

THE STEPS TO OBTAIN A BUILDING PERMIT

***NOTE:** A physical address is required to obtain a Shelby County Building or Electric Permit. LOT NUMBERS ARE NOT ACCEPTED AS A PHYSICAL ADDRESS. For assistance on addressing please contact Mike Firkins, Triple S Planning and Zoning- 502-633-1718. PLEASE CONTACT THE OFFICES LISTED BELOW FOR ANSWERS TO SPECIFIC PERMITTING REQUIREMENTS.

1.) **Driveway Permit:** (Choose one- Depending on job site location)

<u>Shelby County Road Department</u>	<u>City Public Works Department</u>	<u>State Highway Department</u>
Craig Myatt 406 Kentucky Street 502-633-3279	Jennifer Herrell 787 Kentucky Street 502-633-1094	Tim Warford 555 Old Seven Mile Pike 502-633-1744

2.) **Septic System Permit:** (Choose one- Depending on job site location)

<u>Shelby County Health Department</u>	<u>Shelbyville Water & Sewer</u>	<u>Simpsonville Sewer Commission</u>
Amy Tingle 615 11 th Street 502-633-9377 Hours: M-F, 8:00 a.m. to 10:00 a.m. May leave message any other time. *Set of house plans required	Tom Doyle 1059 Washington Street 502-633-2840	Bryan Romine 108 Old Veechdale Rd 502-722-8110 Fax: 502-722-8119

3.) **Zoning Permit:**

<u>Triple S Planning and Zoning</u>
Mike Firkins 502-633-1718 Historic Shelby County Courthouse 501 Main Street, Suite 3 (Basement) Shelbyville, KY 40065 Hours: Monday- Friday, 8:30 a.m. to 4:30 p.m. *Site Plan drawn to scale by an engineer and a set of house plans are required.

4.) **Building Permit:** (Choose Building Inspector- Depending on job site location)

<u>Shelby County (Outside City Limits)</u>	<u>City of Shelbyville</u>	<u>City of Simpsonville</u>
Tony Kelley, Inspector 502-633-0692 FAX: 502-633-7623 419 Washington Street KY 40065 Office Hours: M-F, 8:30 a.m-4:30 p.m. EST *A Physical address and Set of house plans required.	Barry Edington, Inspector 502-633-8000 315 Washington Street Shelbyville, KY 40065 barry@shelbyvillekentucky.com *Set of house plans required.	Barry Edington, Inspector 502-722-8110 108 Old Veechdale Shelbyville, Simpsonville, KY 40067 *Set of house plans required.

5.) **Electric Permit:** - (Choose one- depending on the job site location)

***NOTE:** A physical address is required before obtaining an electric permit. Lot numbers are not accepted as a physical address. For assistance on addressing please contact Mike Firkins, Triple S Planning and Zoning- 502-633-1718.

Shelby County (Outside City Limits)

Building Inspector's Office
502-633-0692 FAX: 502-633-7623
419 Washington Street
Shelbyville, KY 40065
Office Hours: M-F, 8:30 a.m-4:30 p.m. EST

City of Shelbyville

City Hall
502-633-8000
315 Washington Street
Shelbyville, KY 40065

City of Simpsonville

Administrative Offices
502-722-5105
108 Old Veechdale
Simpsonville, KY 40067

To Schedule Electrical Inspection: After your permit is issued from one of the agencies listed above, contact the Electrical Inspector with your Permit Number.

Craig Bitzer, Electrical Inspector
Phone/Fax Line 502-829-0054
Phone Hours: M-W-F 6:30 a.m. - 8:00 a.m. EST
Fax Hours: M-F, 8:30 a.m-4:30 p.m. EST

6.) **Plumbing Inspector**

Tom Wimsatt thomas.wimsatt@ky.gov
502-633-5380, 502-220-2501
615 11th Street, Shelbyville, KY 40065
Office Hours: M, W, F - 8:00 a.m. - 9:30 a.m. EST

7.) **HVAC Inspector**

Danny Bishop danny.bishop@ky.gov
502-655-5061
M-F, 8:00 a.m. - 4:30 p.m. EST

State Department of Housing, Buildings, Construction

Building Inspector- Mandy Hayden
HVAC (Frankfort Office)

<http://dhbc.ky.gov>

502-321-8047
502-573-0373