



Louisville – Jefferson Country Metro Government

CONSTRUCTION REVIEW DIVISION

DEPARTMENT OF CODES AND REGULATIONS

444 S. 5th Street – Louisville, KY 40202

Phone: 502.574.3321 Web: louisvilleky.gov/construction-review/

A QUICK GUIDE TO PERMITTING YOUR BASEMENT REMODELING PROJECT

The Kentucky Building & Residential Codes require a permit to construct, enlarge, remodel, or change occupancy of a building, or to erect, install alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system. An accessory structure less than 200 square feet in area does not require a permit

Who can apply for a Building Permit?

Building Permits may be issued to either the property owner or a licensed & identified contractor

Search for contractors that are properly identified with the department here: <http://portal.louisvilleky.gov/codesandregs/contractor-report>

NOTE: These are general comments only, your site may have additional requirements based on site specific conditions.

A building permit is required if the project involves

- New walls
- New doors
- New opening in existing walls
- New sleeping rooms

A finished basement space may egress through the house without direct access to the outside.

Every sleeping room, however, shall have at least one emergency and rescue opening to the outside. This can be a door or window at a walk-out basement, or a window well.

A permit is not required for finish work such as painting, carpet. Installing new circuits and wiring will require an electrical permit.

Care should be taken to maintain flow of combustion air to furnaces, water heaters, etc. commonly found in basements. New walls and doors may restrict proper air flow to these appliances. New HVAC units and/or ductwork will require an HVAC permit.

Zoning Considerations:

A basement remodel creating new finished space may impact compliance with the maximum Floor Area Ratio allowed by the zoning of the property.

An Accessory Apartment created in basement or elsewhere on site requires a Conditional Use Permit. The Land Development Code can be found on the website of Planning & Design Services: <https://louisvilleky.gov/government/planning-design>

Small Cities

Smaller cities within Louisville may require review of projects within their city limits. Be sure to check for such requirements as you plan your project.

Preservation Districts and Overlays

Projects in the local Preservation Districts and Overlays involving changes to the exterior of a property or building require review and approval prior to issuance of a building permit. Contact Planning & Design Services for information regarding Preservation Districts and Overlays.

Utility Easements

Your property may contain utility easements which may prohibit construction. Confirm the existence of any easements as you plan your project and confirm any restrictions with the utility.

Existing Structures and Nonconformity:

Generally, existing safe structures that do not comply with current codes are allowed to remain as is. Modifications or additions cannot increase their non-compliance.

Site Information

To learn the zoning and form district, as well as other useful geographic information about your property look it up on the LOJIC mapping website here: <http://www.lojic.org/>

Forms & Fees Application Forms are available in our offices or online at:

<https://louisvilleky.gov/government/get-permit>

A submittal should include a completed application form and drawings to explain the project. Refer to the residential checklist:

https://louisvilleky.gov/sites/default/files/construction_review/construction_review/residential_checklist.pdf

Fees are noted on the application forms and posted on our website at: <https://louisvilleky.gov/government/construction-review/permits-licensing>

Plumbing Permits are obtained from the State Department of Housing, Buildings, & Construction Division of Plumbing. Their forms, regulations, and contact information can be found on their website: <http://dhbc.ky.gov/Plb/Pages/default.aspx>.

Inspections

All permits require inspections by our department to ensure that all applicable code requirements have been met and that the project has been constructed according to the approved plans. The number of inspections varies according to each project but generally occur at foundation stage, framing or "rough-in" stage, and a final inspection. It is the responsibility of the permit holder to notify the department when the work is ready for inspection