

ONLINE PERMITTING INFO

Building:

- Permits
- Inspections
- Troubleshooting
- Department Website

Office of Construction Review

5-12-15



Applying for a Permit

1) Sign in!

If you need an account set up email:

elecinspection@louisvilleky.gov



DEVELOP
LOUISVILLE
LOUISVILLE FORWARD



Welcome to the online Business Portal for Louisville Metro Government. At this time you can obtain building permits from the Department of Develop Louisville, Division of Construction Review. We hope this service facilitates your permitting experience and helps you successfully complete your project safely and legally.

We will provide helpful TIPS along the way to help guide you along.

- If you have an account, enter your User Name and Password and click "Sign In".
- If you have an account but can't remember your password. [Click here](#).
- If you are new to the system, click on [Enroll](#)

For additional information on Building Codes, Permits, and construction related information, please visit our website: <http://www.louisvilleky.gov/pl/Construction+Review/> or call our office at (502) 574.3321. Staff email addresses are (firstname).(lastname)@louisvilleky.gov. For example, Joseph Smith's email would be joseph.smith@louisvilleky.gov.

Pay Fees Online

Sign In

User Name:

Password:

Remember me on this computer

[Sign In](#)

[Forgot your password? Click here](#)

If you do not have an account, follow the link below to set up an account. [link](#)

TIP: To obtain a permit online you must have an account. Permits are only issued to licensed/identified contractors, or the property owner. There may be additional requirements for Property Owner permits, including proof of property ownership. Property Owner permits can be obtained by visiting our offices at 444 S. Fifth Street, Suite 100 and making application in person. Some permits require submittal and review of documents prior to issuance of permit.

TIP: Purposefully providing inaccurate project scope and detail is a violation of the building code, and state and local ordinances and will subject the applicant to penalties.

TIP: Particularly helpful are our Homeowner's Toolbox pamphlet series, available on our website by clicking [here](#) which provide basic information about the permitting process for a variety of common projects.

This is Your Home Screen



DEVELOP
LOUISVILLE
LOUISVILLE FORWARD



0 items in My Cart \$0.00

Check Out

Sign Out

Portal Home

My Account

Modify Account

APPLICATIONS

Construction Permits

PAY FEES

My Construction Permit Fees

Look Up



Lookup your issued Permits to check their status and view details. You can search for permits by permit number, applicant name, or address/parcel ID.

Construction Permit



Apply



To apply for a Permit you will need to provide information such as the type of application, site location, and specific details regarding your application. Visit our website <http://www.louisvilleky.gov/ip/Construction+Review/> for a full explanation of all available permits and associated submittal requirements. Once your application is successfully submitted and completed, you will receive a confirmation via email.

Apply for a Construction Permit



Pay Fees



Pay fees for your Permit. Online payments can be made only with Visa or MasterCard.

My Construction Permits to be Paid



Review Applications
& Permits

- CDR Home
- Building Home
- My ACCOUNT
 - Modify Account
- APPLY FOR A CONSTRUCTION PERMIT
 - My Saved Applications
 - Apply
- CONSTRUCTION PERMITS
 - My Construction Permits
- REVIEWS
 - My Reviews
- INSPECTIONS
 - My Inspections
- FEEs
 - My Fees
- LOOKUP PERMIT
 - My Construction Permits
 - Applicant
 - Address

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
------------------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Applicant Information

- Select the applicant
- Click "Next"

Applicant Type

I am the property owner completing this work.

The contractor will complete this work.

NOTE: Please note that this page is still being expanded and the ability for Property Owners to pull permits on this website will be available soon, but this option is not available at this present time. To obtain a Property Owner permit you will need to apply in person at our offices.

Cancel **Next**



New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	----------------------------	-------------	------------------	-----------------	---------	--------------------------

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this permit:

- Click "Add Contact". As the contractor applying for this permit you will automatically be added as a Contact, you do not need to manually add you or your company to the permit on this page.**
- Enter required contact information
- Click "Search". The submitted information will be checked against a database of contacts. If there is no match additional contacts may be added manually by staff.

Add Contact

Cancel Previous **Next**

Adding an additional contact is not required! As the contractor you are automatically added to the permit.

