



# Code Enforcement

## PHONE NUMBERS

<b>Public Works:</b>	<b>270-890-0245</b>
<b>Hopkinsville Police Dept:</b>	<b>270-890-1401</b>
<b>Hopkinsville Fire Dept.:</b>	<b>270-890-1505</b>
<b>HWEA:</b>	<b>270-887-4240</b>
<b>HES:</b>	<b>270-887-4210</b>
<b>City of Hopkinsville:</b>	<b>270-887-4000</b>

Note: This brochure should neither be viewed as a substitute for nor a revision of the relevant sections of the Hopkinsville, Pembroke, and Oak Grove Zoning Ordinance, the Subdivision Guidelines for Christian County, The City of Hopkinsville, or the City of Oak Grove. Copies of the aforementioned documents will be made available upon request.

### Questions?

Questions or inquiries relating to Code Enforcement can be directed to the HCCPC's Code Enforcement Department by calling (270) 887-4285 or by fax at (270) 887-4019.

101 North Main Street  
Post Office Box 1125  
Hopkinsville, KY 42241-1125

Phone: 270-887-4285  
Fax: 270-887-4019

Visioning Tomorrow's Success Today

### Do I need a Permit?

In the City of Hopkinsville, permits are required for new construction of:

1. Single Family Construction
2. Multi-Family Construction
3. Residential Additions (including enclosing garages, carports, and buildings decks)
4. Accessory Structures
5. Duplexes
6. New Commercial/Commercial Additions
7. Signs
8. Temporary Structures
9. Electrical
10. Swimming Pools (in ground and above ground)

- The permit process opens the line of communication between the building inspector and the owner/contractor.  
- Permits can be obtained by the owner, architect, engineer, general contractor, or designated agent. The designated agent must have in their possession a current business license for the City of Hopkinsville and proof of Workers Compensation and Liability Insurance at the time of application. (Exemption forms are available to designated agents who do not have hourly employees). Building/Zoning Permits are issued by the Code Enforcement Department.

*Estimated Plan Review Duration: 5-7 days*

### Do I need an Electrical Permit?

Electrical Permits are issued through the Code Enforcement Department. Any extensions or modifications to a wiring system requires an Electrical Permit and inspection by a State Certified Electrical Inspector who has been appointed to perform inspections by the City of Hopkinsville. Fees associated with electrical permit are as follows:

- |                              |                                |
|------------------------------|--------------------------------|
| ● Temporary Service \$5.00   | ● 30 amp to 200 amp \$10.00    |
| ● 201 amp to 400 amp \$10.00 | ● Greater than 400 amp \$10.00 |

### What is a Site Plan Review?

Every application for a City of Hopkinsville Building/Zoning Permit (except an application for the alteration to the interior of an existing structure) shall submit a Site Plan to the Hopkinsville-Christian County Planning Commission for review and approval. Site Plans are reviewed by the Code Enforcement Department. Site Plans are required for the following:

1. Industrial or Commercial Developments
2. Multi-Family Developments
3. Planned Unit Developments
4. Zero Lot Line Developments

All site plans shall utilize an engineer's scale. 12 copies of the site plan will need to be submitted along with the completed Plan Review Application. The fee associated with a Site Plan Review is \$125.00. All sites plans submitted for review must depict the following information:

- North Arrow
- Scale which is utilized
- Name of Property Owner(s)
- Address of Property

- Property lines (existing and proposed)
- Street(s) associated with the development
- Location of security lighting
- Size of the property (dimensions and square footage)
- Accurate location and dimensions of proposed and existing building(s)
- Surface water drainage patterns
- Location of any existing natural features
- Required number of parking spaces (minimum of 180 square feet, 9'X20' or 10'X18')
- Location and size of off street loading/unloading spaces (if required)
- All existing and proposed entrances, exits, and internal driveways to be used by the development
- Any existing or proposed easements (drainage or utility) located on the property
- Location and description of screening/buffering techniques to be used by the development (if required)
- Location of trash and garbage containment areas with proposed buffer
- 100 year flood plain elevation (if applicable)

*Estimated Plan Review Duration 21 days*

*Site Plan approval is required prior to the issuance of a Building/Zoning Permit.*

### What is the Storm Water Management Requirement?

Storm Water Management is necessary to mitigate the effects of developments on the natural drainage pattern. Storm Water Management/Flood Plain Issues are overseen by the Flood Safety Officer. Examples of reviews include:

- Storm Water Management Plan submittal for development
- HEC II Submittal
- Flood Plain Management
- Drainage Issues
- Easement Violations

A Storm Water Management Plan is required for a residential project of two(2) acres or larger or for a non-residential project of one(1) acre or larger. The Storm Water Management Plan must be developed by a Licensed Professional Engineer or Architect and must comply with all City Ordinances, State, and Federal Laws.

Documents required at submittal Include:

- 3 paper copies and 1 digital copy
- A completed Preliminary Certification Form
- A completed Storm Water Management and Control Review Form
- A completed Checklist for Submittal of Development Plans for Review Under Flood Safety and Protection Ordinance-Hopkinsville, KY

*There is a \$50.00 review fee associated with Storm Water Management Plans.*

*There is a \$60.00 review fee associated with a HEC II submittal.*

### Complaints

Violation of the City of Hopkinsville Zoning Ordinances are enforced by the Code Enforcement Dept. Complaints should be submitted to the Code Enforcement Dept. in writing.

### Enterprise Zone Administration

The Enterprise Zone is an area within the City Limits of Hopkinsville which upon meeting criteria are eligible for incentives from the City of Hopkinsville and the State of Kentucky. Questions regarding the Enterprise Zone should be directed to the Code Enforcement Department.