

ONLINE PERMITTING INFO

Electrical:

- Permits
- Inspections
- Troubleshooting
- Department Website

Office of Construction Review
2-19-2015



Applying for a Permit

1) Sign in!

If you need an account set up email:

elecinspection@louisvilleky.gov



DEVELOP
LOUISVILLE
LOUISVILLE FORWARD



Pay Fees
Online

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/ipl/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.

Sign In

User Name:

Password:

Remember me on this computer

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



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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
- FEEES**
 - 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: *

Electrical 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!

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

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

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

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*

Rewire Repair Add Wiring ▼

Occupancy Type*

Single Family ▼

Declared Valuation*

100

Description of the construction/proposed job*

Test Permit: A Specific description of the work you will be completing 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!

New Application for Hansen H8DPTESTACCT

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

Application Details

- Enter in the details.
- Click "Next"

Permit Information

Structure Type*	Existing	▼	*	
Number of Subpanels*	<input type="text" value="0"/>			
Number of Dwelling Units* <small>(Should be minimum of 3 for multifamily, 1 or 2 for single family, 0 for non-residential.)</small>	<input type="text" value="1"/>			
Number of Amperes*	<input type="text" value="0"/>			
Number of Additional Inspections Requested*	<input type="text" value="1"/>			

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.

<input type="button" value="Cancel"/>	<input type="button" value="Previous"/>	<input style="border: 2px solid green;" type="button" value="Next"/>	<input type="button" value="Save For Later"/>
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If you are working in a Multi-Family dwelling, the permit will require a minimum of 3 dwelling units and 3 Subpanels to be entered to proceed. If your numbers are less than this, you must call us to correct this- BEFORE payment is completed!

If you are installing a new service that is considered a New Structure, therefore will require Amperes and Subpanels to be added to the permit. A subpanel is any panel after the Main Disconnect.

The structure type *must* match the work type and occupancy type from the previous step:

<u>Work Type</u>	<u>Occupancy Type</u>	<u>Structure Type</u>
Rewire/Repair	SF, MF, COM, IND	Existing
Temporary Service Pole	Misc.	New
Emergency Repair (Burnout)	SF, MF, COM, IND	Existing
Mobile Home	Misc.	Existing, New
New	SF, MF, COM, IND	New

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: Electrical 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: Rewire Repair Add Wiring
Declared Valuation: \$100.00
Priority: Exist

Description:
Test Permit: A Specific description of the work you will be completing 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](#)

New Application for Hansen H8DPTESTACCT

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.

Permit Type: Electrical Permit
Permit Number: EL915684
Site Location: 444 S 5TH ST LOUISVILLE KY 40202-0000
Primary Applicant: Hansen H8DPTESTACCT
Issue Date:
Fees: \$85.00
Declared Value: \$100.00
Legal Occupany: Single Family
Description of Work: Test Permit: A Specific description of the work you will be completing goes here!
Milestone: Pre-Issue Permit

Application Checkstatus

All Conditions must be completed.	Successful
All Fees must be paid in Full.	Pending
- Additional Reinspection Requested Fee(\$35.00) - Unpaid Amount (\$35.00)	Unpaid
- Electrical Base Fee(\$50.00) - Unpaid Amount (\$50.00)	Unpaid
All Reviews must be completed.	Successful
Business License is required.	Successful
If it's not Property Owner Permit then STATE-CE AND STATE-ME must exist	Successful

Application Fees

Description	Fee Amount	Action
Additional Reinspection Requested Fee	\$35.00	Add to Cart
Electrical Base Fee	\$50.00	Add to Cart

Add All To Cart

[View](#) | [Clone](#)



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2 items in My Cart \$85.00

[Check Out](#)

[Sign Out](#)

Pay Fees

- Review the selected application(s) to be paid and the amount due.
- Click on "Next" to proceed with payment.
- Otherwise, click "Cancel" to exit.

<input type="checkbox"/> My Cart		
	Item Description	Amount
<input checked="" type="checkbox"/>	EL915684 - Electrical Permit 444 S 5TH ST LOUISVILLE KY 40202-0000 Additional Reinspection Requested Fee	\$35.00
<input checked="" type="checkbox"/>	EL915684 - Electrical Permit 444 S 5TH ST LOUISVILLE KY 40202-0000 Electrical Base Fee	\$50.00
<input type="button" value="Remove Selected Fees"/>		Subtotal: \$85.00



Payment Confirmation

You paid for the following application(s):

EL915684 - Additional Reinspection

Requested Fee

EL915684 - Electrical Base Fee

Payment Transaction Number: B70U7BBAA537

Authorization #: 323555

Your credit card has been charged: \$85.00

Please keep this information as verification of payment.

 Printer-friendly version

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

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

The calendar you see on this page is not functional. Your request will be entered and appear on the inspectors list at the date and time shown at the top of the page in red. This is only the request, further scheduling and coordination with the inspector may be required.

When looking up your inspections, currently you will not see your request, but it is on the list. Subsequent requests will update the original and the date and time will change to the later date and time. We do not have access to see previous requests to update this info.

Things to Remember:

- If you think you have a problem, call us *Before* completing your payment
- You do not have the ability to 'Void' or 'Cancel' permits
- If you receive an inspection confirmation, it *is* on the list
- If you need to change or edit a permit, you must call us
- Editing/changing a permit is easier than voiding & refunding to start a new permit
- We do not receive automatic updates/renewals for your State ME & CE licenses