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	--------------------	------------------	-----------------	---------	--------------------------

Permit Type

- Please select the permit type for which you are applying. You will see all available permit types but will only be able to successfully apply for those types of permits you are licensed to obtain.
- Click "Next"

Permit Type: *

Building Permit

TIP: Select the type of permit that most specifically matches the type of work you are performing.

Cancel

Previous

Next

Make sure you select the correct permit type!

The system will allow anyone with an account to input information for any permit type, however it will not let you apply for it and all information will be lost.

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Permit Location

Address Search: Search application address

- Enter the Address and click "Search"
Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Select the correct location by clicking on the appropriate address returned by the Search
- If you do not see the correct location, make changes to your search and try again

Number	Dir	Street Name*	Unit/Apt.
444	--	5%	
Zip			
<input type="text"/>			

Search

TIP: "Permit Location" is the location of the project. Simply enter the street address, or the first few letters of the street name and the % symbol, and matching addresses will be displayed. Next, select the appropriate property among the addresses displayed.

TIP: Pay particular attention to "Unit/Apt" when the project occurs in a sub-unit of a building. Proper selection will ensure the permit is associated with the appropriate parcel in our database and is connected to related permits. Additionally this will save time when our inspector needs to find your site to perform inspections.

Cancel Previous

Using only the street number and first few letters or number *with* a '%' sign is the easiest way to search for addresses. The '%' acts as a wild card, in case you are unsure of spelling or the exact address.

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
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Permit Location

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Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Select the correct location by clicking on the appropriate address returned by the Search
- If you do not see the correct location, make changes to your search and try again

Number	Dir	Street Name*	Unit/Apt.
444	--	5%	
Zip			
<input type="text"/>			

1 Matches Found

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
444	S	5TH	ST		LOUISVILLE	KY	40202-0000

Search

TIP: "Permit Location" is the location of the project. Simply enter the street address, or the first few letters of the street name and the % symbol, and matching addresses will be displayed. Next, select the appropriate property among the addresses displayed.

TIP: Pay particular attention to "Unit/Apt" when the project occurs in a sub-unit of a building. Proper selection will ensure the permit is associated with the appropriate parcel in our database and is connected to related permits. Additionally this will save time when our inspector needs to find your site to perform inspections.

Cancel Previous

Any and All address possibilities with the criteria provided will automatically generate in a list. Once you click the correct address the permit will progress to the next step.

New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Job Description

- Select the Work Type that most specifically matches the work included in this permit.
- Select the Occupancy Type that most closely resembles the type of occupancy for the building.
- Enter the Declared Valuation - the project cost - for the work included in this permit.
- Enter the Description of the construction/proposed job. The description should be as detailed as possible indicating the scope of work and location on the site and project title.
- Click "Next"

Work Type*

Renovation - Alter - Repair ▼

Occupancy Type*

Single Family ▼

Declared Valuation*

1500

Description of the construction/proposed job*

Test Permit - A specific description of the work you will be doing goes here! |

TIP: Where the "Save For Later" button is available use this to save your project, particularly if you need to leave prior to completion of the permit. You will be able to come back to this permit application using the "My Saved Applications" link.

Cancel

Previous

Next

Save for Later

This screen and the next typically are where most problems occur. The work type/ occupancy type and structure type (next page) *must* match! See the rules on the next slide.

In this description box we need as much detailed information about the job site as possible!

Application Details

- Enter in the details.
- Click "Next"

Structure Type *

TIP: If the worktype is "Addition" select "Existing".

All Permits & Dwelling Unit Information

No. Stories:

No. New Bedrooms:

Total No Bedrooms:

No New Dwell Units:

Total No. Dwell Units:

Other Information

Age of Building:
1984 or Older? *

SetBack / Feet - Inches of new construction from property lines

Left Front

Right Rear

TIP: Be sure to make an entry in each field even if the answer is Zero. Empty fields or conflicting information will cause delays in the processing of your application.

TIP: Work types for the permit are as follows:

- Addition = new addition to an existing building.
- Cell = cell tower.
- Change of Use = conversion of an existing space for a new use, i.e. an office into retail. This may or may not include physical changes to the building.
- Foundation = foundation only at this time, with a full building permit application to follow at a later date.
- Miscellaneous = those structures that require a permit but are not buildings such as fences, retaining walls, etc.
- New = new building complete.
- Pool = swimming pool and associated structures.
- Renovation - Alter - Repair = physical changes within an existing building or structure.
- Tent = temporary tent structures.

