

OBTAINING 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.	Tom Doyle 1059 Washington Street 502-633-2840	Bryan Romine 108 Old Veechdale Rd 502-722-8110 Fax: 502-722-8119

Hours: M-F, 8:00 a.m. to 10:00 a.m.
May leave message any other time.

***Set of house plans required**

3.) **Zoning Permit:**

Triple S Planning and Zoning

Mike Firkins
502-633-1718
419 Washington Street
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)

Shelby County (Outside City Limits)**

Isaac Hughes, Inspector
502-633-0692
419 Washington Street
Shelbyville, KY 40065
Isaac.hughes@shelbycoky.com

Operating Hours: M-F, 8:30 a.m-4:30 p.m. EST
Office Hours: Tuesday/Thursday, 9 a.m. – 1 p.m.
EST

**** A physical address and a set of house plans required.**

City of Shelbyville*

Barry Edington, Inspector
502-633-8000
315 Washington Street
Shelbyville, KY 40065
barry@shelbyvillekentucky.com

***Set of house plans required.**

City of Simpsonville*

Barry Edington, Inspector
502-722-8110
108 Old Veechdale,
Simpsonville, KY 40067

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
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**

Kenneth Thacker

Kenneth.thacker@ky.gov

502-633-5380

615 11th Street, Shelbyville, KY 40065

Office Hours: M, W, F - 8:00 a.m. - 9:30 a.m. EST

7.) **HVAC Inspector**

Chris Ahlers

chris.ahlers@ky.gov

502-655-5061

M-F, 8:00 a.m. - 4:30 p.m. EST

State Department of Housing, Buildings, Construction

<http://dhbc.ky.gov>

Building Inspector
HVAC (Frankfort Office)

502-321-8047
502-573-0373