

# WHO'S WHO IN BOWLING GREEN PERMITTING

## BUILDING ELECTRICAL DIVISION

### DIVISION MANAGER:

JEREMY SEGUR 270-393-3672

### PERMIT & INSPECTION SUPPORT:

DAWN RALEY 270-393-3615

LAURA MARTIN 270-393-3676

### PLAN REVIEW:

DONNIE THOMPSON 270-393-3478

### BUILDING INSPECTOR:

TIM BUTTS 270-393-3662

TEDDY WEBB 270-393-3546

### ELECTRICAL INSPECTOR:

SCOTT HUNT 270-393-3675

THE BUILDING AND INSPECTION DIVISION ISSUES BUILDING AND ELECTRICAL PERMITS FOR ALL NEW CONSTRUCTION, REMODELING WITH STRUCTURAL AND OCCUPANCY USE CHANGES. FIELD INSPECTIONS ARE MADE TO ENSURE THAT THE WORK IS DONE WITHIN THE MINIMUM GUIDELINES SET FORTH BY ALL APPLICABLE CODES. THE DIVISION IS ALSO RESPONSIBLE FOR REVIEWING THE PLANS SUBMITTED BY CONTRACTORS, ARCHITECTS OR OWNERS FOR ALL STRUCTURES FOR DESIGN COMPLIANCE WITH THE REQUIREMENTS OF THE [KENTUCKY BUILDING CODE](#).

## PLANNING & ZONING

### CITY-COUNTY PLANNING COMMISSION OF WARREN COUNTY:

ERIC DRUEN

270-842-1953

REVIEW PERMITS TO MAKE SURE THEY ARE COMPLIANT WITH ZONING ORDINANCE REGULATIONS, ANY BINDING ELEMENTS THAT MAY OR MAY NOT BE ON THE PROPERTY, AND PLAT RESTRICTIONS.

WE ARE LOOKING FOR BULK OF STRUCTURES ON THE PROPERTY, WHERE THEY ARE LOCATED FROM THE PROPERTY LINE, SIZE AND LOCATION OF SIGNS, SIZE OF ACCESSORY STRUCTURES COMPARED TO PRIMARY STRUCTURES, PARKING REQUIREMENTS FOR ALL MULTI-FAMILY AND COMMERCIAL CONSTRUCTION, LANDSCAPING BUFFER BETWEEN INCOMPATIBLE USES AND VEHICLE USE AREAS FOR MULTI-FAMILY AND COMMERCIAL/INDUSTRIAL CONSTRUCTION, AND ANY OTHER ADDITIONAL INFORMATION THAT WILL BE USEFUL TO PROCESS THE REQUEST.

## FINANCE / OCCUPATIONAL LICENSE

### BUSINESS REGISTRATION:

MARCUS BARNETT 270-393-3660

JENNIFER PHILLIPS 270-393-3649

AN APPROVAL BY AN OCCUPATIONAL LICENSE MEMBER IS REQUIRED ON PERMIT APPLICATIONS PRIOR TO A PERMIT BEING ISSUED. LICENSE DIVISION MEMBERS REVIEW PERMIT APPLICATIONS TO VERIFY THAT CONTRACTORS, SUB-CONTRACTORS AND PROPERTY OWNERS ARE IN COMPLIANCE WITH OCCUPATIONAL LICENSE REQUIREMENTS. INFORMATION REGARDING THE BUSINESS REGISTRATION REQUIREMENTS CAN BE FOUND ON THE CITY WEBSITE WWW.BGKY.ORG

### PUBLIC WORKS

### ENVIRONMENTAL COMPLIANCE:

CHAD DOUGHTY, P.E. 270-393-3099

REVIEW THE STORM WATER QUALITY SUBMITTAL AND EROSION PREVENTION AND SEDIMENT CONTROL

#### ITEMS REVIEWED:

- SOIL DISTURBANCE
- IMPERVIOUS AREA
- STANDARD SWPPP FORM
- CERTIFIED EPSC CONTRACTOR & CERTIFICATION NUMBER
- PLOT PLAN
- GRADING PLAN (IF DISTURBED IS GREATER THAN 1 ACRE)
- KENTUCKY GENERAL PERMIT FOR CONSTRUCTION DISCHARGES – NOI (IF DISTURBED IS GREATER THAN 1 ACRE)
- PROFESSIONAL STORM WATER POLLUTION PREVENTION PLAN – SWPPP (IF DISTURBED IS GREATER THAN 1 ACRE)
- STORM WATER QUALITY MANAGEMENT PLAN – SWQMP (IF DISTURBED IS GREATER THAN 1 ACRE)

