



City of Bowling Green  
Neighborhood and Community Services  
707 E. Main Ave  
Bowling Green, KY 42101  
Phone: 270-393-3676 & 270-393-3615  
Fax: 270-393-3223 [www.bgky.org](http://www.bgky.org)  
Email: [building.division@bgky.org](mailto:building.division@bgky.org)

**SITE WORK PERMIT APPLICATION***Please Print Clearly in Ink or Type* - Office Use Only**Permit # SW 2025 -****PERMIT LOCATION\*REQUIRED\***

Permit Address \_\_\_\_\_ Suite/Unit/Apt \_\_\_\_\_ Zip Code \_\_\_\_\_

Subdivision \_\_\_\_\_ Project/Development Name \_\_\_\_\_

Lot # \_\_\_\_\_ Building # \_\_\_\_\_

**PROJECT INFORMATION\*REQUIRED\***The Project is... ☐ Residential ☐ Commercial

General Description of Work Being Performed \_\_\_\_\_

Area to be Disturbed \_\_\_\_\_ Square Feet Construction Cost \$ \_\_\_\_\_

I am ... ☐ Creating or Expanding an Asphalt or Concrete Area ☐ Grading and Seeding Only☐ \*Completing Site Work (including Utilities, Grading and Paving) for future building construction☐ Other: \_\_\_\_\_

\*Additional permits will be required for future building construction

**\*\*CDR SW REQUIRES P&Z CDR APPROVAL AND LETTER\*\***Scan for Permit  
Requirements**APPLICANT INFORMATION \*REQUIRED\***

Applicant \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Suite/Unit/Apt # \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Check all that apply to Applicant's Role: ☐ Property Owner ☐ Contractor ☐ Other \_\_\_\_\_

Primary Contact \_\_\_\_\_ Office Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Fax \_\_\_\_\_

**CONTRACTOR INFORMATION \*REQUIRED IF NOT THE APPLICANT\***

Contractor Business Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Suite/Unit/Apt # \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Primary Contact \_\_\_\_\_

**PROPERTY OWNER INFORMATION \*REQUIRED IF NOT THE APPLICANT\***

Owner Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Suite/Unit/Apt # \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Mobile \_\_\_\_\_

**\*\*\*SIGNATURE REQUIRED ON SECOND PAGE\*\*\***

**Soil Disturbance Information**Disturbed Soil Area: Length \_\_\_\_\_ Width \_\_\_\_\_ **Total Disturbed Area** \_\_\_\_\_Total Disturbed Area less than 750 sq/ft? Yes ☐ No ☐*If yes, Sketch Plan is sufficient for application*Total Disturbed Area between 750 sq/ft to 43,560 sq/ft (1 acre)? Yes ☐ No ☐*If yes, the following documents are required:*

- ☐ Professional Plot Plan  
☐ Standard SWPPP Form  
☐ Name and ID of EPSC Certified Contractor

**\*\*IF OVER 1 ACRE DISTURBED  
 REQUIRES CDR APPROVAL  
 THROUGH P&Z\*\***



**Scan for Permit  
 Requirements**

**\*\*Total Disturbed Area greater than 43,560 sq/ft (1 acre)?\*\*** Yes ☐ No ☐

*If Yes, the following is required:***Comprehensive Development Review (CDR) with City County Planning Commission (CCPC)**

<https://www.warrenpc.org/development-review/> Phone: 270-842-1953

*For additional information please refer to the Public Works Stormwater Quality Application Guide.***Impervious Area**

Impervious Area: Length \_\_\_\_\_ Width \_\_\_\_\_ Total Area \_\_\_\_\_

*Impervious Area should include building footprint, driveway and parking areas.*

Is the new Impervious Area greater than 10,000 sq/ft &amp; disturbs greater than 43,560 sq/ft (1 acre)?

