

CITY OF INDEPENDENCE
PROJECT CHECKLIST

**SEE “SPECIFICATIONS” FOR ADDITIONAL INFO
TO BE SUBMITTED**

- _____ BUILDING PERMIT APPLICATION, COMPLETELY FILLED OUT

- _____ A COPY OF (1) YOUR RECORDED DEED AND (2) THE APPROVED AND RECORDED PLAT (AVAILABLE FROM THE COURT HOUSE)

- _____ A COPY OF (1) CONTRACTOR’S OCCUPATIONAL LICENSE FOR KENTON COUNTY AND THE CITY OF INDEPENDENCE AND (2) PROOF OF KENTUCKY’S WORKER’S COMPENSATION INSURANCE **OR** AFFIDAVIT OF EXEMPTION FROM KENTUCKY’S WORKER’S COMPENSATION ACT

- _____ TWO (2) COPIES OF YOUR SITE PLAN, INDICATING:
 - _____ LOCATION OF ALL EXISTING AND PROPOSED EASEMENTS
 - _____ IDENTIFICATION OF ANY STREET ADJACENT TO PROPERTY
 - _____ PROPOSED OR EXISTING SEPTIC TANK, LEACH FIELD OR OTHER SEPTIC SYSTEM SHALL BE SHOWN TO SCALE
 - _____ PROPERTY LINES WITH BEARINGS AND DIMENSIONS
 - _____ LOCATION OF EXISTING AND PROPOSED BUILDING(S) AND USES ALONG WITH THE DISTANCE FROM EXISTING AND PROPOSED BUILDING(S) TO ALL PROPERTY LINES (FRONT, REAR AND BOTH SIDES, TAKEN FROM CLOSEST POINT)
 - _____ LOCATION OF DRIVEWAY, SIDEWALKS AND OTHER OFF STREET PARKING AREAS AS WELL AS TYPE OF SURFACE USED
 - _____ PROVISIONS FOR EROSION CONTROL, HILLSIDE SLIPPAGE, AND SEDIMENTATION, INDICATING THE TEMPORARY AND PERMANENT CONTROL PRACTICES AND MEASURES WHICH WILL BE IMPLEMENTED DURING ALL PHASES OF CLEARING, GRADING AND CONSTRUCTION
 - _____ EXISTING AND PROPOSED TOPOGRAPHY, SHOWN BY CONTOURS WITH INTERVALS NOT TO EXCEED FIVE (5) FEET, PROPOSED BUILDING MUST BE DRAWN ON THE TOPO MAP, SHOULD INCLUDE WATER DRAINAGE

- _____ THREE (3) SETS OF BUILDING PLANS