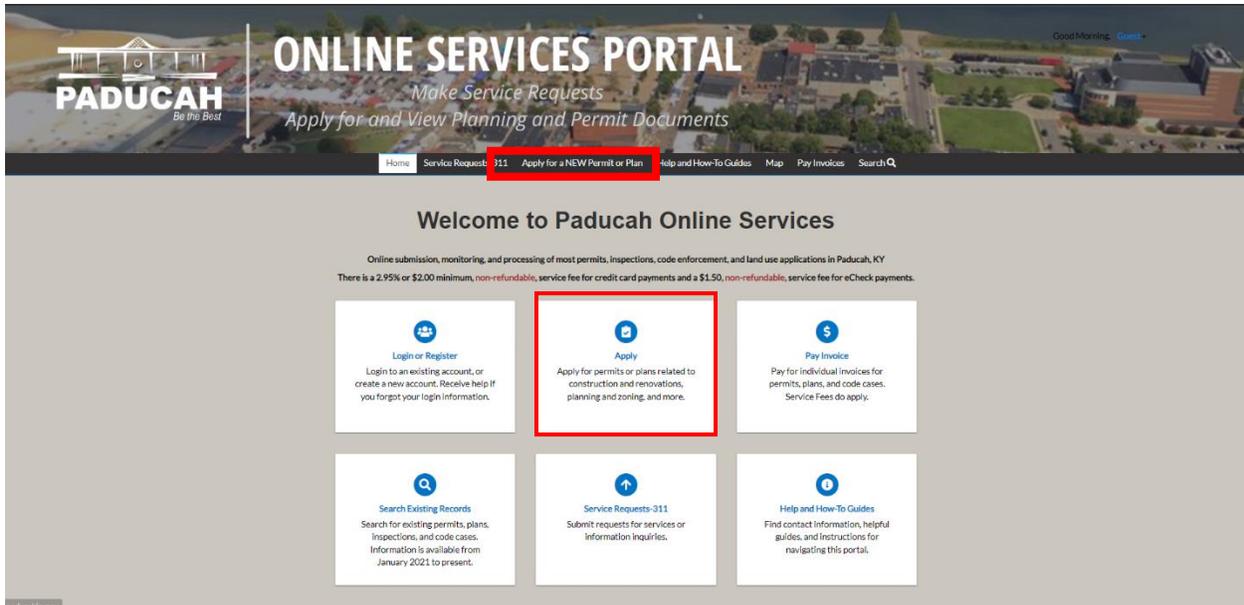


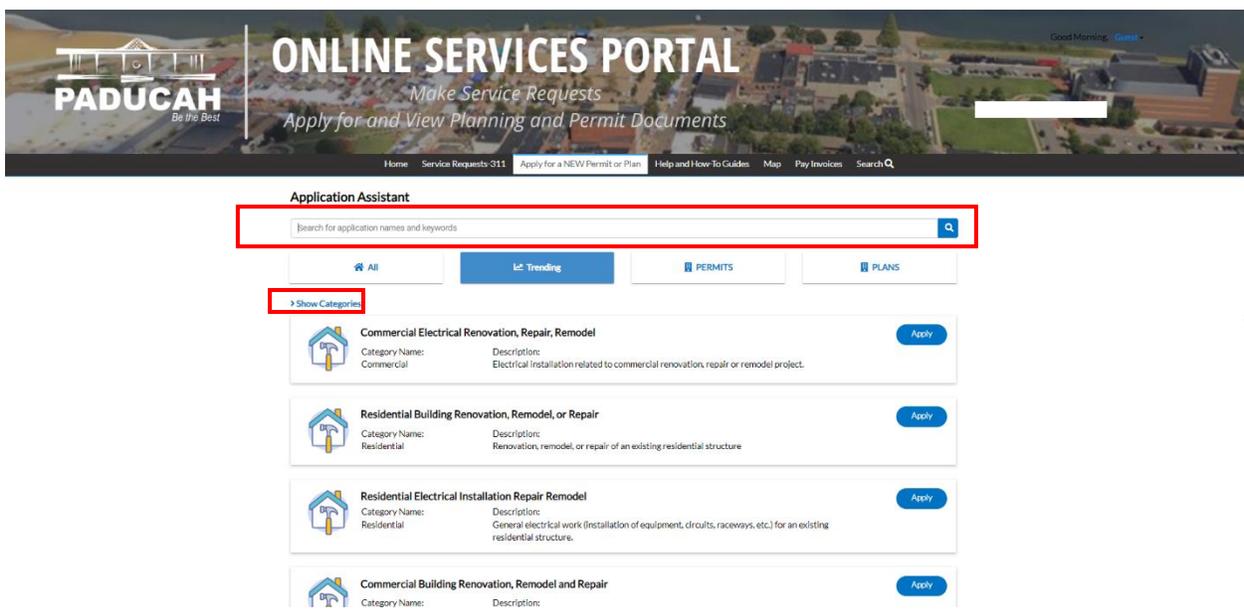


## Applying for a Permit

