in compliance with the National Electrical Code. All electrical contractors performing work in the jurisdiction must maintain an electrician's license issued by the Commonwealth of Kentucky.

Owensboro Municipal Utilities, **926-3200**, and Kenergy, **926-4141**, are the two electricity providers in our community. OMU and Kenergy will not provide an electrical connection until a final inspection has been approved by an OMPC building and electrical inspector.

### **Step 9- Do you need a plumbing permit?**

All plumbing installed in Daviess County, the City of Owensboro and the City of Whitesville must be installed in compliance with the Kentucky Plumbing Code by a plumber who is currently licensed by the Commonwealth of Kentucky.

## **✓ Checklist**

### **Drainage Approval?**

*City Engineering*  
*Kevin Collignon*  
*687-8644*

### **Building Permit Application Complete?**

*OMPC*  
*Tara Conder*  
*687-8665*

*Matt Warren*  
*687-8661*

### **Electrical Permit Application Complete?**

*OMPC*  
*Tara Conder*  
*687-8665*

*Matt Warren*  
*687-8661*

### **Plumbing Permit?**

*Green River District Health Department*  
*Mark Thomas*  
*852-2906*

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If your project includes new plumbing fixtures, water or drain lines you must contact the Plumbing Inspector, **Mark Thomas, 852-2906**, for information regarding the application process for a plumbing permit. Typically, your plumbing contractor will be familiar with the plumbing permitting process and will obtain the plumbing permit for this work.

### **Step 10- What other information should you know?**

The Commonwealth of Kentucky requires that all heating, ventilation and air conditioning systems be installed by a state licensed HVAC contractor.

The 2007 Kentucky Building Code is the building code that is applicable for most building projects in the downtown Owensboro area. The current edition of the National Electrical Code is the electrical code that is applicable to electrical systems on all structures.

For all applicable forms and code questions you may visit our website at [www.iompc.org](http://www.iompc.org). Any additional questions regarding the requirements of the adopted building code or electrical code or the process may be addressed to **Matt Warren, 687-8661**. For information about ordering a building code book, you may call **1-800-786-4452**.