

STEP BY STEP GUIDE FOR SUBMITTING PERMITS ONLINE – for construction contractors

aca-louisville.accela.com/ljcmg/Default.aspx

Apps | louisvilleky - My Ap... | CodesSelfReporting... | Benefits | MyMetro | Accela Automation | Mail - Muller, Gary... | Sign In | ALP CHAPTER 150: BUIL... | Metro Map Viewer



 **Louisville Metro Business Portal**
www.louisvilleky.gov/businessportal

Home | Search | New | Help

[Accessibility Support](#) [Register for an Account](#) [Login](#)

Accela Civic Platform will be under maintenance beginning Friday, February 19th, at 7PM. The citizen access portal will be unavailable until Monday, February 22nd, at 8AM.

Attention builders/contractors:

Building permits are listed under the **Building** tab below. Building, contractor, special event & business related applications are located under the **Licenses** tab.

For Special Events or Fireworks Permits:

To apply for a permit, please click on the "Licenses" tab.

Search... 

Home | APCD | Building | Enforcement | Licenses | Planning | Public Works

Advanced Search

Username or Email:

Password:

Login

☐ Remember me on this computer | [I've forgotten my password](#) | [New Users: Register for an Account](#)

Welcome to Metro's Business Portal! This is where business gets done with Louisville Metro government, 24/7. [Register for a new account](#) to take advantage of all of our services. Or [login](#) and get started. You can also search below.

To reach a department for support please contact:

- APCD: (502) 574-6000
- Construction Review: (502) 574-3321

SPECIFIC NOTES BEFORE WE START :

1. Only open website via google chrome
2. The example is for a new single family home with an attached garage.
3. Every detached structure on a lot/parcel requires a separate building permit.
4. If a single family home with a detached garage is proposed, this would require a permit for the home and a separate permit for the garage.
5. This guide can be used for any permit application that is offered by your license type.
6. At any point during your submittal you need to stop – you **MUST** select **(SAVE AND RESUME LATER)** at the bottom left corner of the page.

(please email ConstructionRevCS@louisvilleky.gov for assistance or additional step-by-step illustrations)



Louisville Metro Business Portal

www.louisvilleky.gov/businessportal

me Search New Help

☐ Accessibility Support [Register for an Account](#) [Login](#)

1. Insert user name and password

will be under maintenance beginning Friday, February 19th, at 7PM. The citizen access portal will be unavailable until Monday, February 22nd, at 8AM.

3. CLICK "LOGIN"

Buildings and Permits: Building, contractor, special event & business related applications listed under the Building tab below. Building, contractor, special event & business related applications listed under the Building tab below. Building, contractor, special event & business related applications listed under the Building tab below.

For Special Events Permits:
To apply for a special event permit, click on the "Licenses" tab.

Home APCD Building Enforcement Licenses Planning Public Works

Advanced Search

Username or Email: Constructionreviewcsr

Password: *****

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Welcome to Metro Business Portal! This is where business gets done with Louisville Metro government, 24/7. [Register for a new account](#) to take advantage of all of our services. Or [login](#) and get started. You can also search below.

To reach a department for support:

- APCD: (502) 574-6000
- Construction Review: (502) 574-6000
- Codes & Regulations: (502) 574-6000
- Public Works (Right of Way): (502) 574-6000
- Planning & Design: (502) 574-6230
- Special Events Intake: (502) 574-3467

2. CLICK BOX-
(if network/computer is secure)



Louisville Metro Business Portal

www.louisvilleky.gov/businessportal

Help

Logged in as: Construction Review Collections (0) Cart (0) Account Management Logout

Accela Civic Platform

Attention builders,
Building permits are

For Special Events
To apply for a permit

2. CLICK "HOME"

February 19th, at 7PM. The citizen access portal will be unavailable until
February 22nd, at 8AM.

Special event & business related applications are located under the Licenses tab.

Search:

[Home](#) [APCD](#) [Building](#) [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Hello, Construction Review

Saved Items (0)

[View Cart](#)

There are no items in your shopping cart right now.

My Collection (0)

[View Collections](#)

You do not have any collections right now.

1. Note: Your user name
shows up here

Work in progress:

[View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Wrecking Contractor License Application	21TMP-007329	Licenses	2/5/2021	Resume Application
Mechanical Refrigeration License Renewal	21TMP-003730	Licenses	1/25/2021	Resume Application
Parking Lot Permit	21TMP-000524	Building	1/5/2021	Resume Application
HNWC Residential	20TMP-034623	Building	9/2/2020	Resume Application
HNWC Residential	20TMP-018812	Building	5/22/2020	Resume Application
Electrical Residential	19TMP-030737	Building	12/31/2019	Resume Application
HNWC Contractor License Application	19TMP-030735	Licenses	12/31/2019	Resume Application

Cart (0)

Your cart is empty.

Welcome Construction Review

You are now logged in.

What would you like to do today?

To get started, select one of the services listed below:

General Information



Lookup Property Information



Search for a Licensee

Click "APPLY FOR PERMITS"

APCD



Create an Application



Search Applications

Building



Apply for a Permit



Obtain a Fee Estimate



Search Permit Records

Louisville Metro Business Portal

www.louisvilleky.gov/businessportal

+ New ? Help

Logged in as: Construction Review Collections (0) Cart (0) Account Management Logout

Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search...

Home APCD **Building** Enforcement Licenses Planning Public Works

 **Apply for a Permit**

 Obtain a Fee Estimate

CLICK "BOX" THEN PRESS
"CONTINUE APPLICATION"

Online Application

Welcome to Agency's Online Permitting System. Using this system you can create and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

I hereby certify that the owner of the property authorizes the proposed work, that I have been authorized to make this application as their authorized agent, and that I currently maintain an active Contractors License. I understand that any false or inaccurate information on this application or the approved plans may result in revocation of the permit under Kentucky Building Code. No deviation of the approved plan is allowed without approval by this office.

The Agency is neither responsible nor liable for any viruses or other

☐ I have read and accepted the above terms.

Continue Application »

Louisville Metro Business Portal

www.louisvilleky.gov/businessportal

+ New ▾ ? Help

Logged in as: Construction Review Collections (0) Cart (0) Account Management Logout

Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.



Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permit Records

Select a License

Select a license for this record from the list below. The available permit type(s) is/are: [blank] count.

* Licenses:

--Select--

--Select--

Electrical Contractor LIC-ELEC-20-00079

Mechanical Refrigeration Contractor LIC-MRL-20-00001

Residential and Commercial Building Contractor 2779-BUS

Residential and Commercial Building Contractor LIC-GBCL-20-00236

None Applicable

Click and select your 2021
Business License



Louisville Metro Business Portal

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Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

- Home
- APCD
- Building**
- Enforcement
- Licenses
- Planning
- Public Works

- Apply for a Permit
- Obtain a Fee Estimate
- Search Permit Records

VERIFY RIGHT LICENSE IS SHOWN
THEN SELCT
"CONTINUE APPLICATION"

Select a License

Select a license for this record from the list below. The available permit record types are determined by the type of the license associated with your account.

* Licenses:

Residential and Commercial Building Contractor LIC-GBCL-20-00236

CONSTRUCTION REVIEW
444 s 5th street
Louisville, KY 40202

Home Phone:
Mobile Phone:
Fax:
Residential and Commercial Building Contractor
LIC-GBCL-20-00236

Continue Application »

Attention builders/c
Building permits are listed under the Building tab below. Building, contractor, special

Home APCD **Building** Enforcement Licenses Planning Public Works

 Apply for a Permit  Obtain a Fee Estimate  Search Permit Records

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below p

 **Search**

Commercial
Miscellaneous
Residential

Continue Application »

1. CLICK "RESIDENTIAL"

2. THEN SELECT "RESIDENTIAL NEW"
THEN PRESS "CONTINUE
APPLICATION"

Building permits are listed under the Building tab below

Home APCD **Building** Enforcement Licenses P

 Apply for a Permit  Obtain a Fee Estimate

Select a Record Type

Choose one of the following available record types. For assistance or to

 **Search**

Commercial
Miscellaneous
Residential
 Electrical Residential
 Pool/Spa - Residential
 Residential Addition
 Residential Alteration
 Residential Foundation
 Residential New

Continue Application »

Attention builders/contractors:
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search...

Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permit Records

Residential New

1 Location & People 2 Permit Detail 3 Documents 4 Review 5 Pay Fees 6

Step 1: Location & People > Location Information

* Indicates a required field.

