

Lexington-Fayette
Urban County
Government

Department of
Planning,
Preservation &
Development

Derek Paulsen,
Commissioner

Permit Guide For 1 & 2 Family Remodeling Projects

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RESIDENTIAL SERIES

VOLUME 6 VERSION 1

Division of Building Inspection

Physical
Location:

101 East Vine St.

2nd Floor

Mailing Address:

200 East Main St

Lexington, KY
40507

Phone: 859-258-
3770

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3780

Website:
<http://www.lexingtonky.gov>

Most residential remodeling projects for a house, townhouse or duplex, require a building permit to be obtained prior to performing any construction. Examples of projects that would require a permit are finishing a basement, adding a window or door, and any structural work you may be doing (creating/moving/removing of walls). If you are increasing the square footage of living area, you will need an Residential Addition permit. If you have a question as to whether your remodeling project needs a permit please contact our office.

If you are acting as the Owner/Builder, you will need to follow the steps below. If you are hiring a Registered Contractor, the Contractor will make the application on behalf of the property owner.

To apply online, you will need to first register for an account through our online portal at: <https://lexingtonky.gov/permits> Select "New Users: Register for an account" and answer the questions. If you need help registering for your account, please call: 859-258-3770.

Applications for a Residential Remodeling Permit must include the following:

- 1. A completed application on our online portal at: <https://lexingtonky.gov/permits>**
To apply: Select Building Inspection, agree to disclaimer, select Residential Remodel
- 2. Information Required to Review a Residential Remodeling Permit:**
 - a. **Floor Plan** of the existing structure which includes dimensions of rooms and their use and all proposed changes. Also to include the size of the existing exterior doors and Windows.
 - b. **Framing Plan and Cross Section** indicating all framing materials including size, spacing and span of materials (studs, joists, rafters, trusses, etc.).
These documents can be uploaded in PDF format within the application on the online portal. If you need assistance with the online portal/application, please call our office at 859-258-3770 or email accelehelp@lexingtonky.gov

If you are performing the work on your own property you will need to select the "Owner/Builder Acknowledgement" check box within the online application requirements. This is located on "Step 3" of the online Residential Addition Application.

*There may be additional requirements and/or Division approvals for properties located within an H-1 (Historic Overlay) or ND-1 Overlay. If you are unsure if your property is located in these Overlay Zones, please call us at 859-258-3770.