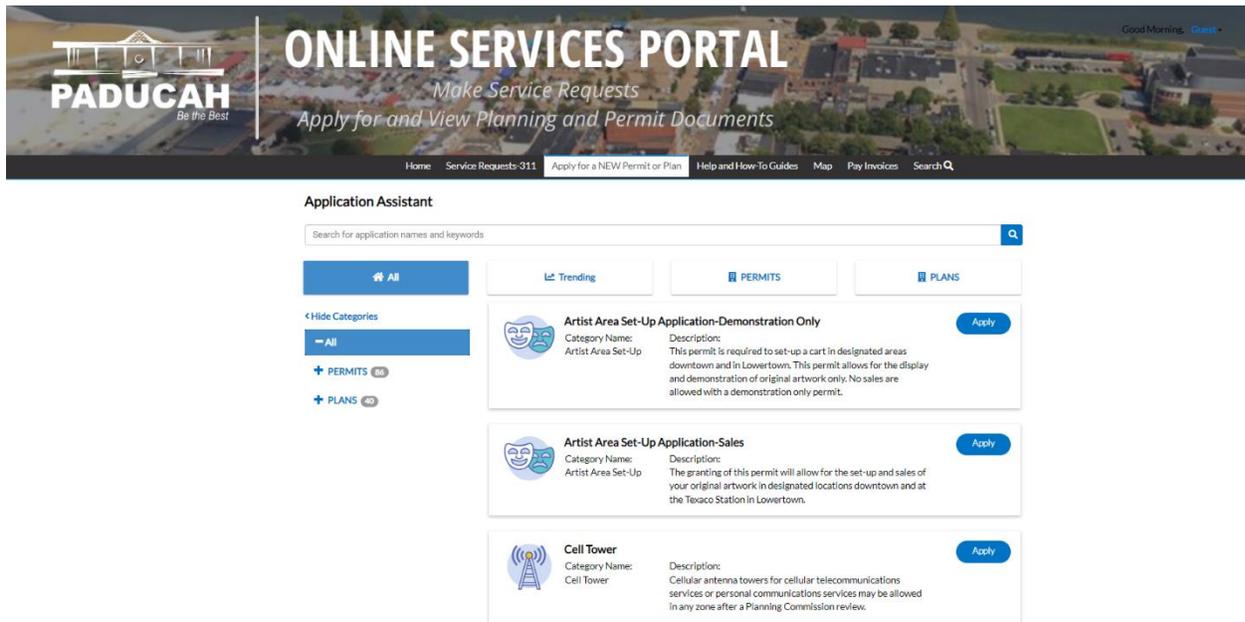
1. Click “Apply for a New Permit or Plan” (located in two places).