Address

* Street No.: Direction: * Street Name: Street Type:
Unit Type: Unit No.: * Zip:

Parcel

* Parcel Number:

ONLY ENTER STREET NUMBER AND STREET
NAME
THEN PRESS "SEARCH"

Owner

Owner Name:

Address Line 1:

Address Line 2:

Residential New

1 Location & People 2 Permit Detail 3 Documents 4 Review 5 Pay Fees

Step 1: Location & People > Location Information

Address

* Street No.: 444 Direction: S * Street Name: 5TH Street type: ST
Unit Type: --Select-- Unit No.: * Zip: 40202
[Search](#) [Clear](#)

Parcel

* Parcel Number: 014K00090000
[Search](#) [Clear](#)

Owner

Owner Name: CITY OF LOUISVILLE PUBLIC PROPERTY
Address Line 1: 527 W JEFFERSON ST STE 4
Address Line 2: 00

1. ALL REMAINING
FIELDS ARE AUTO
POPULATED –
INCLUDING THE
PARCEL AND
OWNERSHIP

2. SCROLL DOWN AND SELECT
“CONTINUE APPLICATION”

Parcel

* Parcel Number:
014K00090000
[Search](#) [Clear](#)

Owner

Owner Name: CITY OF LOUISVILLE PUBLIC PROPERTY
Address Line 1: 527 W JEFFERSON ST STE 4
Address Line 2: 00
City: LOUISVILLE State: KY Zip: 40202 281
[Search](#) [Clear](#)

[Save and resume later](#)

[Continue Application »](#)

PERMIT ADVANCES TO APPLICANT

Logged in as: Construction Review Collections (0) Cart (0) Account Management Logout

Attention builders/contractors:
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search...

APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permit Records

New

1 People 2 Permit Detail 3 Documents 4 Review 5 Pay Fees 6

Step 1: Location & People > Contact Information

* Indicates a required field.

SELECT

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account

Licensed Professional

To find a licensed professional, click the Look Up button. To add a new licensed professional, please contact the Construction Review Division at (502) 674-3321.

CONSTRUCTION REVIEW

License Type: Residential and Commercial Building Contractor

License Number: LIC-GBCL-20-00236

Address: Louisville 40202

Edit Remove

Save and resume later

Continue Application »

Building permits are listed

Select Contact from Account

Construction Review
Applicant

Select contact addresses for this contact to attach to the record.

Showing 1-2 of 2

☐	Address Type	Recipient	Address
☐	Mailing Address		444 s 5th street
☐	Mailing Address		444 s 5th street

Continue

Discard Changes

CHECK
DESIRED BOX
—
THEN CLICK
“CONTINUE”

Select from Account

Licensed Professional

To find a licensed professional, click the Look Up button. To add a new licensed professional, please contact the Construction Review Division at (502) 574-3321.

CONSTRUCTION REVIEW

License Type: Residential and Commercial Building Contractor
License Number: LC-CBCL-20-00236
Address: Louisville 40202
[Edit](#) [Remove](#)

Save and resume later

Continue Application »

Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search...

Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate

Residential New

1 Location & People 2 Permit Detail

5 Pay Fees 6

Step 1: Location & People > Contact Information

* Indicates a required field

Applicant

To add a new contact, click the Add Contact link. To edit a contact,

✓ Contact added successfully.

Construction Review

constructionrevcs@louisvilleky.gov
Home phone:
Mobile Phone:
Work Phone: 5025743321
Fax:
[Edit](#) [Remove](#)

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing Address		444 s 5th street	Actions

1. CONTACT
UPDATED
—
THEN CLICK
“ACTIONS”

2. SET AS PRIMARY
—
THEN CLICK
“CONTINUE APPLICATION”

Address Action
444 s 5th street [Actions](#)
[Set As Primary](#)

Licensed Professional

To find a licensed professional, click the Look Up button. To add a new licensed professional, please contact the Construction Review Division at (502) 574-3321.

CONSTRUCTION REVIEW

License Type: Residential and Commercial Building Contractor
License Number: LIC-GBCL-20-00236
Address: Louisville 40202
[Edit](#) [Remove](#)

Up button. To add a new licensed professional, please contact the Construction Review Division at (502) 574-3321.

ial Building Contractor

[Save and resume later](#)

[Continue Application »](#)

PERMIT ADVANCES TO PERMIT DETAILS

Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permits

Residential New

1 Location & People 2 Permit Detail 3 Documents

Step 2: Permit Detail > Work Description

Detail Information

Application Name:
INSERT ADDRESS OF LOCATION HERE

*Detailed Description:
NEW SINGLE FAMILY HOME - 2850SF SINGLE STORY WITH ATTACHED 2 CAR GARAGE, 3 BD 2 BATH ALSO 250SF ATTACHED DECK AT REAR.

spell check

Required

Save and resume later

Continue Application »

1. USE PROJECT ADDRESS AS "APPLICATION NAME" FOR NEW CONSTRUCTION
2. ENTER DETAILS OF NEW HOME HERE – (include lot # or subdivision if desired)
3. INCLUDE ANY SPECIAL APPROVALS ALREADY SUBMITTED OR APPROVED – LOCAL APPROVALS, COA'S, VARIANCES, ETC.
4. THEN CLICK "CONTINUE"

Attention builders/contractors: Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search... 

Home APCD **Building** Enforcement Licenses Planning Public Works

 Apply for a Permit  Obtain a Fee Estimate  Search Permit Records

Residential New

1 Location & People 2 Permit Detail 3 Documents 4 Review 5 Pay Fees 6

Step 2: Permit Detail > Permit Information

* indicates a required field.

Custom Fields

BUILDING PERMITS

Square footage:

Estimated Cost:

No. Stories:

Height in feet:

Total No. Bedrooms:

Total No. Dwell Units:

Set Back Front:

Set Back Right:

Set Back Left:

Set Back Rear:

FILL IN ALL FIELDS

Custom Lists

USE GROUP

Showing 0-0 of 0

Custom Fields

BUILDING PERMITS

Square footage:	2850
Estimated Cost:	320000
No. Stories:	1
Height in feet:	23
Total No. Bedrooms:	3
Total No. Dwell Units:	1
Set Back Front:	28
Set Back Right:	6
Set Back Left:	5
Set Back Rear:	35

SKIP “CUSTOM LIST”
(LEAVE BLANK)

SELECT “CONTINUE APPLICATION”

Custom Lists

USE GROUP

Showing 0-0 of 0

Use Group	Square Footage
No records found.	

Add a Row

Edit Selected

Delete Selected

Add 2 Rows

Add 3 Rows

Add 4 Rows

Add 5 Rows

Add 6 Rows

Add 7 Rows

Continue Application »

PERMIT ADVANCES TO LOAD DOCUMENTS

Home APCD **Building** Enforcement Licenses Planning Public Works

 Apply for a Permit  Obtain a Fee Estimate  Search Permit Records

Residential New

1 Location & People 2 Permit Detail 3 Documents 4 Review 5 Pay Fees 6

Step 3: Documents > Attached Documents

* indicates a required field.

Attachment

This application requires you to upload the following:

- Construction Plans
- Site Plans

Click on the Add button below to upload the required document(s) and any additional documents.

The maximum file size allowed is 200 MB.

The following file types are disallowed: ade;adp;bat;chm;cmd;com;con;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mssc;php;plf;scr;scd;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Add

SELECT "ADD"
NEW WINDOW POPS UP

Save and resume later

Continue Application »

Attention builders/contractors:
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search

Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permit Records

Residential New

1. Location & People 2. Permit Detail

Step 3: Documents > Attached Documents

Attachment

This application requires you to upload the following documents:

- Construction Plans
- Site Plans

Click on the Add button below to upload the documents.

The maximum file size allowed is 200 MB.
The following file types are disallowed: ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;...
This application type requires you to submit the following types of documents: Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Add

Save and resume later

Continue Application »

File Upload

The maximum file size allowed is 200 MB.

The following file types are disallowed:

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;...