Yes ☐ No ☐*If Yes, the following is required:***Comprehensive Development Review (CDR) with City County Planning Commission (CCPC)**

<https://www.warrenpc.org/development-review/> Phone: 270-842-1953

*For additional information refer to the Public Works Stormwater Quality Application Guide.****I the Applicant of this Permit do hereby understand the following:***

- \*\*\*A drawing is required with this permit application. If submitting through e-mail, application, drawings or plans must be in PDF format. There are multiple offices involved in approving the application, they need to see the type of work you will be doing in order to approve your application. \*\*\***
- This Permit will be approved when **ALL** Reviews have been approved.
- The Building Division may issue the Permit or Phases of the Permit with **Conditions**.
- It will be the Applicant's responsibility to meet **ALL** conditions required for Plan Review Approval.
- Work cannot commence until the Permit is issued by the Building Division and **ALL** fees have been paid.
- Kentucky Building Code, Current Edition with referenced Codes and City Ordinances will govern this Permit.
- Phase 2 Erosion Prevention & Sediment Control Practices will be implemented during **ALL** phases of construction as defined in City Ordinance 21-2.03.
- A list of Sub-Contractors is to be submitted to Occupational License Division prior to the issuance of this Permit.
- It is the contractor's responsibility to call for inspections.
- To the best of my knowledge ALL information given herein is true.

**Required Signature** \_\_\_\_\_**Date** \_\_\_\_\_

# Standard Erosion Prevention and Sediment Control Plan

Permit No. \_\_\_\_\_

This form can serve as the EPSC plan if the following conditions are met:

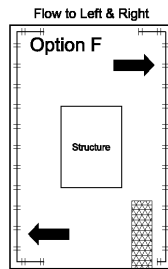
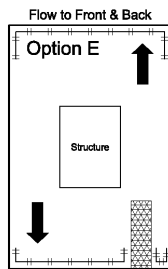
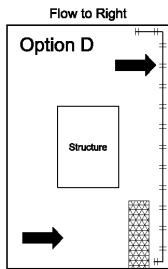
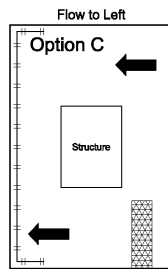
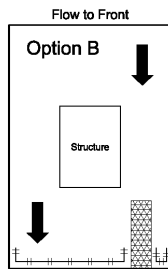
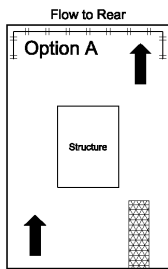
- Disturbs less than 1 acre, and
- Contains no critical slope or flood hazard areas.

*If these condition aren't met a detailed EPSC plan prepared by an appropriate professional will be required.*

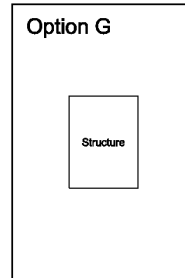
## Erosion Prevention Sediment Control (EPSC) Site Plan

The most appropriate EPSC plan for my site from the options below is \_\_\_\_\_ or a combination of \_\_\_\_\_ & \_\_\_\_\_

If the site has sinkhole, drainage inlets, streams, or will have excavated materials stored onsite, please indicate the location and additional BMPs on the selection below.



For Option G, show flow lines and proposed EPSC measures.

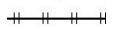


Legend:

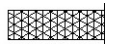
Direction of Flow



Sediment Management  
(silt fence or other)



Construction Entrance



Certified Contractor: \_\_\_\_\_

Certification No. \_\_\_\_\_

## STANDARD CONDITIONS

The applicant will comply with the following conditions:

- EPSC must be installed to prevent off-site sedimentation.
- Perimeter controls shall be in place prior to beginning construction.
- All EPSC measures shall be installed and maintained as specified in the City of Bowling Green's BMP Manual.
- The contractor shall be responsible for keeping streets, drainage structures, streams and other properties free of sediment and other construction materials generated by this project.
- Areas at final grade must be seeded and stabilized within 14 days. Disturbed areas not at final grade must be stabilized within 21 days.
- Upon final stabilization (with at least 80% coverage), EPSC measures must be removed.

The undersigned hereby certifies that he/she will follow the Plot Plan EPSC Plan as described above and will protect all storm drainage structures on this lot. Furthermore, the undersigned will fully comply with the specifications in the City of Bowling Green's BMP Manual and Storm Water Management Ordinance. The undersigned will take all necessary actions to prevent off-site sedimentation from occurring. Once the building permit is issued, this document becomes an enforceable EPSC plan for the project site.

**Applicant's Signature**

**Applicant's Printed Name**

**Date**