



# Building & Construction Reference Guide

Cities of Bardstown, Bloomfield, Fairfield, & New Haven and Nelson County

Prepared by the Joint City-County Planning Commission of Nelson County  
in coordination with local development agencies and utilities

For anyone wishing to build, move, add onto, alter, or demolish a building or structure in Nelson County, this reference guide should help you get through the process. This guide provides a listing and flowchart of permits and approvals, if applicable, required before any construction can begin and a listing of development agency and utility contacts. This guide is for general informational purposes only and does not set forth specific requirements. Contact each agency or utility for specific details and requirements.

## **Septic Evaluation/Installation Permit**

*Nelson County Health Department, Environmental Services, 325 South Third Street, 348-3698*

If the property is not served by sewer or is served by an existing septic system, contact the Health Department for a septic system evaluation, inspection, and/or installation permit and submit a copy of the applicable evaluation or permit with the Zoning Compliance Permit.

## **Utility Location**

*Bardstown Water, Sewer, Electric, and Cable, City Hall, 220 North Fifth Street, 348-5947*

*Before You Dig (BUD)! Kentucky Underground Protection, Inc., 800-752-6007*

Kentucky state law requires that you call two business days before you dig in order to request the location of utility lines.

## **Drainage Plan Approval**

- *Nelson County Engineer, Road Department, 820 West Stephen Foster Avenue, 348-1880*

For commercial, industrial, and multi-family residential projects in the county, obtain drainage plan approval from the county engineer and submit a copy of the approval letter with the Zoning Compliance Permit.

- *Bardstown City Engineer, City Hall, 220 North Fifth Street, 348-5947*

For all projects in Bardstown, obtain drainage permit ("land disturbance permit") from city engineer and submit a copy of the permit with the Zoning Compliance Permit.

## **Entrance/Encroachment Permit**

Depending on the type of roadway your property abuts, obtain an entrance/encroachment permit from the appropriate agency.

- *Nelson County Road Department, 820 West Stephen Foster Avenue, 348-1880*

Submit the approved encroachment permit and applicable fee with the Building Permit.

- *Bardstown City Engineer, City Hall, 220 North Fifth Street, 348-5947*

Submit a copy of the entrance permit with the Zoning Compliance Permit.

- *Bloomfield, Fairfield, or New Haven – contact appropriate city public works*

Submit copy of the entrance approval letter with the Zoning Compliance Permit.

- *Kentucky Transportation Cabinet, 1300 John Rowan Boulevard, 348-3448 or 800-459-3566*

Submit a copy of the state entrance permit with the Zoning Compliance Permit.

## **Development/Site Plan Approval**

*Planning Commission, Old Courthouse Building, 2<sup>nd</sup> Floor, 348-1805*

For commercial, industrial, and multi-family residential projects, obtain appropriate development or site plan approval and submit a copy of approval letter with the Zoning Compliance Permit.

### **Historic District COA Approval**

*Bardstown Historical Review Board, Planning Commission, Old Courthouse Building, 2<sup>nd</sup> Floor, 348-1805.*

If your project is within the Bardstown Historic Overlay Zoning District, obtain an approved Certificate of Appropriateness from the Bardstown Historical Review Board and submit a copy of the approved COA with the Zoning Compliance Permit.

### **Contractor Insurance**

*Nelson County Code Enforcement Department, One Court Square, Old Courthouse Building, 2<sup>nd</sup> Floor, 348-1862*

Kentucky state law requires all contractors and subcontractors to be covered by worker's compensation and unemployment insurance. Contact the Nelson County Code Enforcement Department for more information on insurance requirements.

### **Contractor Business/Occupational License**

*City of Bardstown, City Hall, 220 North Fifth Street, 348-5947, ext. 237*

*City of Bloomfield, City Hall, 141 Depot Street, 252-8222*

*City of Fairfield, City Hall, 252-5171*

*City of New Haven, City Hall, 302 Center Street, 549-3177*

*Nelson County Occupational Tax Office, Old Courthouse Building, 2<sup>nd</sup> Floor, 348-1800*

All contractors and subcontractors must have the appropriate business/occupational license to work within any city or county. A copy of the city business license must be submitted with the Zoning Compliance Permit.

### **Zoning Compliance Permit**

*Planning Commission, Old Courthouse Building, 2<sup>nd</sup> Floor, 348-1805*

Before the actual building process can begin, a zoning compliance permit from the Planning Commission is required for all principal and accessory buildings and structures, agricultural structures, additions, alterations, demolitions, above- and in-ground pools, decks, fences (5+ in height), etc. To obtain a zoning compliance permit, submit a completed Building/Zoning Compliance Permit application with the required documentation and zoning compliance fees.