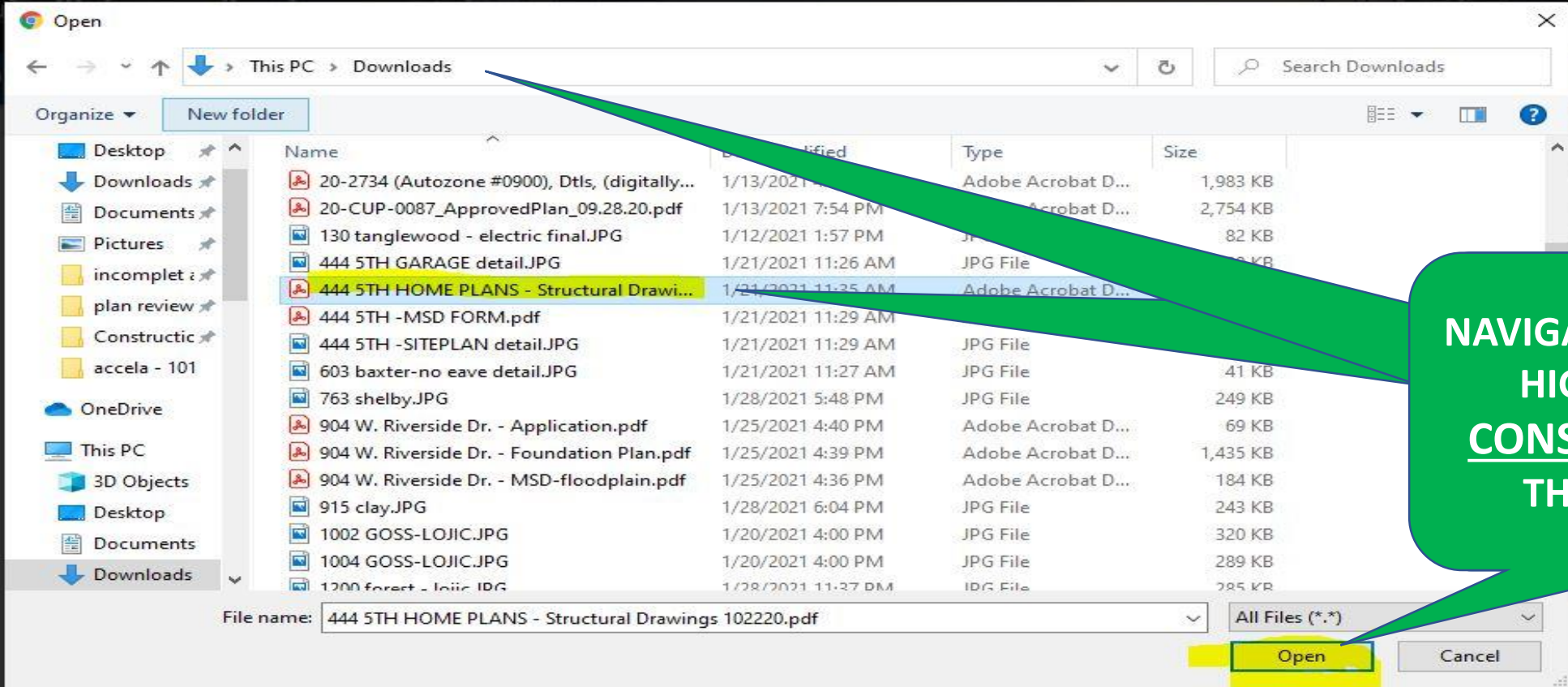
File upload area

Continue

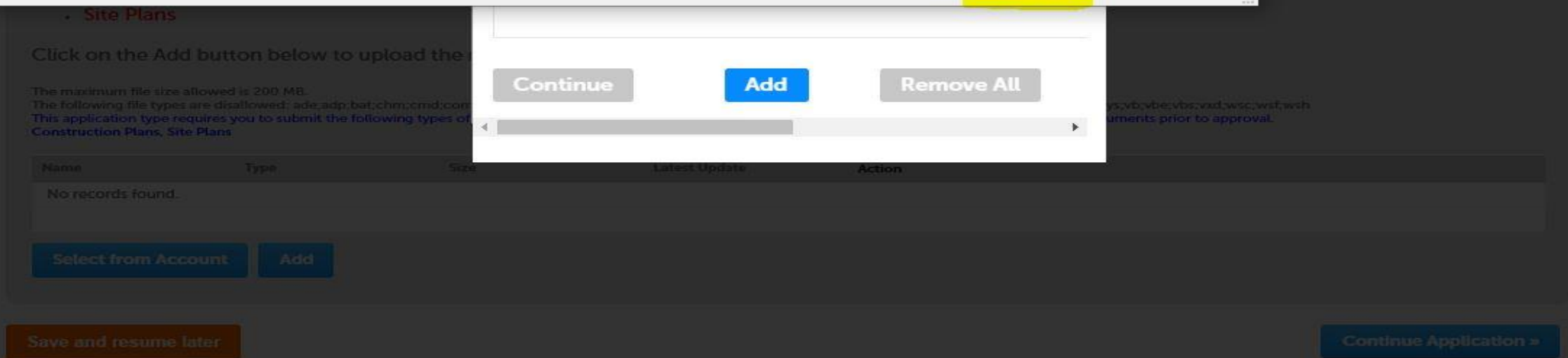
Add

Remove All

SELECT "ADD"



NAVIGATE TO YOUR FOLDER,
HIGHLIGHT FILE FOR
CONSTRUCTION PLANS,
THEN CLICK "OPEN"



Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search...



Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permit Records

Residential New

1 Location & People 2 Permit Detail

Step 3: Documents > Attached Documents

Attachment

This application requires you to upload the following documents:

- Construction Plans
- Site Plans

Click on the Add button below to upload the documents.

The maximum file size allowed is 200 MB.

The following file types are disallowed: ade;adp;bat;chm;cmd;com

This application type requires you to submit the following types of documents: Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

Select from Account

Add

Save and resume later

Continue Application »

File Upload

The maximum file size allowed is 200 MB.

The following file types are disallowed:

