

CITY OF HURSTBOURNE

Building Permit

APPLICATION DATE:

PROJECT START DATE:

ESTIMATED PROJECT END DATE:

PERMIT EXPIRATION DATE (For Office Use Only):

PERMIT APPLICANT INFORMATION

APPLICANT:

CONTACT PHONE:

ADDRESS:

CONTACT NAME:

CITY / STATE / ZIP:

EMAIL:

PROPERTY OWNER INFORMATION (if different than above)

PROPERTY OWNER:

PHONE:

ADDRESS:

EMAIL:

PROJECT TYPE (Check all boxes that apply) ☒

FENCE: ☐ ROOM ADDITION: ☐ GARAGE ADDITION: ☐ DECK / PATIO: ☐

PORCH / GAZEBO / PERGOLA: ☐ PLAY STRUCTURE: ☐ IN-GROUND POOL: ☐

DRIVEWAY: ☐ DRIVEWAY APRON: ☐ STREET CURB & GUTTER MODIFICATIONS: ☐

OTHER ATTACHED ADDITION: (description) _____: ☐

OTHER: (description) _____: ☐

CONDITIONS OF APPROVAL

1. Provide drawing to scale of improvements to property on Surveyed Plot Plan of property.
2. Provide sample brochure, drawings and detailed description of materials used.
3. Copy/proof of permit(s) from Louisville Metro if applicable to your project type.
4. Provide Contractor License Number with Louisville Metro if applicable (space below).

APPROVAL OF THIS PERMIT APPLIES ONLY TO COMPLIANCE WITH HURSTBOURNE CITY ORDINANCES. IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLY WITH ALL LAWS OF LOUISVILLE METRO PLANNING COMMISSION, METRO LOUISVILLE COUNCIL AND ANY APPLICABLE STATE AND FEDERAL BUILDING CODES, LOCAL LAWS, ORDINANCES, AND DEED RESTRICTIONS THAT MAY APPLY WITHIN HOMEOWNER'S ASSOCIATIONS SUCH AS OXMOOR WOODS, WESSEX PLACE AND INVERNESS

APPLICANT SIGNATURE (PLUS LOUISVILLE METRO LICENSE NUMBER if applicable)

✓ _____ LOU-METRO LICENSE NO.

CITY OF HURSTBOURNE

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ADDITIONAL INFORMATION, CONDITIONS AND AUTHORIZATIONS

BUILDING PERMIT (Continued) - Check box and initial all that apply ☒

ADDITIONAL INFORMATION, CONDITIONS AND CITY OF HURSTBOURNE AUTHORIZATIONS

PERMIT EXPIRATION ☐ (check box) and initial ____

City of Hurstbourne Ordinance (150.20 (C))

"Letter of compliance and letter of approval authority are good for only one year from issuance.

If the project is not complete at the expiration of one year, the letter of compliance and/or letter of approval are invalid, and the applicant must reapply."

FENCES ☐ (check box) and initial ____

Permits for all new fence construction or fence replacement must be accompanied with detailed information of fence materials including product brochure renderings. A surveyed plot plan of property showing the exact location of fencing must also be included.

DRIVEWAYS, SIDEWALKS AND DRIVEWAY APRONS ☐ (check box) and initial ____

All driveway, sidewalk and driveway apron projects must comply with specifications contained in City of Hurstbourne Ordinance (91.01, 03). As part of permitting such work, all applicants must acknowledge receipt of City of Hurstbourne concrete mix and curb/gutter alteration specifications.

GARAGE ADDITIONS AND EXPANSIONS ☐ (check box) and initial ____

All new garage additions must be attached to the home and not be freestanding in any way. Garage projects must be accompanied by detailed building plans including elevations and renderings. All such building plans must also include a surveyed plot plan of the property showing the exact location of the garage addition or expansion.

PLAY STRUCTURES, PORCHES, GAZEBOS, PERGOLAS, DECKS/PATIOS ☐ (check box) and initial ____

All building additions must be attached to the home and not be freestanding in any way with the exception of small play structures decks and patios. Building attachment plans must be in keeping with City of Hurstbourne Building Ordinance specifications. No detached buildings, sheds, garages, or other structures are allowed unless approved as an exception by the City Commission.

CITY OF HURSTBOURNE APPROVALS

DATE: _____ ☐ APPROVED AS SUBMITTED ☐ APPROVED WITH CHANGES

ADDITIONAL INFORMATION / COMMENTS:

Tyler Johnson, City Administrative Officer

Code Enforcement Commissioner

200 Whittington Parkway, Suite 100, Louisville, KY 40222

Phone: (502) 426-4808, Fax: (502) 426-4889, Email: Info@hurstbourne.org, Web: www.hurstbourne.org