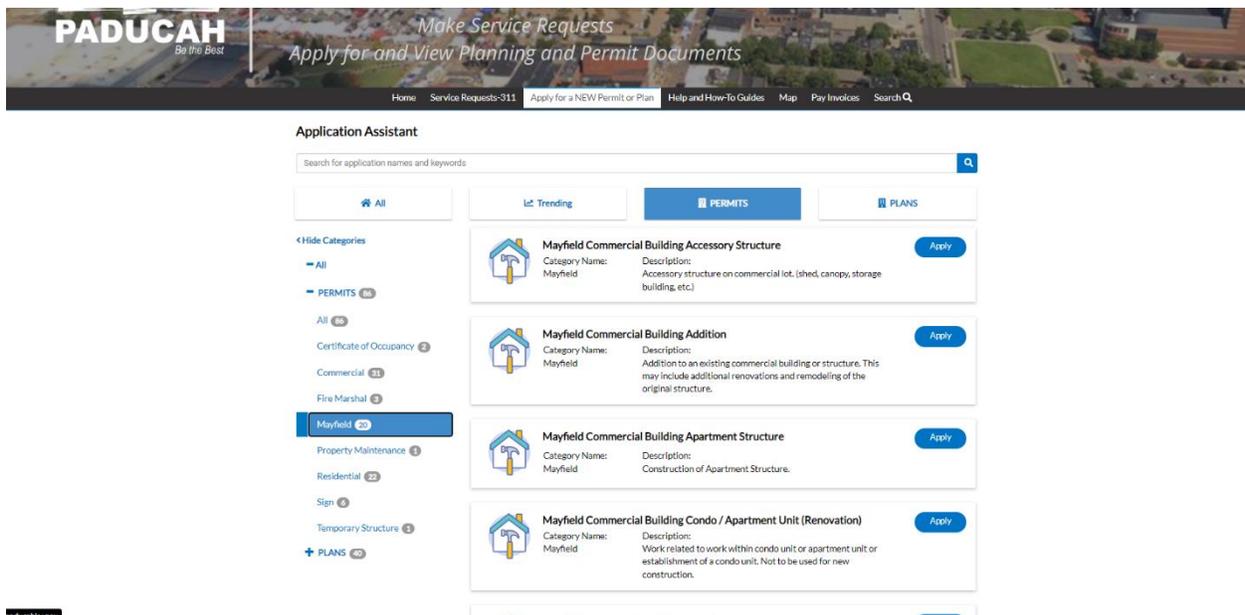
2. Click a permit type from the list or search for permit type.



