



City of Mt. Washington
Department of Building Codes
P.O. Box 285 311 Snapp Street
Mt. Washington KY 40047
502.538.0515

Commercial Construction or Remodeling Projects Procedures

Prior to beginning construction or obtaining permits a Plan Review Process must be completed.

- Submit 3 copies of building plans and 3 copies of drainage plans (all plans must be signed, stamped, and dated by a KY Registered Land Surveyor), scope of work, along with the Commercial & Planning Design checklist, the New Development checklist, Encroachment application with encroachment fees and plan review fees. These forms can be found on our website www.mtwashingtonky.org
- Building & Drainage plans must show the elevation and location of the building. Drainage plans must show the ESPC requirements are met, sidewalks, gas, electric, telephone and cable easements. Plans must be in accordance with the Commercial & Planning Design Ordinance Chapter 158, the Ordinance can be found on our website. Once the plan review has been completed you will be notified of the fee required. If plans are disapproved the applicant will be notified of the required changes or additional information needed. Building plan approval letter, utilities available, stormwater, and road authority letters will be provided.

Obtaining Permits:

- Obtain a Zoning Compliance from Bullitt County Planning & Zoning, phone 502.543.6832, website: www.bcplannin6.wixsite.com/bullitt-countypandz
- Submit Building Permit application and Zoning Compliance Certificate obtained from Planning & Zoning along with required fees
- All Contractors & Subcontractors must have a current Business License with the City of Mt. Washington
- All Contractors & Subcontractors are required to provide a copy of Certificate of Liability Insurance

Contact us with any questions you may have:

Building Official – Anthony Branham abranham@mtwky.org

Building, Housing & Construction Coordinators - permitting@mtwky.org