



City of Newport Permit F.A.Q.

Building Permits

Q: When is a building permit required?

A: A building permit is required when you intend to construct, enlarge, remodel, or change the occupancy of a building, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system.

Note: Not all work requires a building permit. Work such as painting, wallpapering, cabinets, countertops, replacing shingles, and like for like window replacement are examples of work exempt from permit requirements. If you are unsure whether your project requires a building permit, it is best to call Code Enforcement at 859-292-3637.

Q: What plans do I need to submit for your review?

A: Each construction project is different and the drawings and details necessary vary depending on the scope of work. If you have questions, you are encouraged to call Code Enforcement at 859-292-3637 to ensure you have the right information.

All construction plans and details are to be legibly drawn to scale and fully dimensioned.

Q: How many sets of plans do I need to submit?

A: When submitting to Code Enforcement, two hard copies and one digital (i.e., PDF on thumb drive or disc) of construction plans shall be submitted along with a completed permit application form. Specialized systems such as fire alarm, sprinkler or range hood drawings may be submitted later by the specific contractor or owner. If you are submitting a plumbing permit in addition to a building permit, one set of plumbing plans each with a Building Permit application form shall be submitted. For more information on plumbing permits, visit the Kentucky Plumbing Division website.

Q: Are there any forms I need to submit with my plans?

A: There are several forms that are necessary, but none so much as the Building Permit application form. The form is to be completed with all information pertinent to your project; however, not all items on the Building Permit form may be applicable. The owner and the applicant's name, address, and contact information are of utmost importance. Depending on the project, contact information for the architect and/or engineer may be required. Our office does require a completed Affidavit of Assurance in addition to the Building Permit Application.

Q: Is there a fee I need to pay, and if so, who do I make the check payable to?

A: Plan review / inspection fees are identified in the below fee schedule. Permit fees can be paid by check payable to the City of Newport, or by cash in person.

Q: Are contractors required to be licensed?

A: There are certain aspects of building construction that are required to be performed by a licensed contractor. All persons performing work within the City of Newport shall first obtain a city occupational license. All Electrical, H.V.A.C., Mechanical, & Plumbing work must be performed by State Licensed Contractors. There are some exceptions to these requirements for Homeowner Occupied properties, please contact Code Enforcement for further details. 859-292-3637

Q: Is an architect or engineer required to prepare my construction drawings?

A: KRS 322 and KRS 323 identify when the services of a design professional are required to prepare a set of construction drawings. Table 122.1 of the 2013 Kentucky Building Code is intended to explain when a design professional is required based on the occupancy classification of a building and the building occupant load and/or building area. Contact Code Enforcement 859-292-3637 if you have further questions.

Q: Who do I send my plans to?

A: If your construction project falls under the jurisdiction of the City of Newport, your plans and Building Permit application form will need to be submitted to Code Enforcement 998 Monmouth Street, Newport, KY 41071. You may also use our public portal to submit your application online.



Q: How long does it take to receive my permit?

A: Applications are reviewed in the order they are received. 1 and 2 Family are typically reviewed for code compliance within 14 days. Commercial projects vary depending on the size of the project.

Q: Can I do anything to speed up my plan review?

A: The Division of Code Enforcement does not have an expedited permit service. However, permits are generally reviewed within 14 days after the date of receipt. Exceptions to this time frame can be made in the case of emergency repair.

Q: Do I have to submit plans to the Fire Marshal's Office?

A: No. The Fire Marshal's Office is not responsible for the review or inspection of new structures, renovations, additions or change of occupancy construction projects.

Zoning Permits

Q: When is a Zoning Permit Required?

A: Any time a structure is erected, moved, added to, structurally altered, or changed from one use to another, or when grading takes place on any lot or parcel of ground. Examples of typical zoning permits issued are for fences, decks, sheds, additions, new buildings, signs, and placement of concrete. If you have any questions, please Call Development Services at 859-292-3637. The Zoning Permit application is available online.

Q: Who issues Zoning Permits?

A: The City's Zoning Administrator issues all approvals for zoning permits in the City of Newport. Some more complicated projects may need approval from The Board of Adjustments or The Planning and Zoning Commission prior to the issuance of a Zoning Permit. If you have questions about obtaining a permit or applying to one of the Boards, please contact Development Services at 859-292-3637.

Q: How long will it take to receive a permit from Planning and Zoning?

A: Generally, applications for zoning permits **will** be reviewed within 14 days of receipt. Should your project require approval from the Board of Adjustments or the Planning and Zoning Commission, the time frame can be substantially longer. Please contact Development Services at 859-292-3637 for any questions.

Q: Is there a fee for Zoning permits and who do I make Payment to?

A: The fees for Zoning permits and application to Board of Adjustment and Planning Commission are set in the attached fee schedule. If you have any questions, please feel free to contact Development Services at 859-292-3637.

Historic Preservation

The Historic Preservation office is here to serve all the neighborhoods of Newport. Any time you have questions, feel free to contact the Historic Preservation office at 859-655-6347.

Q: Am I required to obtain a permit from Historic Preservation?

A: Residents and property owners of the East Row, York Street, and Monmouth Street Historic Districts are required to obtain a COA (Certificate of Appropriateness) for any exterior alterations on their property prior to commencement of the work. This would include, but is not limited to, replacement of architectural features, work on windows, doors, porches, box gutters, and color selection for painting. If you have questions, please feel free to contact Historic Preservation at 859-655-6347.

Q: Is there a fee for a Certificate of Appropriateness?

A: There is no charge for Certificates of Appropriateness; however, should your project require approval from the Historic Preservation Commission, there is a \$75 fee to apply to that Board.

Q: How long will it take to get my permit?

A: Applications for Certificates of Appropriateness are usually reviewed within 14 days of receipt. Should your project require approval from the Historic Preservation Commission the time frame can be substantially longer. If you have questions, please feel free to contact Historic Preservation at 859-655-6347.