3. Click **“Show Categories”** on the left side.

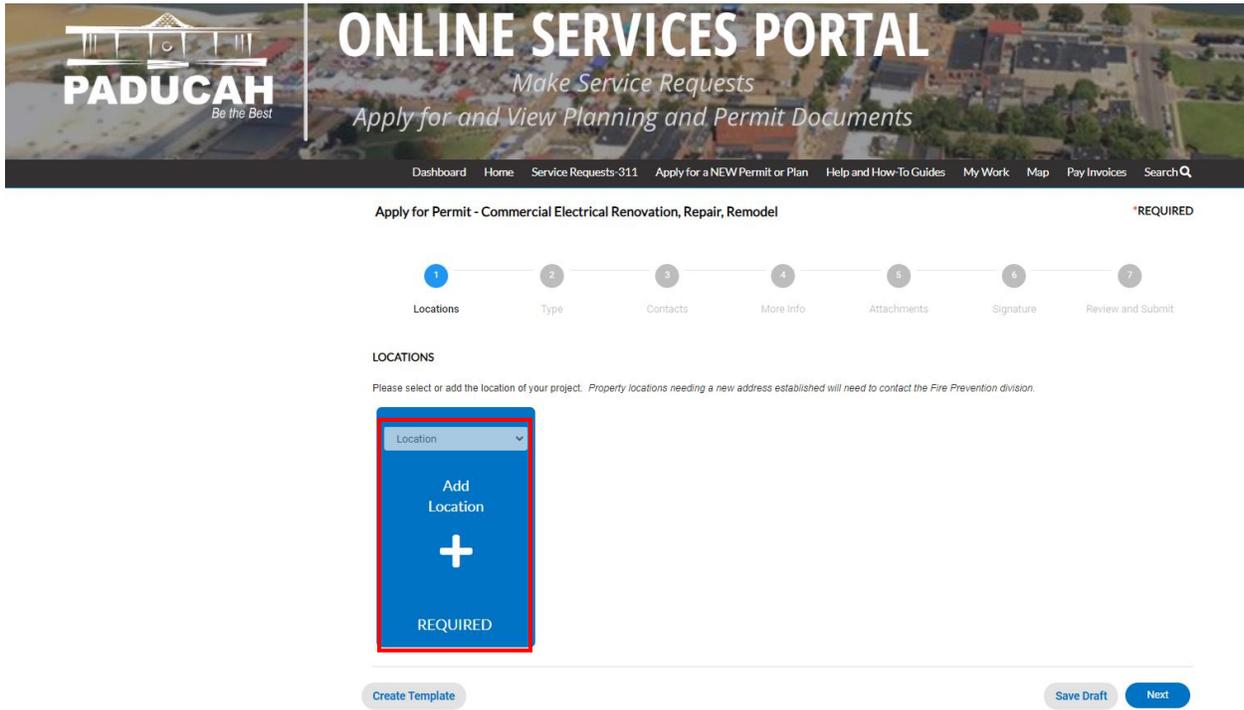


4. Click on **“All”** and then **“Permits”** to narrow the categories. This may help you find your permit easier than a keyword search.

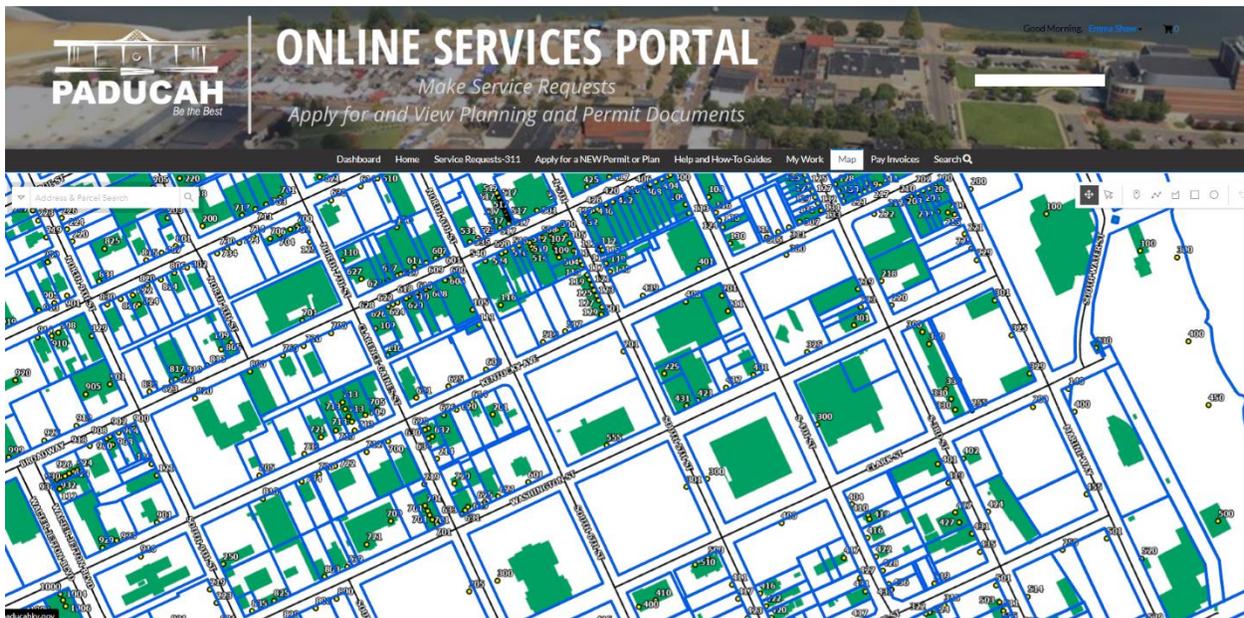


5. Once you choose a permit, click **“Apply.”** NOTE: You will need to be logged into your account. (The City of Paducah is assisting Mayfield with its permitting process. If applying for a Mayfield Permit, no address is required.)