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;msi

444 5TH HOME PLANS - Structural

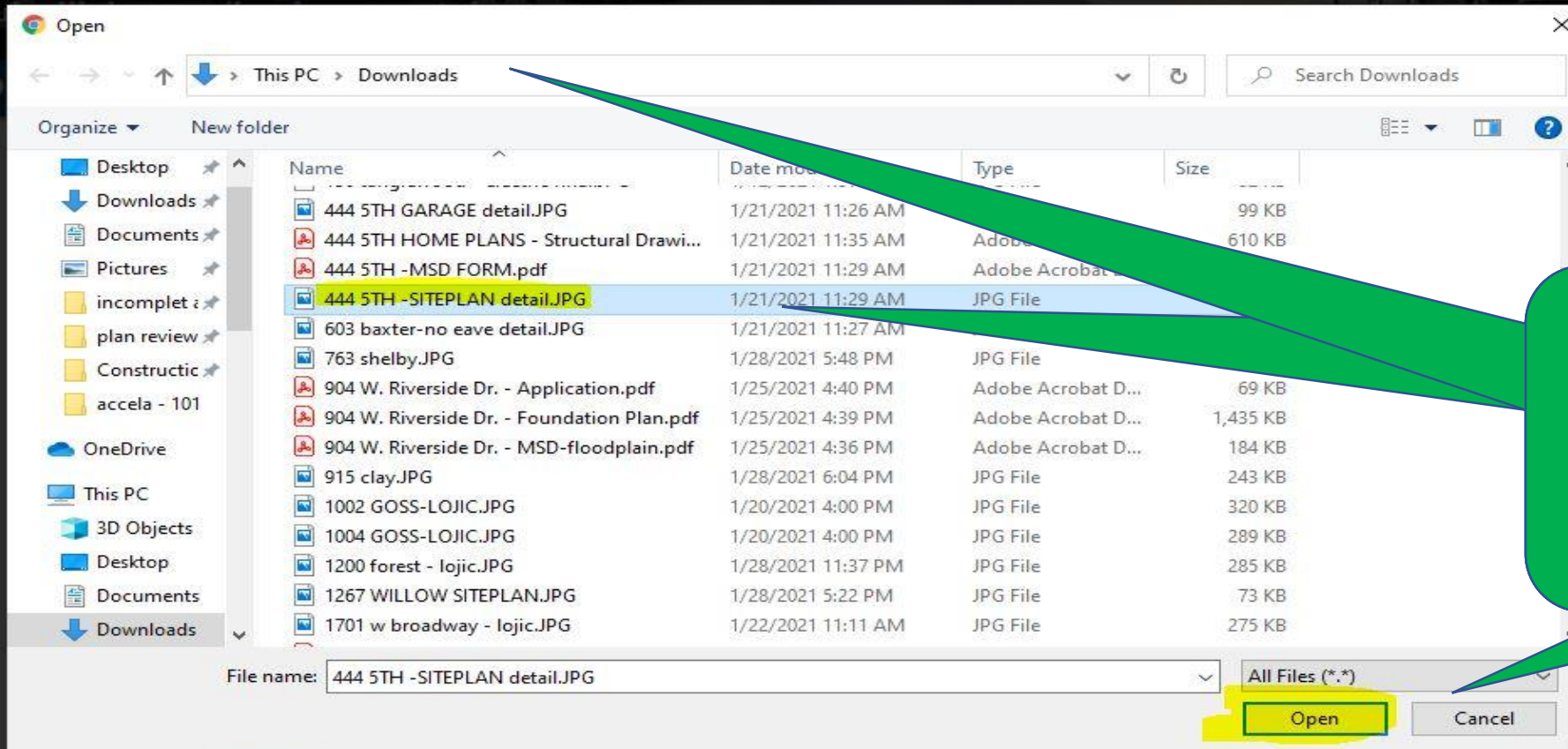
100%

Continue

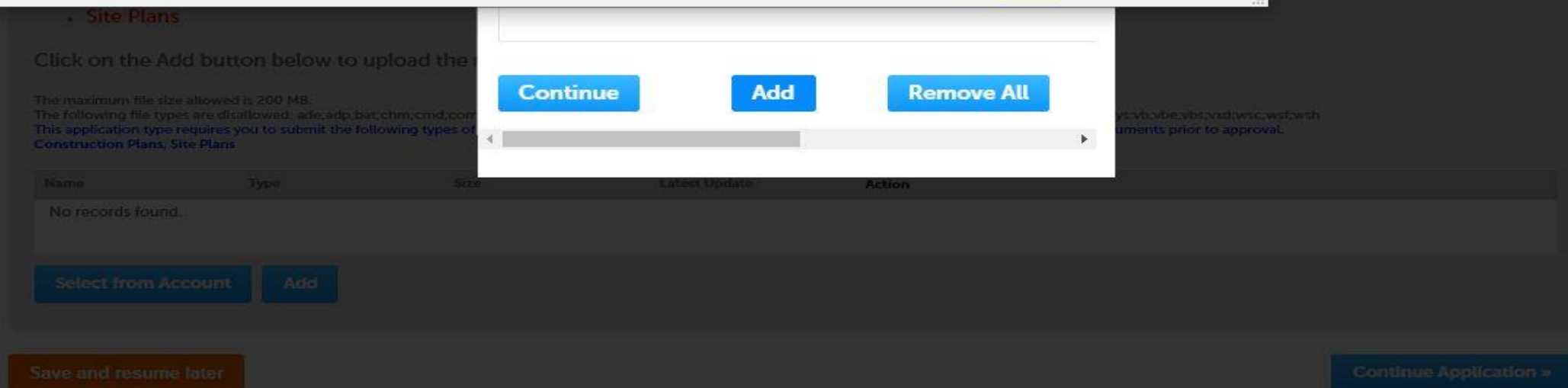
Add

Remove All

WHEN FILE REACHES 100%,
THEN CLICK "ADD"



**NAVIGATE TO YOUR
FOLDER, HIGHLIGHT FILE
FOR SITE PLANS,
THEN CLICK "OPEN"**



Attention builders/contractors:
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search...

[Home](#) [APCD](#) **[Building](#)** [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#)[Apply for a Permit](#) [Obtain a Fee Estimate](#) [Search Permit Records](#)**Residential New**[1. Location & People](#) [2. Permit Detail](#)**Step 3: Documents > Attached Documents****Attachment**

This application requires you to upload the following:

- Construction Plans
- Site Plans

Click on the Add button below to upload the files.

The maximum file size allowed is 200 MB.
The following file types are disallowed: ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mi

This application type requires you to submit the following types of documents: Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#)[Add](#)[Save and resume later](#)**File Upload**

The maximum file size allowed is 200 MB.

The following file types are disallowed:

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mi

444 5TH HOME PLANS - Structural

100%

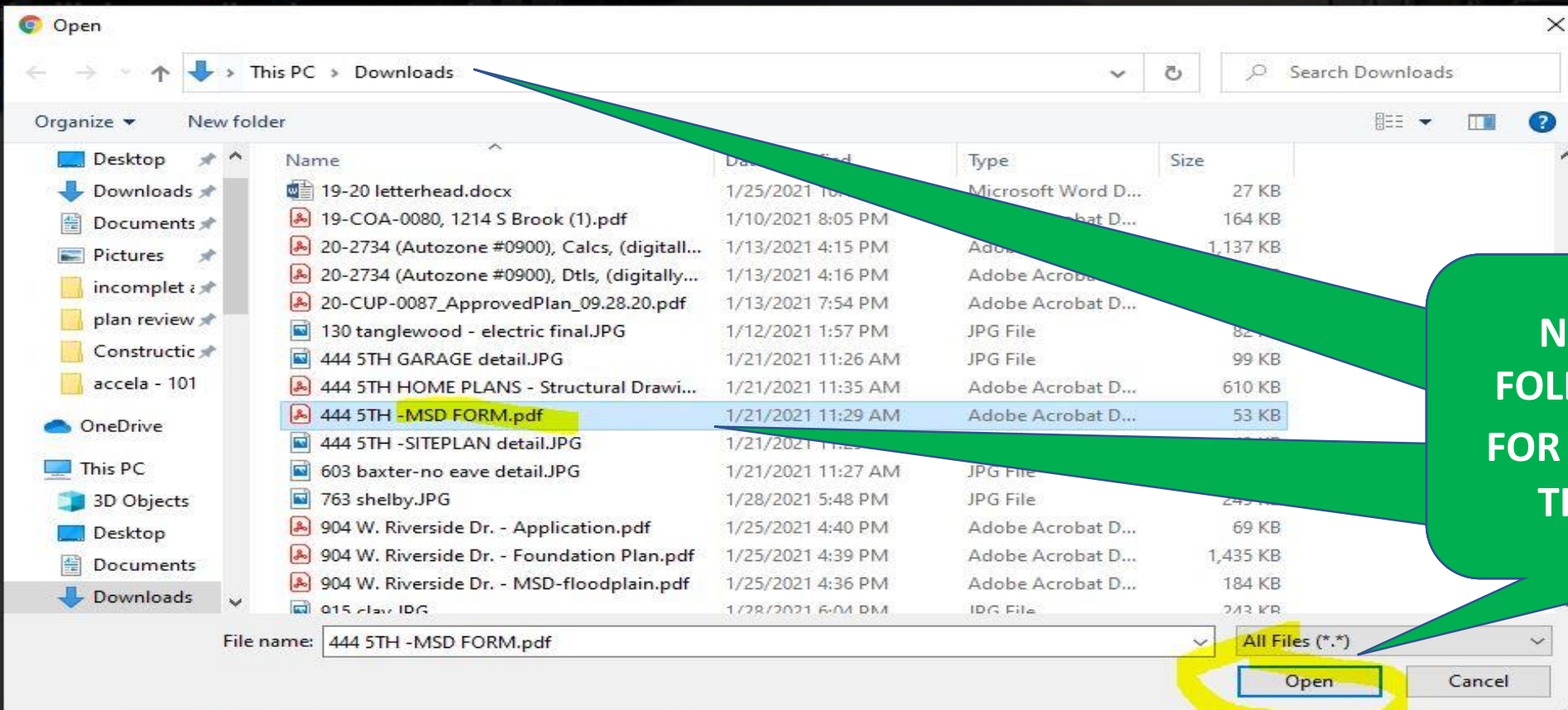
444 5TH -SITEPLAN detail.JPG

100%

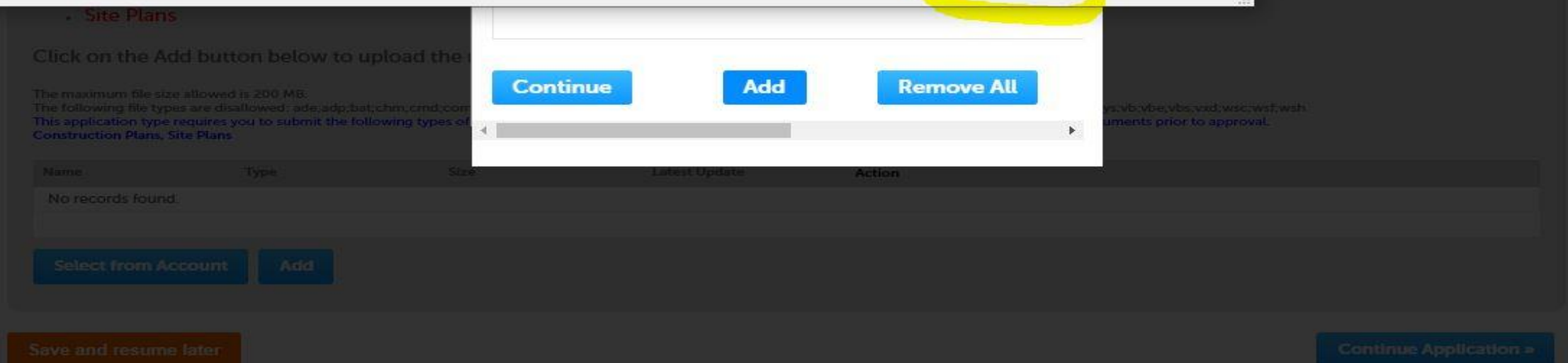
[Continue](#)[Add](#)[Remove All](#)

**WHEN FILE REACHES 100%,
THEN CLICK "ADD"**

****NOTE – any permit that
disturbs the soil must have a
MSD form
Additions, new, parking lots,
sheds, etc**



NAVIGATE TO YOUR
FOLDER, HIGHLIGHT FILE
FOR MSD ESPC FORM,
THEN CLICK "OPEN"



Attention builders/contractors:
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search

Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permit Records

Residential New

Location & People Permit Detail

Step 3: Documents > Attached Documents

Attachment

This application requires you to upload the following:

- Construction Plans
- Site Plans

Click on the Add button below to upload the files.

The maximum file size allowed is 200 MB.

The following file types are disallowed: .ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.m

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

Select from Account

Add

Save and resume later

File Upload

The maximum file size allowed is 200 MB.

