

PHONE NUMBERS

Public Works:	270-890-0600
Hopkinsville Police Dept:	270-890-1500
Hopkinsville Fire Dept:	270-890-1400
HWEA:	270-887-4246
HES:	270-887-4200
City of Hopkinsville:	270-887-4000

Note: This brochure should neither be viewed as a substitute for, nor a revision of, the relevant sections of the Hopkinsville, Pembroke, and Oak Grove Zoning Ordinances, the Subdivision Guidelines for Christian County, The City of Hopkinsville, or the City of Oak Grove. Copies of the aforementioned documents will be made available upon request.

Questions?

Questions or inquiries relating to Code Enforcement can be directed to the CDS Procedural Services Department by calling (270) 887-4285 or by fax at (270) 632-2054.

Phone: 270-887-4285
TDD: 270-887-4287
Fax: 270-632-2054
www.comdev-services.com

Code Enforcement



710 South Main Street
Post Office Box 1125
Hopkinsville, KY 42241-1125

Permits

In the City of Hopkinsville, permits are required for new construction. Examples:

- Single Family
- Multi-Family Construction
- Accessory Structures
- Duplex
- Signs
- Temporary Structures
- Electrical Service
- New Commercial/Commercial Additions
- Swimming Pools (in ground and above ground)
- Residential Additions (including enclosing garages, carports, and building decks)

- The permit process opens the line of communication between the building inspector and the owner/contractor.

Do I need an Electrical Permit?

Electrical Permits are issued through the Procedural Services Department for Hopkinsville/Christian County. Any extension or modification to a wiring system requires an Electrical Permit and inspection by a State Certified Electrical Inspector who has been appointed to perform inspections by the City of Hopkinsville or the Christian County Fiscal Court. For Electrical Inspector Information, see CDS Home page.

Residential Permit Process

Site Review

- A. Plan shall be drawn with all information shown clearly.
- B. Two copies of plan shall be submitted. One copy will be returned to you after review.
- C. Plan shall depict the following items:
 1. Address or Lot Number in Subdivision
 2. All platted easements on property
 3. Street(s) on which the property has frontage
 4. Property lines, showing dimensions
 5. Required building setback lines (front, rear and side yards)
 6. Building footprint (to include all areas under roof)
 7. Footprint of any accessory structure to be constructed (ie: detached garage, etc.)
 8. Parking area (driveway)

Construction Review

- A. Plan shall be drawn to scale
- B. Floor Plan (including floor material, size & type, span, dimension, etc.)
- C. Elevation Drawings
- D. Footing/Foundation Detail (piers, if applicable)
- E. Structural Wall Section Views
- F. Floor and Roof Framing Details (if factory manufactured trusses are used, provide manufacturer's stamped drawing)
- G. Smoke detectors/Carbon Monoxide detectors placement (must be hardwired and interconnected)
- H. HVAC Plan
- I. Insulation Plan
- J. Two sets of construction drawings (one set of drawing will be returned to you)

Commercial Building Permit Process

Information required by the Procedural Services Department:

1. Commercial Building Permit Application
2. 2 sets of Construction Drawings (site plan on each if in county)
3. Proof of insurance/Workers Comp/General Liability
4. Privilege License (if in City of Hopkinsville or City of Pembroke)

The following will be required by Planning Services Department:

1. Site Review Application (City of Hopkinsville and City of Pembroke only)
2. 12 Site Plans or 3 Site Plans for internal review (determined by Planning Services Department)
3. Storm Water Management Plan/Grading Plan (if required by Planning)

Commercial Building Permit is to be issued only after the following;

1. Completed review of construction drawings
2. Completed site review
3. Compliance agreement signed on Staff Report
4. Surety in place (if required by Planning Services Department)

*Should the project be under State Jurisdiction, no construction documents are required but a State Approval letter for the project must be provided.

*A Footer/Foundation Permit may be issued upon the approval by Planning Services Department and a review of the Footer/Foundation construction drawing by the Code Official. The Footer/Foundation Permit Limitation Agreement is to be used to allow construction to proceed before full plan approval and full permit issuance.

Sign Permit Required

- Signs and outdoor advertising displays shall be permitted in districts subject to the provisions and regulations contained in Chapter 158.175 Hopkinsville Code of Ordinance.

Building/Zoning Permits—Sign Permits

- Permits can be obtained by the owner, architect, engineer, general contractor, or designated agent. A current business license for the City of Hopkinsville and proof of Workers' Compensation and Liability Insurance must be presented at the time of application. Permits are issued by the Procedural Services Department.

Estimated Review Time: 5-7 days

How do I report a violation of the Zoning Ordinance of the City of Hopkinsville?

The Procedural Services Department of CDS handles all violations of the Zoning Ordinance. Complaints regarding documented or alleged violations should be submitted to the Procedural Services Department in written form for investigation.