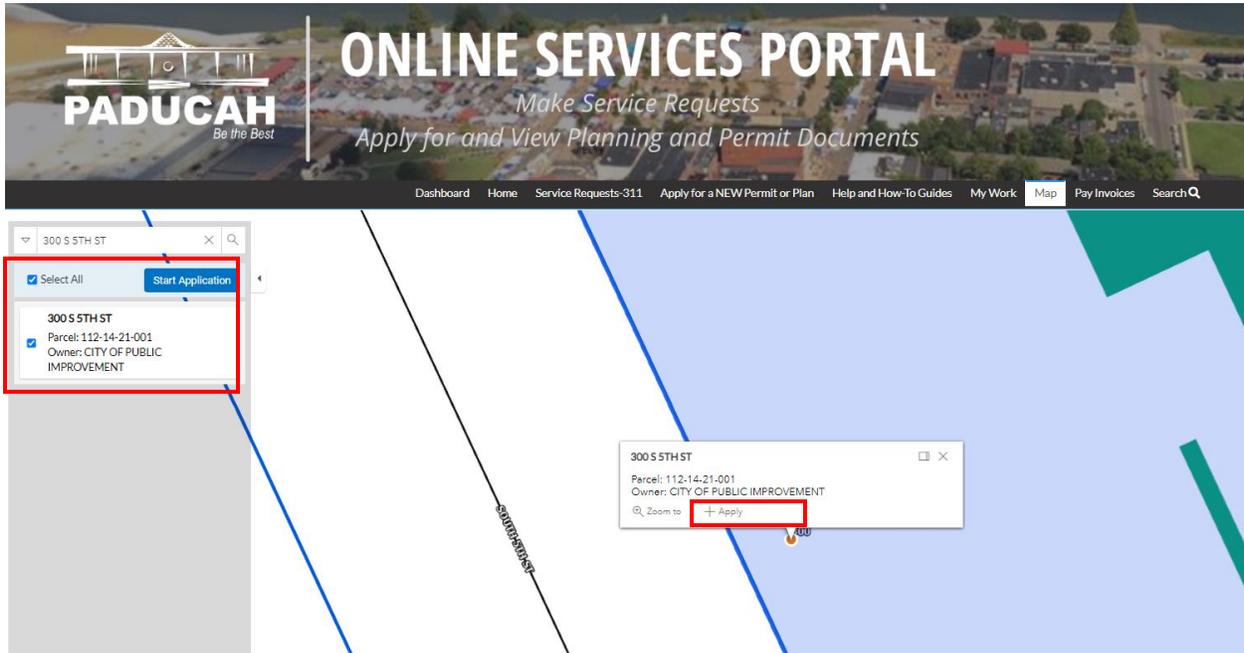
- If applying for permit within the City of Paducah, the first prompt will be for the location of the project. Click the **Plus Sign “+”** to add the location for the permit.



- The location can be completed two ways: enter the address in the search bar or click the address on the map that is provided.