### **Building Permit & Inspections**

*Nelson County Code Enforcement Department, One Court Square, 2<sup>nd</sup> Floor, Old Courthouse, 348-1862*

You are almost finished and ready to start building but first you will need a building permit. Building permits are required for all new construction, alterations, additions, etc., with the exception of agriculture structures, accessory structures less than 120 square feet, above-ground pools, and decks. To obtain a building permit, submit a completed Building/Zoning Compliance permit application with a copy of an approved zoning compliance permit and other required documentation and fees to the Nelson County Code Enforcement Department.

### **Electrical Permit & Inspection**

*Nelson County Code Enforcement Department, One Court Square, 2<sup>nd</sup> Floor, Old Courthouse, 348-1862*

Your licensed electrical contractor must obtain an electrical permit from the Nelson County Code Enforcement Department.

### **HVAC Permit & Inspection**

*Nelson County Code Enforcement Department, One Court Square, 2<sup>nd</sup> Floor, Old Courthouse, 348-1862*

Your licensed mechanical contractor must obtain an HVAC permit from the Nelson County Code Enforcement Department.

### **Plumbing Permit & Inspection**

*Nelson County Health Department, 325 South Third Street, 349-1310*

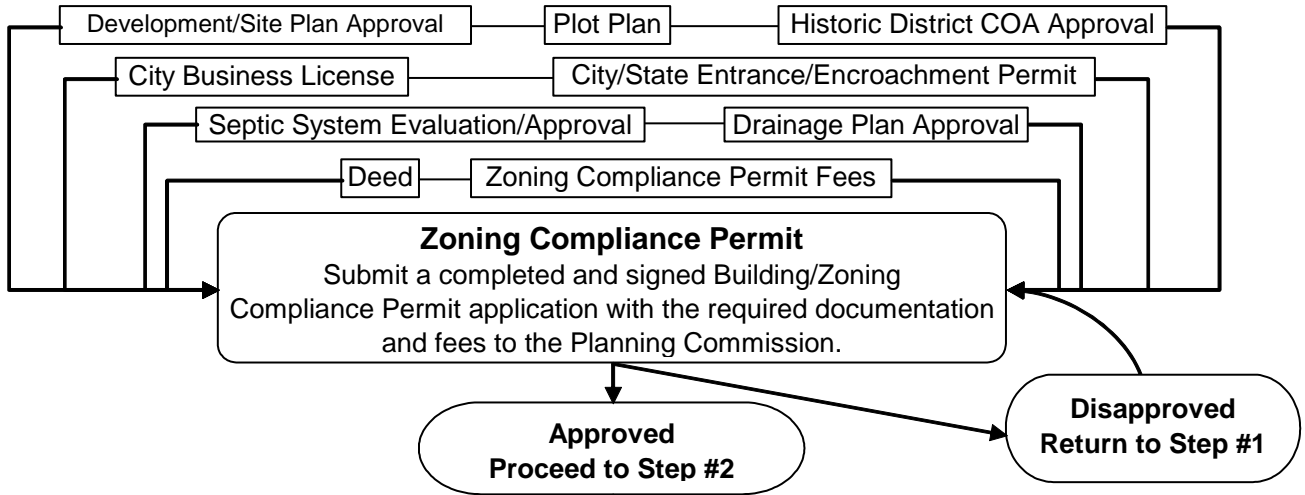
Your licensed plumbing contractor must obtain a plumbing permit from the Plumbing Inspector.

### **Utility Approvals & Connections**

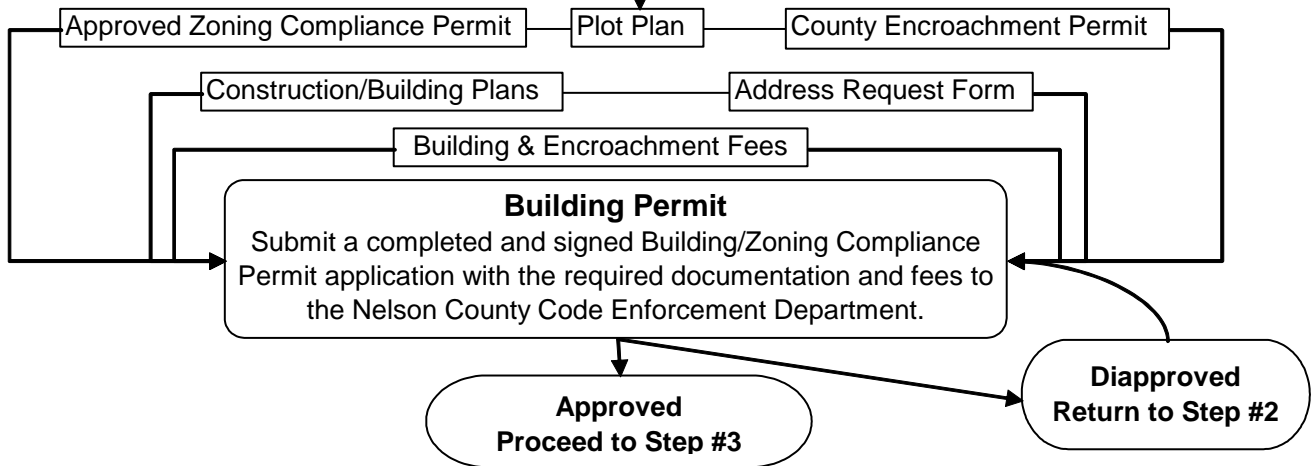
Your almost finished, you must contact all applicable utilities (water, sewer, cable, electric, gas, telephone, etc.) for hook-ups and connections.