The following file types are disallowed:

.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.m

444 5TH HOME PLANS - Structural	100%
444 5TH -SITEPLAN detail.JPG	100%
444 5TH -MSD FORM.pdf	100%

Continue

Add

Remove All

WHEN FILE REACHES 100%,
THEN CLICK "CONTINUE"

****NOTE – IF YOU WANT MORE FILES TO UPLOAD, CONTINUE PROCESS UNTIL DONE – THEN CLICK "CONTINUE"**

Attachment

Click on the Add button below to upload the required document(s) and any additional documents.

Name	Type	Size	Lastest Update	Action
No records found.				

--Select--

Save and resume later

[Continue Application >](#)

WINDOW RETURNS TO YOUR APPLICATION AND EACH FILE IS LISTED (IN ORDER OF HOW YOU SELECTED THEM) – BUT WE MUST NOW IDENTIFY EACH FILE

The maximum file size allowed is 200 MB.
The following file types are disallowed: ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;
This application type requires you to submit the following types of documents. Subject to the collected information, you
Construction Plans, Site Plans

Name	Type	Size	Latest Update
------	------	------	---------------

No records found.

*Type:

--Select--

--Select--

Affidavit of Ownership

Construction Plans

Document

Email

Energy WorkSheet

Landscaping Plans

Lighting Plans

Mechanical Plans

Miscellaneous

Parking Lot Plans

Permit

Photos

Plans

Site Plans

CLICK "SELECT" THEN CLICK
ON THE FILE TYPE

[spell check](#)

Also Attach To

--Select--

*Type:

--Select--

File:
444 5TH -SITEPLAN detail.JPG

100%

Description:

Attachment

This application requires you to upload the following specific document(s):

- Construction Plans
- Site Plans

Click on the Add button below to upload the required document(s) and any additional documents.

The maximum file size allowed is 200 MB.

The following file types are disallowed: ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

Construction Plans

Remove

File:

444 5TH HOME PLANS - Structural
Drawings 102220.pdf

100%

Description:

HOME PLANS

TYPE IS NOW SHOWN ,
FILL IN THE DESCRIPTION OF FILE
SUCH AS "HOME PLANS" OR
"CONSTRUCTION PLANS" ETC.

~~spell check~~

Also Attach To

--Select--

*Type:

--Select--

File:

444 5TH - SITEPLAN detail.JPG

100%

Description:

****NOTE – LOOK HERE FOR NEXT
UPLOADED FILE – SO YOU WILL KNOW
WHAT "TYPE" TO SELECT NEXT**

Name	Type	Size	Latest Update	Action
No records found.				

***Type:**

Construction Plans

File:

444 5TH HOME PLANS - Structural Drawings 102220.pdf

100%

Description:

HOME PLAN

[spell check](#)

Also Attach To

--Select--

***Type:**

--Select--

- Select--
- Affidavit of Ownership
- Construction Plans
- Document
- Email
- Energy WorkSheet
- Landscaping Plans
- Lighting Plans
- Mechanical Plans
- Miscellaneous
- Parking Lot Plans
- Permit
- Photos
- Plans
- Site Plans

Also Attach To

--Select--

***Type:**

--Select--

File:

444 5TH -MSD FORM.pdf

100%

CLICK "SELECT" THEN CLICK ON THE FILE TYPE

100%

Description:

HOME PLANS

[spell check](#)

Also Attach To

--Select--

*Type:

Site Plans

File:

444 5TH -SITEPLAN detail.JPG

100%

Description:

SITE PLAN

[spell check](#)

Also Attach To

--Select--

*Type:

--Select--

File:

444 5TH -MSD FORM.pdf

100%

Description:

[spell check](#)

Also Attach To

--Select--

Save

Select from Account

Add

Remove All

Remove

Remove

TYPE IS NOW SHOWN ,
FILL IN THE DESCRIPTION OF FILE
SUCH AS "SITE PLAN", "PLOT
PLAN" OR "SURVEY"

****NOTE – LOOK HERE FOR NEXT
UPLOADED FILE – SO YOU WILL KNOW
WHAT "TYPE" TO SELECT NEXT**

*Type:

Site Plans

File:

444 5TH -SITEPLAN detail.JPG

100%

Description:

SITE PLAN

[spell check](#)

Also Attach To

--Select--

*Type:

--Select--

--Select--

Affidavit of Ownership

Construction Plans

Document

Email

Energy WorkSheet

Landscaping Plans

Lighting Plans

Mechanical Plans

Miscellaneous

Parking Lot Plans

Permit

Photos

Plans

Site Plans

Also Attach To

--Select--

*Type:

--Select--

CLICK "SELECT" THEN CLICK ON THE
FILE TYPE (USE "DOCUMENT" FOR
MSD FORMS - REQUIRED FOR
NEW AND ADDITIONS);

*REPEAT PROCESS FOR ANY OTHER
DOCUMENTS YOU MAY HAVE
UPLOADED*

--Select--

*Type:

Site Plans

Remove

File:
444 5TH -SITEPLAN detail.JPG
100%

Description:
SITE PLAN

~~spell check~~
~~Also Attach To~~
~~--Select--~~

*Type:

Document

Remove

File:
444 5TH -MSD FORM.pdf
100%

Description:
MSD FORM - ESPC

~~spell check~~
~~Also Attach To~~
~~--Select--~~

TYPE IS NOW SHOWN ,

FILL IN THE
DESCRIPTION OF FILE
SUCH AS "MSD FORM"
OR "ESPC FORM"

WHEN DONE – YOU MUST
CLICK "SAVE"

Save Select from Account Add Remove All

Save and resume later

Continue Application »

 Apply for a Permit  Obtain a Fee Estimate  Search Permit Records



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Residential New

1 Location & People

2 Permit Detail

3 Documents

6

Step 3: Documents > Attached Documents

Attachment

This application requires you to upload the following specific document(s):

- Construction Plans
- Site Plans

Click on the Add button below to upload the required document.

The maximum file size allowed is 200 MB.

The following file types are disallowed: .ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ini;.ins;.jar;.js;.jse;.lib;.lnk;.mdb;.msi;.msg;.psd;.scr;.sh;.shtml;.sys;.vb;.vbs;.vxd;.wps;.xml;.xsl;.xslt;.xul;.z

This application type requires you to submit the following types of documents: Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
444 5TH HOME PLANS - Structural Drawings 102220.pdf	Construction Plans	309.70 KB	02/17/2021	Actions ▼
444 5TH -MSD FORM.pdf	Document	52.87 KB	02/17/2021	Actions ▼
444 5TH -SITEPLAN detail.JPG	Site Plans	42.60 KB	02/17/2021	Actions ▼

Select from Account

Add

Save and resume later

Continue Application »

WINDOW RETURNS TO YOUR APPLICATION

THIS SHOWS THAT THE FILES HAVE BEEN UPLOADED

EACH FILE IS LISTED



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Residential New

[1 Location & People](#)[2 Permit Detail](#)[3 Documents](#)[4 Review](#)

Step 3: Documents > Attached Documents

Attachment

This application requires you to upload the following specific document(s):

- **Construction Plans**
- **Site Plans**

Click on the Add button below to upload the required document(s) and any additional documents.

The maximum file size allowed is 200 MB.

The following file types are disallowed: ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;pl

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
444 5TH HOME PLANS - Structural Drawings 102220.pdf	Construction Plans	609.70 KB	02/17/2021	Actions ▾ View Details
444 5TH -MSD FORM.pdf	Document	52.87 KB	02/17/2021	Actions ▾
444 5TH -SITEPLAN detail.JPG	Site Plans	42.60 KB	02/17/2021	Actions ▾

[Select from Account](#)[Add](#)

**OPTIONAL: YOU CAN CLICK
“ACTIONS” THEN CLICK “VIEW
DETAILS” TO SEE MORE DETAILS
CONCERNING YOUR UPLOADED FILE**

[Save and resume later](#)[Continue Application >](#)



Apply for a Permit



Obtain a Fee Estimate



Search Permit Records



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Residential New

1 Location & People

2 Permit Detail

3 Documents

4 Review

5 Pay

6

Step 3 : Documents > Attached Documents

* indicates a required field.

Attachment

This application requires you to

- Construction Plans
- Site Plans

Click on the Add button below

The maximum file size allowed is 200 MB.
The following file types are disallowed: adepa
This application type requires you to submit t
Construction Plans, Site Plans

Name	Type	File Size	Upload Date	Actions
444 5TH HOME PLANS - Structural Drawings 102220.pdf	Construction Plans	609.70 KB	02/17/2021	Actions ▼
444 5TH -MSD FORM.pdf	Document	52.87 KB	02/17/2021	Actions ▼
444 5TH -SITEPLAN detail.JPG	Site Plans	42.60 KB	02/17/2021	Actions ▼

Select from Account

Add

Save and resume later

Continue Application »

A NEW WINDOW WILL OPEN AND
YOU WILL SEE THE SPECIFIC DETAILS
OF YOUR FILE UPLOAD

CLICK "X" TO CLOSE BOX

Document Details

File Name: 444 5TH HOME PLANS - Structural Drawings 102220.pdf
File Size: 609.70 KB

Entity: Residential New - 21TMP-007522

Entity Type: Record

Document Status: Uploaded

Status Date: 02/17/2021

Record Number: 21TMP-007522

Record Type: Residential New

Upload Date: 02/17/2021

Last Updated: 02/17/2021

Document Type: Construction Plans

Virtual Folders:

Description:

HOME PLANS

Home APCD **Building** Enforcement Licenses Planning Public Works

 Apply for a Permit  Obtain a Fee Estimate  Search Permit Records



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Residential New

1 Location & People 2 Permit Detail 3 Documents 4 Review

Step 3: Documents > Attached Documents

Attachment

This application requires you to upload the following specific document(s):

- Construction Plans
- Site Plans

Click on the Add button below to upload the required document(s) and any additional documents.