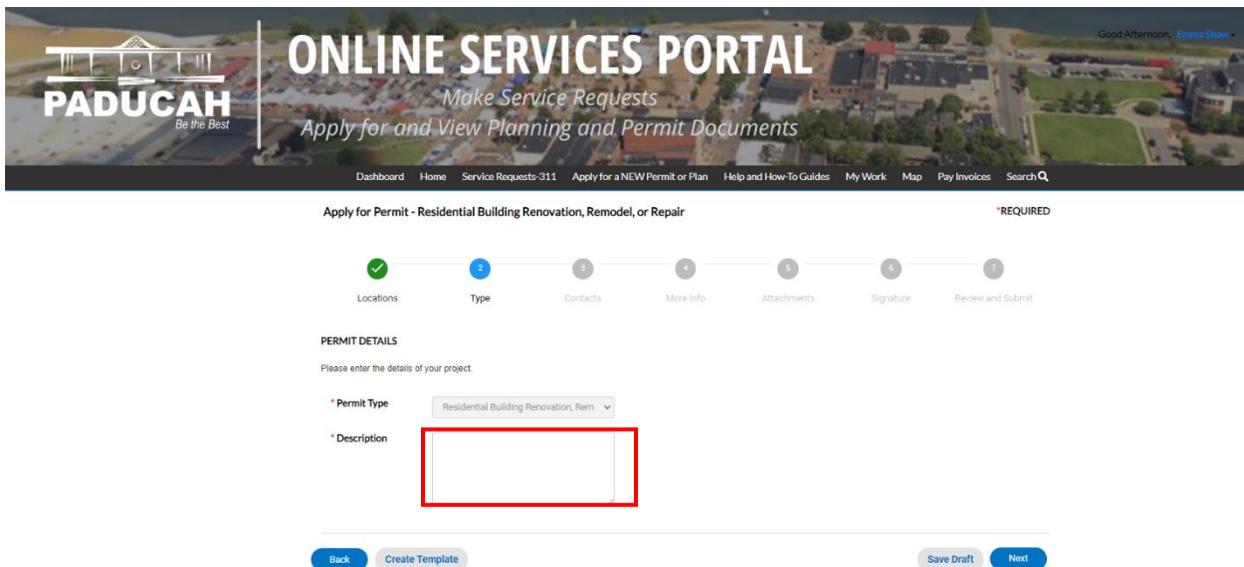


- Click the box next to the parcel and then **“Start Application”** or the **“Apply”** button on the parcel. This will take you back to Step 2, to select the permit or plan case type.