# Building & Construction Flowchart

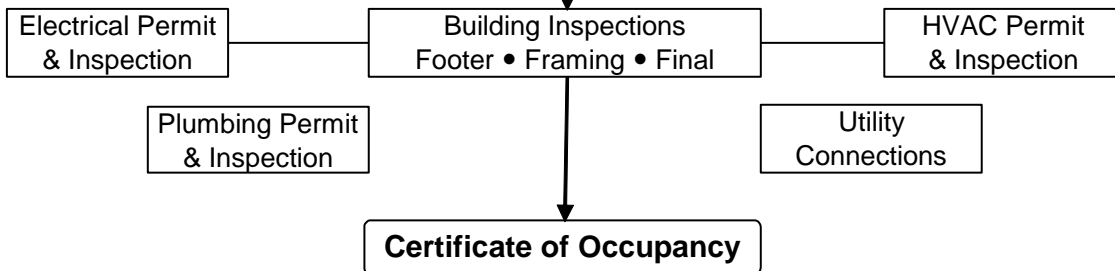
## Step #1: Zoning Compliance Permit



## Step #2: Building Permit



## Step #3: Certificate of Occupancy



## Development Agency & Utility Contact Information

Addressing	Nelson County Code Enforcement Department, One Court Square, Old Courthouse	348-1862
Before You Dig! (BUD)	Kentucky Underground Protection, Inc.	800-752-6007
Building Permits & Inspections	Nelson County Code Enforcement Department, One Court Square, Old Courthouse	348-1862
Conditional Use Permits	Planning Commission, Old Courthouse Square, One Court Square, 2 <sup>nd</sup> Floor	348-1805
Development/Site Plan Review	Planning Commission, Old Courthouse Building, One Court Square, 2 <sup>nd</sup> Floor	348-1805
Drainage Plan Review	City: Bardstown City Engineer, City Hall, 220 North Fifth Street County: County Engineer, 820 West Stephen Foster Avenue	348-5947 348-1880
Electrical Permits & Inspections	Nelson County Code Enforcement Department, One Court Square, Old Courthouse	348-1862
HVAC Permits & Inspections	Nelson County Code Enforcement Department, One Court Square, Old Courthouse	348-1862
Historic District Review	Bardstown Historical Review Board, Old Courthouse Building, 2 <sup>nd</sup> Floor	348-1805
Entrance/Encroachment Permits	City: Bardstown City Engineer, City Hall, 220 North Fifth Street County: Nelson County Road Department, 820 West Stephen Foster Avenue State: Kentucky Transportation Cabinet, 1300 East John Rowan Boulevard (KY 245)	348-5947 348-1880 348-3448 or 800-459-3566
Mobile/Manufactured Home Permits	Planning Commission, Old Courthouse Square, One Court Square, 2 <sup>nd</sup> Floor	348-1805
Plumbing Permits & Inspections	Nelson County Health Department, 325 South Third Street	349-1310
Septic System Evaluation/Permits	Nelson County Health Department, 325 South Third Street	348-3698
Utilities	Cable	Bardstown Cable 348-5947
	Electric	Bardstown Electric, City Hall, 220 North Fifth Street 348-5947
		Salt River Electric 348-3931
		Kentucky Utilities 800-981-0600
	Natural Gas	Louisville Gas & Electric 502-589-1444
	Sewer	Bardstown Sewer 348-5947
Bloomfield Sewer 252-8222		
New Haven Sewer 549-3177		
Telephone	BellSouth – Residential 502-557-6500 or 800-477-4459	
	BellSouth – Commercial 502-557-6000 or 800-947-8398	
Water	Bardstown Water 348-5947	
	Bloomfield Water 348-8342	
	LaRue County Water District #1 877-761-0954	
	Marion County Water District 270-692-2004	
	New Haven Water 549-3177	
	North Nelson Water District 348-8342	
Variances	Planning Commission, Old Courthouse Square, One Court Square, 2 <sup>nd</sup> Floor	348-1805
Zoning / Zone Changes	Planning Commission, Old Courthouse Square, One Court Square, 2 <sup>nd</sup> Floor	348-1805
Zoning Compliance Permits	Planning Commission, Old Courthouse Square, One Court Square, 2 <sup>nd</sup> Floor	348-1805