Make sure the structure type here matches the work type on the previous page. The permit will not issue correctly if conflicting information is entered.

Follow the Tips!



New Application for Hansen H8DPTESTACCT

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Application Confirmation
-----------------------	---------------------	-------------	------------------	-----------------	---------	--------------------------

Permit Information Confirmation

To submit your application:

- Confirm the permit information is correct.
If changes need to be made click the appropriate "Edit" button.
- Click the "Apply/Save" button to submit your permit.

Permit Information To Be Submitted

Permit Type: Building Permit

[Edit](#) Applicant Type: Contractor
Contractor Name: Hansen H8DPTESTACCT

[Edit](#) No contact added.

[Edit](#) Site Location: 444 S 5TH ST LOUISVILLE KY 40202-0000

[Edit](#) Occupancy Type: Single Family
Work Type: Renovation - Alter - Repair
Declared Valuation: \$1,000.00
Priority: Exist

Description:
Test Permit - A Specific description of the work you will be doing goes here!

[Edit](#) Detail page information.

TIP: Take this last opportunity to confirm the permit application information. When you select the "Apply" button the application will be submitted for creation of permit application and assigned a reference number. For those permit types that do not require additional processing, such as plan review or corrections, fees will be calculated and the permit will be ready for purchase. All other permits will be assigned to staff for prompt review and processing.

[Cancel](#) [Previous](#) [Apply](#)

[Save For Later](#)

Application Status

You have successfully initiated an application for a construction permit.

The current status of your application is shown below. If fees are shown, then your application is complete and ready for payment.

If your application is incomplete, then pending items are noted below. For resolution of pending licensing or insurance issues, please contact our office at (502) 574-3321.

If your application requires submittal of plans or other documents for review please click on the link below to upload your document. Your document must be pdf or jpeg format and smaller than 10 megabytes each. Each file must be named so as to clearly identify the contents.



You will be able to check this website for status updates for your application.

Don't forget to upload your documents!

Once your permit has been reviewed, you will be able to look it up, see the current status and pay fees.

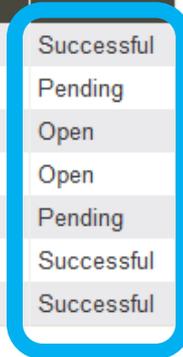
Permit Type: Building Permit
Permit Number: BL915810
Site Location: 444 S 5TH ST LOUISVILLE KY 40202-0000
Primary Applicant: Hansen H8DPTESTACCT
Issue Date:
Fees:
Declared Value: \$1,000.00
Legal Occupancy: Single Family
Description of Work: Test Permit - A Specific description of the work you will be doing goes here!
Milestone: Pre-Process Application

Application Checkstatus

Address Restriction.	Successful
Check for Open Case.	Pending
- 15PR1019	Open
- 15PR1014	Open
Owner required.	Pending
Single Family Unit Greater than 0 Check.	Successful
If it's not Property Owner Permit then licensed contractor must be attached	Successful

View | Clone | Edit

Always check this box for any pending information or issues. This 'Check status' section will tell you if there is a license or insurance issue with your account.



Look up A Permit

1) Application Date

- CDR Home
- Building Home
- MY ACCOUNT**
 - Modify Account
- APPLY FOR A CONSTRUCTION PERMIT**
 - My Saved Applications
 - Apply
- CONSTRUCTION PERMITS**
 - My Construction Permits
- REVIEWS**
 - My Reviews
- INSPECTIONS**
 - My Inspections
- FEEs**
 - My Fees
- LOOKUP PERMIT**
 - My Construction Permits
 - Applicant
 - Address

My Permit Applications

Permits information associated with Hansen H8DPTESTACCT

Search Criteria Lookup Result

My Applications Information

- Select application type (Optional).
- Select application status.
- Select the dates.
- Click "Search".

