

**CITY OF AUDUBON PARK  
PERMIT INFORMATION  
BUILDING PERMITS**

APPLICATION FOR PERMIT: Application for a building permit may be picked up from the City Clerk's Office located at Audubon Park City Hall, 3340 Robin Road, Audubon Park, KY 40213 (502) 637-5066 or by downloading from our web site at [www.audubonparkky.org](http://www.audubonparkky.org) The clerk's office is open Monday through Friday between the hours of 8:00 A.M. and 4:00 P.M.

**BUILDING PERMIT REQUIREMENTS:**

(a) The application for a permit form must be completed and signed by the owner or his authorized agent and shall be accompanied by the plans and specifications required by this section and shall provide such information as may reasonably be required by such body for an intelligent understanding of the proposed work.

(b) Registered Architects and Engineers design for construction or substantial remodeling of any building allowed by zoning regulation within the corporate limits of the City. Single family dwellings and accessory buildings or structures thereto are hereby exempt from this section.

(c) Plans and Specifications: Two copies of plans and specifications shall accompany each application. Plans shall be drawn to scale with sufficient clarity to indicate the nature and extent of work proposed. All plans submitted for approval shall contain a drawing or plat showing the lot plan, the location on the lot, accurate dimensions of the building and lot and such other information as may be required by the Legislative Body.

(d) Time Limitations: An application for a building permit for any proposed work shall be deemed to have been abandoned six (6) months after the date of issuance; provided that for cause one more extension of time periods not exceeding ninety (90) days each may be allowed by the Mayor or Designee.

(e) Permit Fee: A fee of \$50.00 shall accompany the application. This fee is nonrefundable. Checks or money orders should be made payable to the City of Audubon Park.

(f) Examination of Application: The City Clerk shall forward the application and other documentation to the Mayor or Designee for review. The applicant will be advised within seven (7) working days of the applications status.

(g) Applicants must also obtain a permit from the Inspections, Permits & License, 444 South 5<sup>th</sup> Street, Louisville, KY 40202 (502) 574-3321. This permit must be posted along with your Audubon Park Permit.

(h) Completion of Project: The applicant shall notify the City Clerk upon completion of the project.

**FENCE PERMIT:**

(a) Applicants for a fence permit shall submit plans to the Mayor or Designee through the City Clerk's Office showing the location, material and type of construction.

(b) No fence shall exceed four (4) feet in height.

(c) All privacy fences shall be constructed with the finished side facing the adjacent property.

**SWIMMING POOLS AND HOT TUBS:**

(a) In ground pools with permanent direct drain to sanitary sewers are allowed.

(b) Pool plans must include dimension, depth, decryption, and any proposed exterior lighting. Also a plat showing the pools location on the property in relation to the existing structure, easement and boundary lines.

(c) Pools must be enclosed by a fence at least forty-two (42) inches and not to exceed forty-eight (48) inches.

(d) Exterior hot tubs shall have the same restrictions of below ground swimming pools and be limited to water capacity of 400 gallons.

**ADDITIONAL PERMIT REQUIREMENT:**

The permit issued by the City of Audubon Park is only valid when a building permit obtained from the County Planning and Zoning Division and both permits are posted in an easily visible location where the construction is taking place. To obtain a permit, take a copy of your Audubon Park permit application, approved permit and plans/drawings to:

Inspections, Permits & License,  
444 South 5<sup>th</sup> Street  
Louisville, KY 40202  
(502) 574-3321.

APPLICATION FOR  
PERMIT

**PREPARE IN TRIPLICATE**

PERMIT No: \_\_\_\_\_

**CITY OF AUDUBON PARK**

3340 Robin Road  
Louisville, KY 40213

**Permit Expires 6 Months From Date of Issuance Unless Extended by Legislative Body**

Zoning \_\_\_\_\_ Plans Submitted: Yes  No

APPLICATION IS HEREBY SUBMITTED TO

Add  Alter  Repair  Build  Move  Excavate  Wreck

Address or Location and Lot No. \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Builder: \_\_\_\_\_ Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Builder Phone \_\_\_\_\_

Size of Building or Addition \_\_\_\_\_ No. Stories: \_\_\_\_\_ Height: \_\_\_\_\_

Roof: \_\_\_\_\_ Foundation: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Electrical: \_\_\_\_\_

Heating: \_\_\_\_\_

Use of Proposed Structure: \_\_\_\_\_

Cost of Improvements: \$ \_\_\_\_\_ Fees Paid: \$ \_\_\_\_\_ Check # \_\_\_\_\_

MINIMUM YARDS

Front: \_\_\_\_\_ Feet From Property Line Rear \_\_\_\_\_ Feet From Property Line

Side No. 1 \_\_\_\_\_ Feet From Property Line Side No. 2 \_\_\_\_\_ Feet From Property Line

**Drawings and specifications clearly and completely describing the proposed building or structure shall be submitted in duplicate with application. Drawings shall consist of a plot plan, location of building on plot, floor plans, elevations and sections showing details of construction.**

**Include below any description required not covered above:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In consideration of Permit No. \_\_\_\_\_ granted by the Legislative Body of the City of Audubon Park to the undersigned owner personally or through his or her Agent, the owner hereby agrees to pay all damages for personal injuries to anyone or damages to property or improvements on account of any excavation made in or any obstruction placed upon any street, road, sidewalk, or other public space of the corporate area of the City of Audubon Park, harmless against any and all loss damage on account of personal injury or property damage.

This permit does not include plumbing, electrical or heating for which a permit must be obtained from Jefferson County and the County Board of Health. Separate permits must be obtained for these branches of work. Such permits will be issued when drawings and specifications in accordance with code are submitted at same time building permits is issued, or later, if owner so elects, however owner agrees hereby to take such permit and to assume all costs liability for same.

In accepting this permit, the owner agrees to comply with all requirements of zoning regulations and the current building code regulating buildings.

This permit does not authorize any violations of the City of Audubon Park or Jefferson County code restrictions.

\_\_\_\_\_  
Owner or Agent

\_\_\_\_\_  
Building Director

Date: \_\_\_\_\_

By: \_\_\_\_\_