

E-Newsletter March 2015

Introduction

On behalf of the department I would like to thank all of you for either visiting our booth at the Home Garden & Remodeling show this past weekend or talking to us as we came around. The purpose of this newsletter is to be short and simple, but still disperse useful information. We realize we would not be as busy and our city would not be growing as it is without the contractors. This e-newsletter will be sent close to quarterly, and will focus on a wide range of topics for all types of contractors. If anyone has any suggestions or questions you would like answered, simply reply to the email.

Topic: Our Website

Our website is continually updated with new information (including these newsletters). All of Louisville Metro went through an update to create more continuity and easier navigation between pages and departments. This was created through a sweeping renovation, as a result we have heard that it is difficult for some to navigate. In an effort to answer *some* of these questions I have listed below some direct links that can be bookmarked for easy access and some things to remember. On the following pages you will find images directly from our website to help as you learn to navigate.

Useful Links

(bookmark for future use)

- Our Homepage
www.LouisvilleKy.Gov/Government/Construction-Review
- Online Permitting Portal Login
<https://dp.louisvillemsd.org/DPCDR8/>
- Public Search Portal (printing Permits, COO's etc.)
<http://portal.louisvilleky.gov/codesandregs/mainsearch>



Things to Remember

- The website is optimized to work best in Google Chrome, if you don't already have this browser, you may download it here www.google.com/chrome.
- This website is mobile friendly with Android and Apple devices.
- Our office is only open Monday – Friday 730am – 5pm, the website is always open.
- Online Permits are now available for *all* permit types!

Our Department Homepage

The screenshot shows the homepage for the Construction Review Department. At the top, there is a breadcrumb trail: "Government / City Departments / Construction Review" and a "FEEDBACK" link. The main content area is divided into several sections:

- 1. Left Navigation:** A vertical menu on the left side with items: "Department Home", "About Construction Review", "Online Permitting Portal", "Permits and Licensing", "Tax Moratorium", "Donation Bins", "Right of Way", and "Have a question about permitting?".
- 2. Features:** A central banner area with three main items: "Request a Same Day Inspection" (with an image of a worker), "Online Permitting Portal" (with an image of construction tools), and "Weekly Announcements!" (with an image of a corkboard).
- 3. Weekly Announcements:** A specific callout for "Weekly Announcements!" with a "View All News" button.
- 4. Toolbox:** A horizontal bar labeled "CONSTRUCTION REVIEW TOOLBOX" containing icons for "MyLouisville", "Report", "Services", "Forms", "Maps", and "Media".
- 5. Online Permitting Portal:** A detailed section for the "Online Permitting Portal" with the text: "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!".
- Contact:** A section on the left providing contact information: "Construction Review (502) 574-3321", "444. S. 5th Street Louisville, KY 40202", and "7:00 AM to 5:00 PM Monday - Friday".
- City News:** A section on the right titled "City News" with two news items: "Neighborhood Places Offer Free Tax Preparation, Extreme Couponing and More" and "Local Homebuying and Renovation Workshop Offers Free Guidance".
- City Events:** A section on the right titled "City Events" with two event items: "ACLU of Kentucky: Moving Justice Forward 60 Years exhibit" and "Landbank Authority Request for Proposals".

1. Left Navigation – Use these quick links to access our entire site. Most of these are general headings that will expand to include other subheadings when selected.
2. Features – These items are quick links, and they may change from time to time, but the pages will never be gone forever. If they do change, they can be found again in the Left Navigation.
3. Weekly Announcements – This will always stay here (but can also be found on the left navigation) and is continually updated with department memos, upcoming classes and events.
4. Toolbox- Many downloadable forms and special pages can also be found by using the toolbox.
5. Online Permitting Portal – This directly opens a new window to the log in screen for the online portal.

Permits and Licensing

The links on the left contain information about the different permit types and processes.

The **Online Permitting Portal** is for licensed and registered contractors. Using this tool, you may obtain permits completely online. If you are interested in becoming a licensed contractor, please see the [contractor licensing page](#).

If you are a licensed and registered contractor and would like to set up an **online account** [click here](#) to input your request. If an account already exists for your company you may [login here](#).

Anyone can look up currently issued and past permits, use the [Permit Search](#) and [Permit Mapping](#) tools.

Have a question? There are several toolbox guides to get you started. These include General Residential, Basement Remodels, Decks, Pools, Garages, Electrical, HVAC and Small Commercial.

If you are looking for more in-depth information about Building, Electrical or HVAC permits, go to those corresponding pages. There you will find code references, what projects need permits, zoning and coordination with small cities within Louisville.

All permits require inspections, at multiple points during your project and once it is completed. The [Inspections](#) page contains information for requesting these, or request it using the form below!

[Construction Permits and Inspection Fees, effective November 12, 2014.](#)

Below are Permit Applications in PDF forms that can be downloaded and completed.

- [Plan Review Application - Commercial & Multi Family Building Permit](#)
- [Single Family Building & Accessory Permit Application](#)
- [Fire Detection Application](#)
- [Fire Suppression Application](#)
- [Sign Permit Application](#)
- [Wrecking Application - Commercial & Multi Family](#)
- [Wrecking Application - Single Family](#)

[Electrical Permit Application for Contractors](#)
[Electrical Permit Application for Homeowners](#)

[HVAC Permit Application for Contractors - Also for Range Hoods, Mechanical Refrigeration and Fireplaces.](#)



Contact

Construction Review
(502) 574-3321

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



The 'Permits and Licensing' left navigation section expands to include pages of information for the different permit types, inspections, and information on contractor licenses. Many of these links are also found in the text of the page, as well as links to other sections on the left navigation. The arrows show 2 links to the same "Have a Question" page.

- Department Home >
- About Construction Review >
- Online Permitting Portal >
- Permits and Licensing >
- Search for Permits
- Construction Review Permits Map
- Contractor Licensing
- HVAC - Mechanical Permits
- Building Permits
- Electrical Permits
- Inspections
- Same Day Inspection
- Tax Moratorium >
- Donation Bins >
- Right of Way >
- Have a question about permitting? >

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These are the pages included under the “Permits & Licensing” heading. All of these include more specific information about the most popular permit types.

Construction Review



Now that you are learning the website and everything it can do for you, here are the numbers of permits that were submitted using the Online Permitting Portal. All permit types are now available through the portal!

Permit Type	Sept/Oct 2014	Nov/Dec 2014	Jan/Feb 2015
HVAC/ Electrical	81%	83%	80%
Building	5%	15%	11%
Wreck	8%	21%	23%
Sign	6%	12%	12%
Sprinkler	6%	13%	22%

As you can see, use of the online portal is on the rise! If you would like to sign up for an account or be reminded of your username/password, just let us know.

Hint: There is a request form on the site!

Thank You!

If you have any questions, please call our office at 502-574-3321 or submit your question or concern using the 'contact us' option on the website.

A Customer Service Survey will be online soon! Make sure you look for it.