Application Type:

Electrical Permit

Application Status:

In Progress Closed All

Application Between Dates:

From* 02/13/2015 To* 2/13/2015

Search

My Permit Applications

Permits information associated with Hansen H8DPTESTACCT

Search Criteria **Lookup Result**

Permit #	Type	Address	Actions
EL915684	Electrical Permit	444 S 5TH ST LOUISVILLE KY 40202-0000	Summary Clone Inspections Fees Print Permit <input type="button" value="Upload Attachment"/>

To create a printable report of the search result [Click here](#)

Portal Home

My Account

■ Modify Account

APPLICATIONS

■ Construction Permits

PAY FEES

■ My Construction Permit Fees

Look Up



Lookup your issued Permits to check their status and view details. You can search for permits by permit number, applicant name, or address/parcel ID.

■ **Construction Permit**

Apply



To apply for a Permit you will need to provide information such as the type of application, site location, and specific details regarding your application. Visit our website <http://www.louisvilleky.gov/ipl/Construction+Review/> for a full explanation of all available permits and associated submittal requirements. Once your application is successfully submitted and completed, you will receive a confirmation via email.

■ **Apply for a Construction Permit**

Pay Fees



Pay fees for your Permit. Online payments can be made only with Visa or MasterCard.

■ **My Construction Permits to be Paid**

Permit #:

Welcome Hansen H8DPTESTACCT

Online Building Permit Application

Welcome to online building permit applications. Here you may choose to view permit information by searching with a permit number, applicant name, or address. You may apply for a permit online, or you may change or modify your account information.



Lookup Construction Permit

View your building Permit or search for other permits by number, applicant name, or address.



Apply For A Construction Permit

Choose the building permit type you would like to apply for.

You will need the following information in order to apply online for a permit:

Application Information: Information related to the type of work and the worksite location or address.

Applicant Information: Your name, address, phone number and e-mail address as well as pertinent licensed contractor information.



Lookup Reviews

View reviews related to your applications.



Lookup Inspections

View inspections related to your applications. To request an inspection, provide a proposed date and time. You will receive a confirmation upon scheduling your inspection.

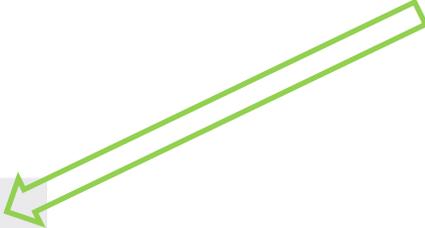


Pay Fees

View fees related to your applications.

LOOKUP PERMIT

- My Construction Permits
- Applicant
- Address



Request Inspections

My Permit Applications

Permits information associated with Hansen H8DPTESTACCT

Summary	Inspection	Fees - 2			
Insp #	Inspection Type	Scheduled Date	Partial	Status	Actions
2097309	Final Inspection		No		Request Inspection

[Back to Search Results](#)

My Permit Applications

Permits information associated with Hansen H8DPTESTACCT

Summary	Inspection	Fees - 2			
Description	Total	UnPaid	Status	Paid Date	Actions
Additional Reinspection Requested Fee	\$35.00	\$0.00	Paid	2/13/2015	
Electrical Base Fee	\$50.00	\$0.00	Paid	2/13/2015	

[Add All To Cart](#)

[Back to Search Results](#)

Summary Inspection Fees - 2 **Request Inspection**

Request Inspection Details

Today's Date/Time:
2/13/2015 2:06:32 PM

To modify this inspection, follow the instructions below. You may schedule an inspection within the next 30 business days. You may not request an inspection for the next day after 4:30 PM today.

- Select the 'Requested Date' desired
- Select the preference value
- Enter the location information
- Click the "Request" button

Inspection Information:

Permit Number: EL915684

Inspection Number: 2097309

Inspection Type: Final Inspection

Requested Date:

February 2015						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Monday, February 16, 2015

Preference: -- Select One --

Partial Inspection

Location:

ENTER CONTACT INFORMATION AND SPECIAL INSTRUCTIONS HERE! |

Request Inspection

My Permit Applications

Summary Inspection Fees - 2 **Request Inspection**

Inspection Request Confirmation:

Inspection for Permit #: EL915684

This is a confirmation that your inspection has been requested.