The maximum file size allowed is 200 MB.

The following file types are disallowed: .ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mdc;.mht;.mhtml;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.wsf;.wsh

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
444 5TH HOME PLANS - Structural Drawings 102220.pdf	Construction Plans	609.70 KB	02/17/2021	Actions ▾ View Details
444 5TH -MSD FORM.pdf	Document	52.87 KB	02/17/2021	ACTIONS ▾
444 5TH -SITEPLAN detail.JPG	Site Plans	42.60 KB	02/17/2021	Actions ▾

Select from Account

Add

Save and resume later

Continue Application >

SCREEN RETURNS TO APPLICATION
CLICK "CONTINUE APPLICATION"

Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search...

[Home](#) [APCD](#) **[Building](#)** [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#)[Apply for a Permit](#)[\\$ Obtain a Fee Estimate](#)[Q Search Permit Records](#)**Residential New**

1

2 Permit Detail

3 Documents

4 Review

5 Pay Fees

6 Record Issuance

Step 4 : Review[Save and resume later](#)[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to section or "Continue Application" to move on.

Record Type**Address**444 S 5TH ST
40202[Edit](#)**Parcel**

Parcel Number: 014K00090000

[Edit](#)**Owner**[Edit](#)

**REVIEW STAGE – SCROLL DOWN AND
REVIEW YOUR ENTRIES**

Custom Fields

BUILDING PERMITS

Square footage: 2850
Estimated Cost: 320000
No. Stories: 1
Height in feet: 23
Total No. Bedrooms: 3
Total No. Dwell Units: 1
Set Back Front: 28
Set Back Right: 6
Set Back Left: 5
Set Back Rear: 35

[Edit](#)

Custom Lists

[Edit](#)

**IF ENTRIES ARE CORRECT –
CLICK “CONTINUE APPLICATION”**

[Edit](#)

The following file types are disallowed: ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mo...sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
This application type requires you to submit the following types of documents. Subject to the collected information, you must submit documents prior to approval.
Construction Plans, Site Plans

Name	Type	Size	Latest Update	Action
444 5TH HOME PLANS - Structural Drawings 102220.pdf	Construction Plans	609.70 KB	02/17/2021	Actions ▼
444 5TH -MSD FORM.pdf	Document	52.87 KB	02/17/2021	Actions ▼
444 5TH -SITEPLAN detail.JPG	Site Plans	42.60 KB	02/17/2021	Actions ▼

[Save and resume later](#)[Continue Application >](#)

Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search... 

Home APCD **Building** Enforcement Licenses Planning Public Works

 Apply for a Permit  Obtain a Fee Estimate  Search Permit Records

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Summary](#)

444 S 5TH ST, 40202

RES-NEW-21-00258

[Print/View Summary](#)

[View Summary](#)

YOUR APPLICATION HAS BEEN SUBMITTED!

**IF YOU WOULD LIKE A PDF OF YOUR APPLICATION –
CLICK “VIEW SUMMARY”**

**THIS IS YOUR APPLICATION RECORD
NUMBER**

Building permits are listed under the Building tab below. Building, contractor, special event & business

Home APCD

Apply for

1 Select item to

Step 3: Receipt
Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

Print/View Summary

444 S 5TH ST, 40202

RES-NEW-21-
00258

View Summary

Print/View Summary

SUMMARY POPS UP IN NEW
WINDOW – PRINT OR SAVE AND
CLICK “X” TO CLOSE WINDOW

(THIS IS NOT A PERMIT OR APPROVAL TO BUILD)

ShowReport.aspx

1 / 2

95%



Louisville-Jefferson County Metro Government

GREG FISCHER, MAYOR

Record Summary for Residential New

Record Detail Information

Record Type: Residential New

Record Number: RES-NEW-21-00258

Record Status: Submitted

File Date: February 17, 2021

Expiration Date: February 17, 2021

Record Name: INSERT ADDRESS OF LOCATION HERE

Parent Record Number:

Address: 444 S 5TH ST, LOUISVILLE, KY 40202

Owner Information

Primary
Yes

Owner Name
CITY OF LOUISVILLE
PUBLIC PROPERTIES

Owner Address
527 W JEFFERSON ST STE 4, LOUISVILLE, KY 40202 281

Owner Phone

Parcel Information

Parcel No:
014K00090000

Contact Information

Name

Organization Name
Construction Review

Contact Type
Applicant

Phone
(502) 574-3321

Address
444 s 5th street, Louisville, KY 40202

Licensed Professionals Info

Primary	License Number	License Type	Name	Business Name	Business License #	Phone
	LIC-GBCL-20-002 36	Residential and Commercial Building Contractor		CONSTRUCTION REVIEW		

Application Specific Information

Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under t

Search...

[Home](#)
[APCD](#)
[Building](#)
[Enforcement](#)
[Licenses](#)
[Planning](#)
[Public Works](#)

[Apply for a Permit](#)
[Obtain](#)
[Search Permit Records](#)

[1 Select item to pay](#)
[2 Payment information](#)
[3 Receipt/Record issuance](#)

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

[Print/View Summary](#)

444 S 5TH ST, 40202

RES-NEW-21-00258

[View Summary](#)

[Print/View Summary](#)

NOW, PLEASE CLICK "BUILDING TAB"

**ALL PERMITS SUBMITTED THROUGH YOUR ACA ACCOUNT WILL BE LISTED HERE –
THE MOST RECENT SUBMITTAL IS AT THE TOP WITH STATUS SHOWN**

Building permits are listed under the Building tab below. Building, contractor, special event

are located under the Licenses tab.

Search...



Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit \$ Obtain a Fee Estimate Search Permit Records

Records

Showing 1-10 of 17 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
☐	02/17/2021	RES-NEW-21-00258	Residential New	INSERT ADDRESS OF LOCATION HERE	444 S 5TH ST, LOUISVILLE KY 40202	Submitted		NEW SINGLE FAMILY HOME - 2850SF SINGLE STORY WITH ATTACHED 2 CAR GARAGE, 3 BD 2 BATH ALSO 250SF ATTACHED DECK AT REAR.	~~02/17/2021~~	

****NOTE – DISREGARD THIS EXPIRATION DATE, WE ARE TRYING TO GET THIS CORRECTED.**



This is the end of “How to submit permits online”

Please continue for guidance on “Obtaining the status of permits online”.

How to find the *STATUS OF PERMITS* online

aca-louisville.accela.com/ljcmg/Default.aspx

Apps | louisvilleky - My Ap... | CodesSelfReporting... | Benefits | MyMetro | Accela Automation | Mail - Muller, Gary... | Sign In | CHAPTER 150: BUIL... | Metro Map Viewer

Louisville Metro Business Portal

www.louisvilleky.gov/businessportal

Home | Search | New | Help

Accela Civic Platform will be under maintenance beginning Friday, February 19th, at 7PM. The Monday, February 22nd, at 8AM.

Attention builders/contractors:
Building permits are listed under the **Building** tab below. Building, contractor, special event & business related... the **Licenses** tab.

For Special Events or Fireworks Permits:
To apply for a permit, please click on the "Licenses" tab.

Search...

Home | APCD | Building | Enforcement | Licenses | Planning | Public Works

Advanced Search

Username or Email: Password: [Login >](#)

☐ Remember me on this computer | [I've forgotten my password](#) | [New Users: Register for an Account](#)

Welcome to Metro's Business Portal! This is where business gets done with Louisville Metro government, 24/7. [Register for a new account](#) to take advantage of all of our services. Or [login](#) and get started. You can also search below.

To reach a department for support please contact:

- APCD: (502) 574-6000
- Construction Review (502) 574-3321



Louisville Metro Business Portal

www.louisvilleky.gov/businessportal

Help

CLICK "BUILDING" TAB

Logged in as: Construction Review Collections (0) Cart (0) Account Management Logout

Access to the portal will be suspended beginning Friday, February 19th, at 7PM. The citizen access portal will be unavailable until Monday, February 22nd, at 8AM.

Items are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

For Special Events or Fireworks Permits:
To apply for a permit, please click on the "Licenses" tab.