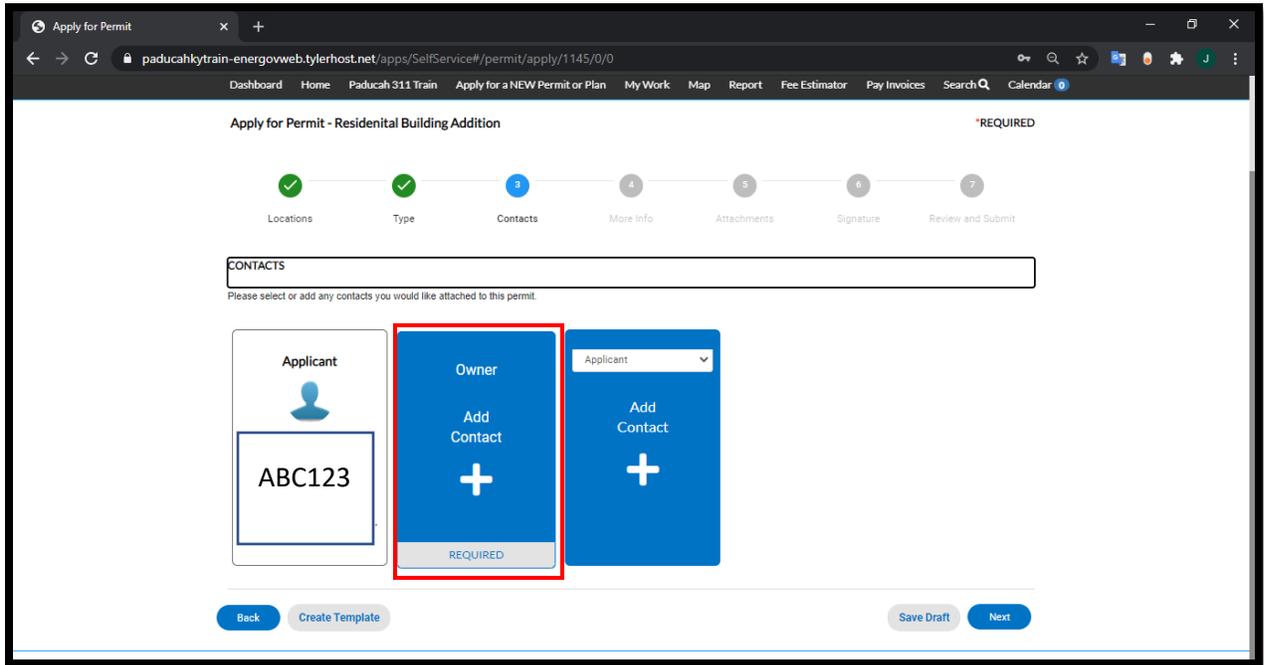


- On the next screen, verify that the address is correct and click **“Next.”**

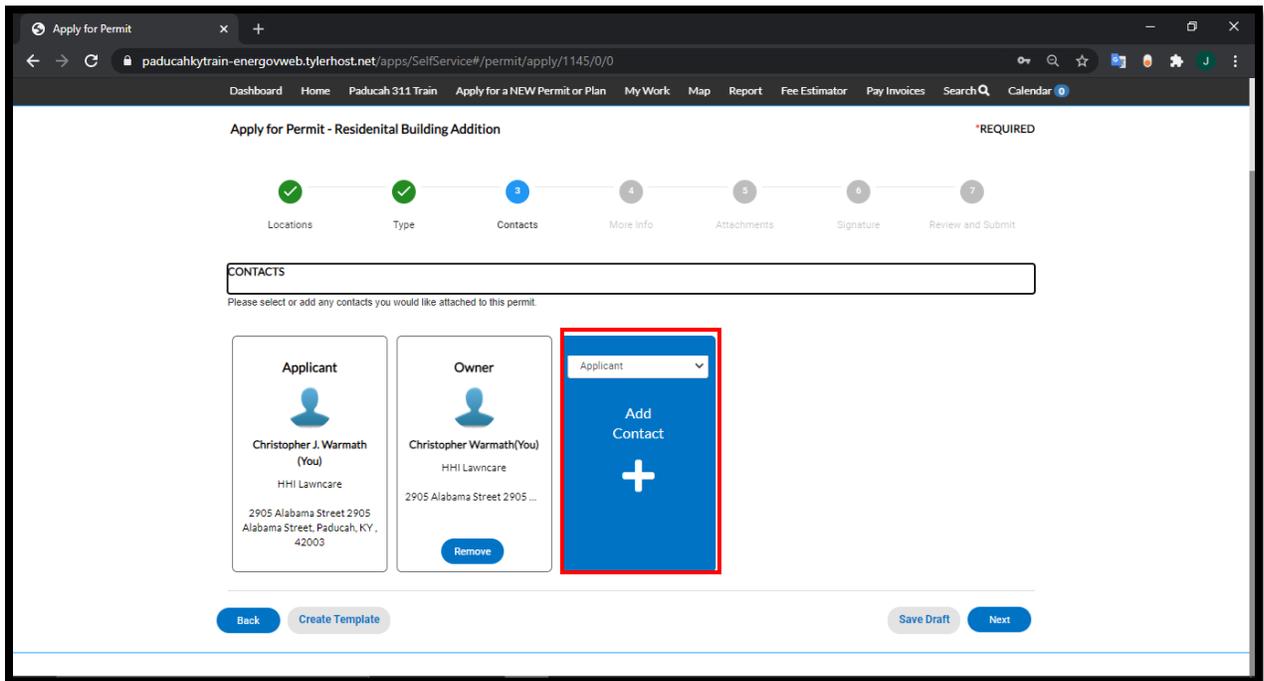
- Add a **“brief description of the project”** then click **“Next.”**



11. Add **“Owner”** (this will be the owner of the parcel/property).



12. Click **“Add Contact”** to add contacts for the application and that are listed as required. Click **“Next”** after adding contacts.



13. Enter all of the information required or needed in the next screen.

Apply for Permit - Residential Building Renovation, Remodel, or Repair \*REQUIRED

Locations  Type  Contacts  **More Info**  Attachments  Signature  Review and Submit

**MORE INFO**  
Please provide additional details about your project.

**Valuation** [Next Section](#) | [Top](#) | [Main Menu](#)

Building Valuation \$

Mechanical Valuation \$

Electrical Valuation \$

Stop Work Order Issued

Special Notes

**Building** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Building Height (Ft)

Area of Project / Floor

14. Next, upload required documents. For example, “Construction Documents” and “Certificate of Insurance” are required on this permit type.

Apply for Permit - Residential Building Addition \*REQUIRED

Locations  Type  Contacts  **More Info**  **Attachments**  Signature  Review and Submit

**Attachments**  
Please upload all applicable file for review. Based upon the Kentucky Building Code or the Kentucky Residential Code the following additional documentation may be required: A Geotechnical Report, Seismic Design Data, Statement of Special Inspections, Comcheck, Shop Drawings, etc. Please provide all available information.