Inspection Summary

Inspection Number: 2097309

Inspection Type: Final Inspection

Requested Date: Monday, February 16, 2015

Location: ENTER CONTACT INFORMATION AND SPECIAL INSTRUCTIONS HERE!

Printer-Friendly

When selecting a date from the inspection calendar, select the FIRST AVAILABLE date on the calendar. The date selected is the date it appears on the inspector's list. Also, if you update this with a later date your inspection will be pushed farther down the list!

Same Day Inspections!

These can be requested two ways:

- Using the Dynamic Portal you must call us, wait for the fees to be added and check out the same way as you would when applying for a new permit.

- Using our department website: www.louisville.gov/government/construction-re

Government / City Departments / Construction Review

FEEDBACK

Department Home >

About Construction Review >

Online Permitting Portal >

Permits and Licensing >

Tax Moratorium >

Donation Bins >

Right of Way >

Have a question about permitting? >

Request a Same Day Inspection

Online Permitting Portal

You can now make real-time inspection requests, apply for a permit, submit a payment and check the status of your project 24 hours a day with our Online Permitting Portal!

Weekly Announcements!

Stay up to date with the Office of Construction Review

City News

FEB 19 Proposed FEDOOP Operating Permit for NHK Spring Precision of America, Inc.

FEB 18 Mayor Highlights City's Compassion During Winter Weather

View All News

Construction Review Events

FEB 22 Shelby Park

Note: Our website is designed to operate best in Google Chrome. Please be aware that issues are likely if using a different/older browser.

Same Day Inspection Request

Same Day Inspection Request

Use this form to request a Same Day inspection. Form must be submitted by 10:00 am to be completed the same day. If submitted after 10:00 am the inspection will be completed the next business day.
Note: This form works best when using Google Chrome

Winter Weather – Thursday, February 19th

Our inspectors will be completing inspections today. However due to the condition of many roads and the number of inspections requested over the past few days, we cannot guarantee a Same Day Inspection will be completed today. It will be completed as soon as the inspectors are able.

Select the Permit Type *

- HVAC/ Mechanical Electrical Building

Permit Number *

Must be between 1 and 8 characters. Currently Used: 0 characters.

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Contact Information and Special Instructions *

Email Address for Confirmation

Additional Information

Please provide as much information as possible.

Type of Inspection *

- Final Inspection
 Footer/ Foundation
 Rough-in/ Framing
 Temporary Pole
 Temp on the Main

Type of Structure

- Single Family or Condominium
 Commercial
 Multi- Family or Apartment

Total

\$0.00

This form works best in Google Chrome, and is also mobile friendly for both Android and Apple devices.

After all information is submitted on this page, our staff and the inspectors are automatically notified of the request and payment confirmation (next screen).

Everyone should have received a letter regarding the new fees for Same Day Inspections. The sites affected are Multi – Family sites when multiple units are to be inspected. The \$100 fee will be applied to every 4 units. Also, this fee does *not* include the \$35 additional inspection fee. When applicable this will be added to your permits and can be paid either through your dynamic portal account, in the office or can be mailed in.

Department Home >

About Construction Review >

Online Permitting Portal >

Permits and Licensing >

Tax Moratorium >

Donation Bins >

Right of Way >

Have a question about permitting? >

Contact

Construction Review
(502) 574-3321

444 S. 5th Street
Louisville, KY 40202
7:30 AM to 5:00 PM Monday - Friday



Same Day Inspection Request

Payment Summary

Please review the following details for this transaction.

Description	Item Price
Please select the number of apartment units to be inspected <i>9-12</i>	\$300.00
Total	\$300.00

# of Units	New Fee
1-4	\$100
5-8	\$200
9-12	\$300
13-16	\$400
17-20	\$500

Billing Information

Enter your payment details below.

Cards Accepted



Credit Card *

Secure

<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	
Credit Card Number	
<input type="text"/> / <input type="text"/>	<input type="text"/>
Expiration Month Year	Security Code  

Billing Address *

<input type="text"/>	
Street Address	
<input type="text"/>	<input type="text"/>
City	State / Province / Region
<input type="text"/>	<input type="text"/>
Postal / Zip Code	Country

Email Receipt To *

<input type="text"/>
A copy of this receipt will be emailed to this address.