Search:

[Home](#) [APCD](#) [Building](#) [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Hello, Construction Review

Saved in Cart (0)

[View Cart](#)

There are no items in your shopping cart right now.

My Collection (0)

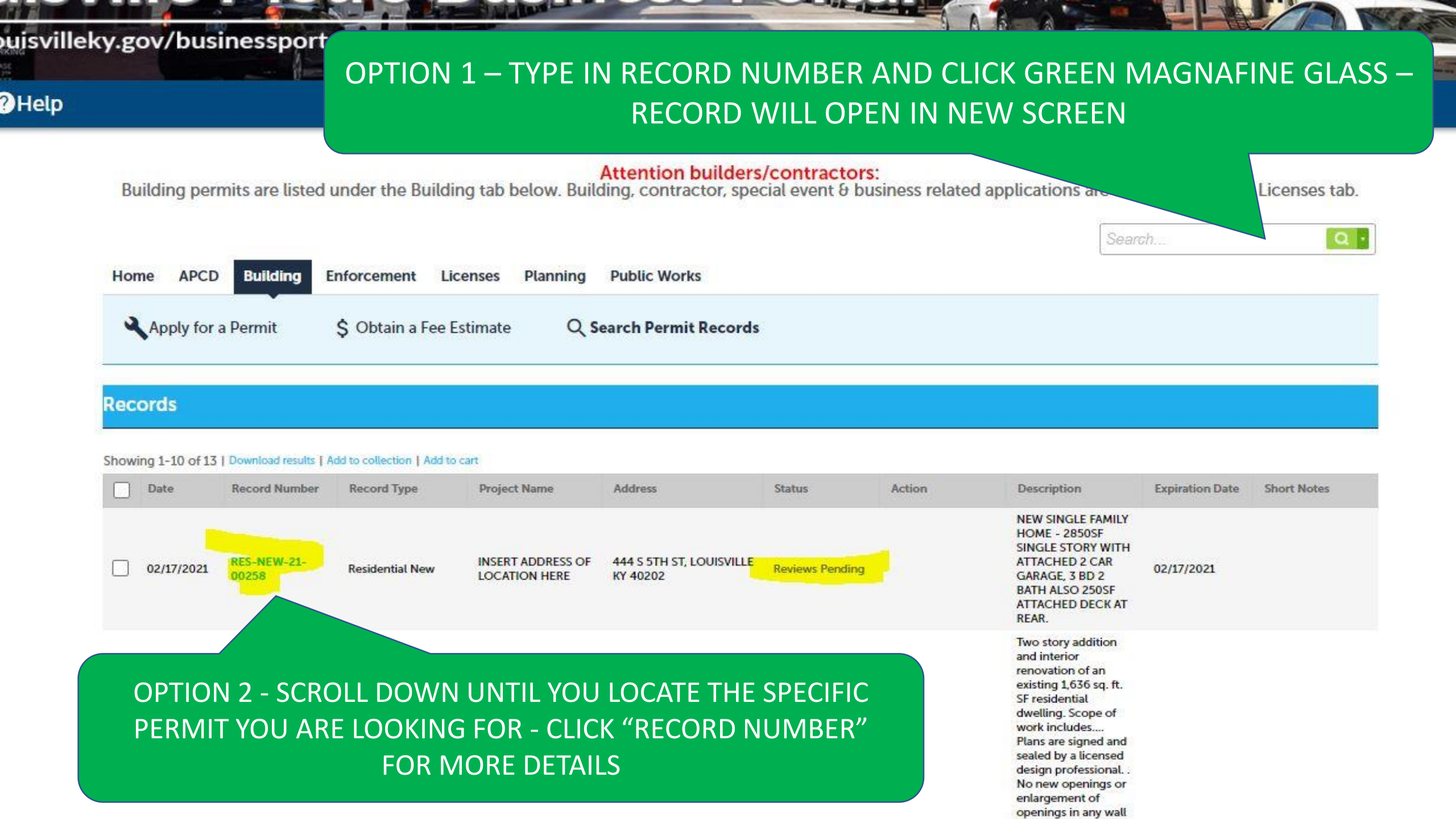
[View Collections](#)

You do not have any collections right now.

Work in progress:

[View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Wrecking Contractor License Application	21TMP-007329	Licenses	2/5/2021	Resume Application
Mechanical Refrigeration License Renewal	21TMP-003730	Licenses	1/25/2021	Resume Application
Parking Lot Permit	21TMP-000524	Building	1/5/2021	Resume Application
HNWC Residential	20TMP-034623	Building	9/2/2020	Resume Application
HNWC Residential	20TMP-018812	Building	5/22/2020	Resume Application
Electrical Residential	19TMP-030737	Building	12/31/2019	Resume Application
HNWC Contractor License Application	19TMP-030735	Licenses	12/31/2019	Resume Application



OPTION 1 – TYPE IN RECORD NUMBER AND CLICK GREEN MAGNAFINE GLASS – RECORD WILL OPEN IN NEW SCREEN

Attention builders/contractors:

Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are... Licenses tab.

Search...



Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permit Records

Records

Showing 1-10 of 13 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
☐	02/17/2021	RES-NEW-21-00258	Residential New	INSERT ADDRESS OF LOCATION HERE	444 S 5TH ST, LOUISVILLE KY 40202	Reviews Pending		NEW SINGLE FAMILY HOME - 2850SF SINGLE STORY WITH ATTACHED 2 CAR GARAGE, 3 BD 2 BATH ALSO 250SF ATTACHED DECK AT REAR. Two story addition and interior renovation of an existing 1,636 sq. ft. SF residential dwelling. Scope of work includes.... Plans are signed and sealed by a licensed design professional. No new openings or enlargement of openings in any wall	02/17/2021	

OPTION 2 - SCROLL DOWN UNTIL YOU LOCATE THE SPECIFIC PERMIT YOU ARE LOOKING FOR - CLICK “RECORD NUMBER” FOR MORE DETAILS



Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit

Obtain a Fee Estimate

1. CLICK "RECORD INFO" TAB

Record RES-NEW-21-00258:

Residential New

Record Status: Void

Expiration Date: 02/17/2021

[Add to cart](#)

[Add to collection](#)

Like 0

Tweet

2. CLICK "PROCESSING STATUS"

Record Info

Payments

Item Component

Record Details

Processing Status

Related Records

Processing Status

Attachments

Inspections

Record Details

Applicant:

Organization
Construction Review
Work Phone: 5025743321
constructionrevcs@louisvilleky.gov
Mailing Address
444 s 5th street
Louisville, KY, 40202
United States

Licensed Professional:

constructionrevcs@louisvilleky.gov
CONSTRUCTION REVIEW
444 s 5th street
Louisville, KY, 40202
Residential and Commercial Building Contractor LIC-
GBCL-20-00236

Project Description:

INSERT ADDRESS OF LOCATION HERE
NEW SINGLE FAMILY HOME - 2850SF SINGLE STORY
WITH ATTACHED 2 CAR GARAGE, 3 BD 2 BATH ALSO
250SF ATTACHED DECK AT REAR

Owner:

CITY OF LOUISVILLE PUBLIC PROPERTIES
527 W JEFFERSON ST STE 4
00
LOUISVILLE KY 40202 281

Attention builders/contractors:
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

Search...

[Home](#) [APCD](#) **[Building](#)** [Enforcement](#) [Licenses](#) [Planning](#) [Public Works](#) [Apply for a Permit](#) [Obtain a Fee Estimate](#) [Search Permit Records](#)

Record RES-NEW-21-00258:

Residential New

[Add to cart](#)
[Add to collection](#)

Like 0

Tweet

Record Status: Plan Review

Expiration Date: 02/17/2021

Record Info ▾

Payments ▾

Custom Component

Processing Status

Application Submittal

Plans Distribution

Planning and Design Review

Health Dept Review

Transportation Review

Landscape Review

UD Staff Review

Building Review

MSD Review

Fire Dept Review

Flood Plain Review

Plans Coordination

Permit Issuance

Inspection

Certificate of Occupancy



INDICATES STEP IS FINALIZED
INDICATES STEP IS COMPLETE
INDICATES IN PROCESS

2. CLICK "ARROWS" BY HOUR GLASS TO
EXPAND VIEW FOR MORE DETAILS

Record RES-NEW-21-00258:

Residential New

Record Status: Plan Review

Expiration Date: 02/17/2021

Record Info ▼

Payments ▼

Custom Component

Processing Status

🔧 ▶ Application Submittal

✅ ▶ Plans Distribution

Planning and Design Review

Health Dept Review

Transportation Review

Landscape Review

UD Staff Review

🕒 ▼ Building Review

Due on 02/24/2021, assigned to GM
Marked as TBD on TBD by TBD

🕒 ▼ MSD Review

Due on 02/22/2021, assigned to TBD
Marked as TBD on TBD by TBD

🕒 ▼ Fire Dept Review

Due on 02/22/2021, assigned to TBD
Marked as TBD on TBD by TBD

🕒 ▼ Flood Plain Review

Due on 02/17/2021, assigned to TBD
Marked as TBD on TBD by TBD

Plans Coordination

Permit Issuance

Inspection

Certificate of Occupancy

AGENCIES WITH NO SYMBOL ARE NOT
REQUIRED – NOT PART OF THIS SPECIFIC PERMIT

REVIEWER INITIALS ARE
SHOWN

REMAINING STEPS NOT STARTED

YOU COME BACK TO
CHECK THE STATUS

YOU SEE OTHER
AGENCIES HAVE
COMPLETED THEIR
REVIEW

1. GREEN CHECKS INDICATE
APPROVED/COMPLETE

Home APCD **Building** Enforcement Licenses Planning Public Works

Apply for a Permit Obtain a Fee Estimate Search Permit Records

Record RES-NEW-21-00258:

Residential New

Record Status: Plan Review
Expiration Date: 02/17/2021

Record Info Payments Custom Component

Processing Status

- Application Submittal
- Plans Distribution
 - Planning and Design Review
 - Health Dept Review
 - Transportation Review
 - Landscape Review
 - UD Staff Review
- Building Review
- MSD Review
- Fire Dept Review
- Flood Plain Review
- Plans Coordination
- Permit Issuance
- Inspection
- Certificate of Occupancy

2. CLICK "ARROW(S)" FOR
DETAILS

Record Status: Plan Review

Expiration Date: 02/17/2021

Record Info ▼

Payments ▼

Custom Component

Processing Status

✱ ▶ Application Submittal

✓ ▶ Plans Distribution

Planning and Design Review

Health Dept Review

Transportation Review

Landscape Review

UD Staff Review

⌚ ▶ Building Review

Due on 02/24/2021, assigned to GM
Marked as Note on 02/23/2021 by GM

Comment: NEED REVISED SITEPLAN SHOWING PROPOSED DECK AT BACK OF PROPOSED HOME NEED FLOORPLAN OF GARAGE

Due on 02/24/2021, assigned to GM
Marked as TBD on TBD by TBD

✓ ▶ MSD Review

Due on 02/22/2021, assigned to TBD
Marked as Approved on 02/19/2021 by JB

✓ ▶ Fire Dept Review

Due on 02/22/2021, assigned to TBD
Marked as Approved on 02/22/2021 by JM

✓ ▶ Flood Plain Review

Due on 02/17/2021, assigned to TBD
Marked as Not Required on 02/17/2021 by GM

Plans Coordination

Permit Issuance

Inspection

Certificate of Occupancy

COMMENT FROM PLAN REVIEWER –
REVISIONS REQUIRED

SHOWS WHEN APPROVED AND INITIALS

YOU HAVE SENT THE REVISION TO YOUR PLAN REVIEWER BY EMAIL AND
YOU COME BACK A COUPLE DAYS LATER
TO CHECK THE STATUS

The screenshot displays a software interface for managing reviews. At the top, a green box contains the text: "YOU HAVE SENT THE REVISION TO YOUR PLAN REVIEWER BY EMAIL AND YOU COME BACK A COUPLE DAYS LATER TO CHECK THE STATUS". Below this, the interface shows a list of review tasks. The first task is "UD Staff Review" with a clock icon. The second task is "Building Review" with a dropdown arrow icon. This task has two entries: the first is "Due on 02/24/2021, assigned to GM" and "Marked as Note on 02/23/2021 by GM"; the second is "Due on 03/01/2021, assigned to GM" and "Marked as Note on 02/24/2021 by GM". A yellow highlight covers the second entry's details, and a green callout box points to it with the text "NEW DUE DATE PROVIDED". Below the highlighted entry is a yellow comment box containing the text "Comment: UPDATED PLANS RECIEVED AND NEW SITEPLAN - UNDER REVIEW". A green callout box points to this comment with the text "COMMENTS FROM REVIEWER". At the bottom of the interface, there is a list of other review tasks: "MSD Review", "Fire Dept Review", "Flood Plain Review", "Plans Coordination", "Permit Issuance", and "Inspection". The first three have green checkmark icons next to them. The bottom of the image shows a partial URL: "/supported-systems/accele".

UD Staff Review

Building Review

Due on 02/24/2021, assigned to GM
Marked as Note on 02/23/2021 by GM

Due on 03/01/2021, assigned to GM
Marked as Note on 02/24/2021 by GM

Comment: UPDATED PLANS RECIEVED AND NEW SITEPLAN - UNDER REVIEW

Due on 03/01/2021, assigned to GM
Marked as TBD on TBD by TBD

MSD Review

Fire Dept Review

Flood Plain Review

Plans Coordination

Permit Issuance

Inspection

/supported-systems/accele

YOU DECIDE YOU WANT TO VIEW OR CHECK THE DOCUMENTS RELATED TO THIS PERMIT

Record RES-NEW-21-00258:

Residential New

Record Status: Plan Review
Expiration Date: 02/17/2021

Record Info Payments Custom Component

Record Details

Processing Status

Related Records

Attachments

Inspection Attachments

1. CLICK "RECORD INFO"

2. CLICK "ATTACHMENTS"

Record Info Payments Custom Component

Attachments

The maximum file size allowed is 200 MB.
The following file types are disallowed: ade;adp;bat;chm;cmd;c

View People Attachments

Name	Record ID	Entity Type	Type	Size
444 5TH HOME PLANS - Structural Drawings 102220.pdf	RES-NEW-21-00258	Record	Construction Plans	609.7
444 5TH -MSD FORM.pdf	RES-NEW-21-00258	Record	Document	52.87
444 5TH -SITEPLAN detail.JPG	RES-NEW-21-00258	Record	Site Plans	42.60
444 5TH GARAGE detail.JPG	RES-NEW-21-00258	Record	Construction Plans	98.41
444 5TH -REVISED SITEPLAN detail.JPG	RES-NEW-21-00258	Record	Construction Plans	42.60

Select from Account Add

3. NEW ATTACHMENTS ARE VISIBLE AND CAN BE PRINTED OR DOWNLOADED

YOU ARE CONTACTED THAT THE PERMIT IS READY FOR PAYMENT – YOU LOG BACK IN

Dashboard

My Records

My Account

Advanced Search

Hello, Construction Review

Saved in Cart (1)

View Cart

Residential New
RES-NEW-21-00258
02/17/2021

\$299.25

Cart Total

\$299.25

1. CLICK "VIEW CART" & PAY,
2. EMAIL
ConstructionRevCS@louisvilleky.gov
THAT YOU HAVE PAID ONLINE

You do not have any collections right now.

Work in progress

View All Records

Record Name	Record ID	Category	Effective Date	Action
Wrecking Contractor License Application	21TMP-034623	Building	9/2/2020	Resume Application
Mechanical Refrigeration License Renewal	21TMP-018812	Building	5/22/2020	Resume Application
Parking Lot Permit	19TMP-030737	Building	12/31/2019	Resume Application
HVAC Residential	20TMP-034623	Building	9/2/2020	Resume Application
HVAC Residential	20TMP-018812	Building	5/22/2020	Resume Application
Electrical Residential	19TMP-030737	Building	12/31/2019	Resume Application
HVAC Contractor License Application	19TMP-030735	Licenses	12/31/2019	Resume Application

****NOTE – SHOULD YOUR CART BE EMPTY – PLEASE SEE FOLLOWING SLIDE .**

YOU ARE CONTACTED THAT THE PERMIT IS READY FOR FEE PAYMENT – YOU LOG BACK IN,
BUT NOTHING SHOWS UP IN YOUR “CART”

elp

Logged in as: Construction Review Collections (0) Cart (0) Account Management Logout

Attention builders/contractors:
Building permits are listed under the Building tab below. Building, contractor, special event & business related applications are located under the Licenses tab.

1. CLICK “BUILDING” TAB AND SCROLL DOWN TO THE PERMIT

2. CLICK “PAY FEES DUE”, PAY, AND EMAIL ConstructionRevCS@louisvilleky.gov THAT FEE IS PAID

Home APCD **Building** Enforcement Lic

Apply for a Permit Obtain a Fee Estimate Search Permit Records

Records

Showing 1-10 of 13 | Download results | Add to collection | Add to cart

☐	Date	Record Number	Record Type	Project Name	Address	Status	Action	Description	Expiration Date	Short Notes
☐	02/17/2021	RES-NEW-21-00258	Residential New	INSERT ADDRESS OF LOCATION HERE	444 S 5TH ST, LOUISVILLE KY 40202	Pre-Issuance	Pay Fees Due	NEW SINGLE FAMILY HOME - 2850SF SINGLE STORY WITH ATTACHED 2 CAR GARAGE, 3 BD 2 BATH ALSO 250SF ATTACHED DECK AT REAR. Two story addition and interior renovation of an existing 1,636 sq. ft. SF residential	02/17/2021	



Thank you for your time.

Please email ConstructionRevCS@louisvilleky.gov for any assistance or additional step-by-step training guides.