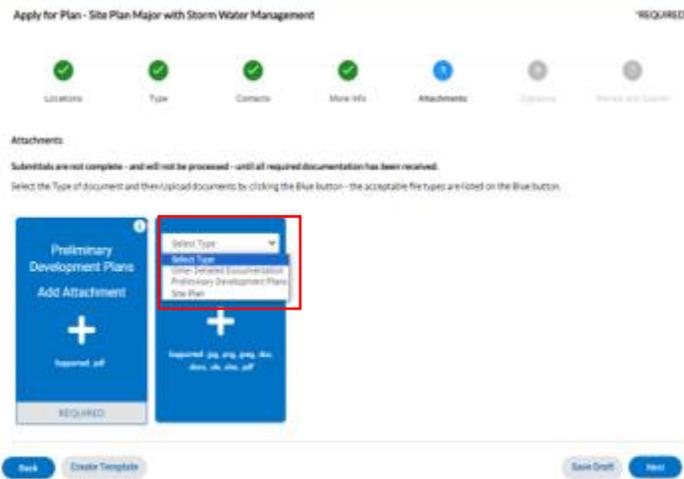
**Construction Documents**   
Add Attachment  
Supported: .pdf  
**REQUIRED**

**Certificate of Insurance for**   
Add Attachment  
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tif, .doc, .d, .docx, .xls, .xlsx, .txt  
**REQUIRED**

**Certificate of Insurance**   
Add Attachment  
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tif, .doc, .d, .docx, .xls, .xlsx, .txt

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

15. Additional Attachments are added by selecting the document type from the drop down and uploading the document to the system.



16. Toggle on the “**Enable Type Signature**” and type your name. It will electronically sign for you or toggle off and use your mouse to sign.

Apply for Plan - Site Plan

Locations Type Contacts More Info Attachments **6** Signature

**SIGNATURE**

Please type your name as consent to electronically sign this Petition.

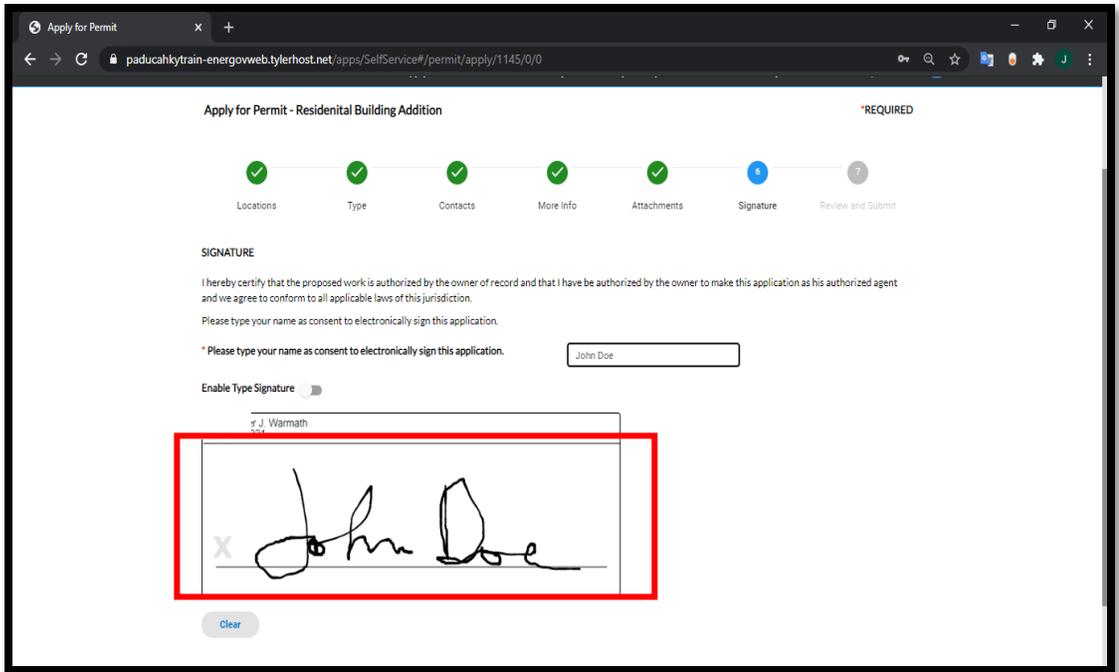
\* Please type your name as consent to electronically sign this application.

**Enable Type Signature**

August, 22 2023

*X Test User*

Back Create Template



17. The final screen will allow you to review your selections. Click “**Submit**” to finish the application process.



**End of How-To Document**