#### ADDITIONAL INFO:

- A CERTIFIED EPSC CONTRACTOR IS SOMEONE WHO HAS GONE THROUGH THE CITY OF BOWLING GREEN'S TRAINING COURSE. ANYONE IS ELIGIBLE FOR THE CLASS AND CAN REGISTER FOR AN UPCOMING CLASS ON OUR WEBSITE. [HTTP://WWW2.BGKY.ORG/PUBLICWORKS/PLANNINGDESIGN/STORMWATER/INDEX.PHP](http://www2.bgky.org/publicworks/planningdesign/stormwater/index.php)
- WHEN YOU LIST YOUR EPSC CONTRACTOR ON YOUR PERMIT APPLICATION PLEASE INCLUDE THEIR CERTIFICATION NUMBER.

### ENGINEERING:

MARK ABSHER, PE 270-393-3227

REVIEW STORM WATER QUANTITY, TRAFFIC ENGINEERING, PERMITS & SUBDIVISIONS

- STORM WATER DESIGN,
- TRAFFIC DESIGN,
- ACCESS POINTS – DRIVEWAYS
- MINOR ITEMS THAT DON'T FALL INTO THE ABOVE LARGE SCALE SCOPING ITEMS SUCH AS NORTH ARROW, ETC.

NOTE: ACTUAL LIST OF ITEMS LOOKED AT IS VERY EXTENSIVE AND INCLUDES SEVERAL LARGE REFERENCES BUT MOST LINK TO CIVIL ENGINEERING. NOT INCLUDED HERE FOR SIMPLICITY.

## FIRE DEPARTMENT

### FIRE PREVENTION: (REVIEW APPROVAL PROVIDED BY BUILDING DIVISION)

JEREMY SEGUR            270-393-3672   BUILDING DIVISION  
JASON BROOKS            270-393-3103   FIRE DEPARTMENT

REVIEW PLANS FOR FD VEHICLE ACCESS, WATER SUPPLY FOR FIREFIGHTING (HYDRANT LOCATION AND VOLUME), AND SPRINKLER CONNECTION (FDC) LOCATION ON SPRINKLED BUILDING.  
POINT OF CONTACT FOR KNOX BOX (KEY BOX) PLACEMENT (REQUESTED BUT NOT REQUIRED), FIRE EXTINGUISHER TYPE AND PLACEMENT, AND OTHER LIFE SAFETY QUESTIONS.

## CONTRACTORS LICENSING BOARD

### CONTRACTORS LICENSING:

HOLLY WARREN OR HEATHER CAUSEY

270-781-3530

REVIEW PERMIT APPLICATION TO MAKE SURE THE CONTRACTOR PERFORMING THE WORK IS AN ACTIVE, LICENSED CONTRACTOR IN GOOD STANDING WITH THE CONTRACTORS LICENSING BOARD.

CONTRACTOR MUST HOLD A GENERAL CONTRACTORS LICENSE (NOT A SPECIALTY) IN ORDER TO PULL A PERMIT.

NOTE: IN ORDER TO COMPLY WITH OUR OFFICE, THE GENERAL CONTRACTOR MUST MAINTAIN AN ACTIVE LICENSE WITH CURRENT GENERAL LIABILITY INSURANCE AND WORKERS COMP INSURANCE IF APPLICABLE. THEY MUST ALSO HAVE 3 HOURS OF CONTINUING EDUCATION IF THEY ARE UP FOR RENEWAL.

## UTILITIES

### BGMU:

PHILLIP HUNT            270-782-4383  
ERIC WATSON            270-782-4383

REVIEW PLACEMENT OF THE PROPOSED STRUCTURE TO ENSURE IT IS NOT BEING PLACED WITHIN AN EASEMENT OR UTILITY RIGHT OF WAY.

### WCWD:

ROBIN THOMAS            270-842-0052

REVIEW PLACEMENT OF THE PROPOSED STRUCTURE TO ENSURE IT IS NOT BEING PLACED WITHIN AN EASEMENT OR UTILITY RIGHT OF WAY.