



**PERMITTING GUIDE FOR YOUR BUSINESS**



**STEP 1** 

*\*OPTIONAL*

Schedule a **KICK-START MEETING**

**CUSTOMER EXPERIENCE**

**270-444-8800**  
customerexp@paducahky.gov

**STEP 2** 

Check **ADDRESSING** for the Project Location

**FIRE PREVENTION**

**270-444-8527**  
dmcgee@paducahky.gov

**STEP 3** 

Check **ZONING** for the Project Location

**PLANNING**

**270-444-8690**  
planninginfo@paducahky.gov

**STEP 4** 

Does the Project Require a **SITE PLAN?**

**FIRE PREVENTION**

**270-444-8522**  
dmcgee@paducahky.gov

**PLANNING**

**270-444-8690**  
planninginfo@paducahky.gov

**STEP 5** 

Does the Project Require a **STORMWATER MANAGEMENT PLAN?**

**ENGINEERING & PUBLIC WORKS**

**270-444-8511**  
epw@paducahky.gov

**STEP 6** 

*\*IF APPLICABLE*

Apply for a **RIGHT-OF-WAY PERMIT**

**ENGINEERING & PUBLIC WORKS**

**270-444-8511**  
epw@paducahky.gov

**STEP 7** 

Apply for **BUILDING, ELECTRICAL, & MECHANICAL PERMITS**

**FIRE PREVENTION**

**270-444-8527**  
dmcgee@paducahky.gov

**STEP 8** 

Submit **PAYMENT & Receive PERMITS** to begin Construction

**FIRE PREVENTION**

**270-444-8527**  
dmcgee@paducahky.gov

**STEP 9** 

Schedule a **FIRE PREVENTION INSPECTION**

**FIRE PREVENTION**

**270-444-8527**  
dmcgee@paducahky.gov

**STEP 10** 

Receive **CERTIFICATE OF OCCUPANCY (CO) or CERTIFICATE OF COMPLIANCE (CC)**

**FIRE PREVENTION**

**270-444-8527**  
dmcgee@paducahky.gov

**STEP 11** 

*\*IF APPLICABLE*

Apply for a **CITY OF PADUCAH BUSINESS LICENSE**

**FINANCE**

**270-444-8512**  
revenue@paducahky.gov

**STEP 12** 

*\*IF APPLICABLE*

Apply for **ALCOHOL LICENSING**

**STATE**

**KENTUCKY A.B.C.**

**502-564-4850**  
abc.info@ky.gov

**LOCAL**

**CITY CLERK**

**270-444-8506**  
lparish@paducahky.gov

**STEP 13** 

Complete & Submit the **AFTERHOURS BUSINESS CONTACT FORM**

**E911**

**Sarah Lambert**  
**270-444-8624**  
slambert@paducahky.gov

## YOUR GUIDE TO KICK-START MEETINGS



A Kick-Start meeting is an opportunity to meet with key City staff members from various departments prior to the preparation and submittal of a formal application to the city. At a Kick-Start meeting, you will be introduced to a Customer Experience Representative who will act as your liaison and point of contact throughout your journey.

### PROJECTS THAT TYPICALLY BENEFIT FROM A KICK-START MEETING



**MAJOR SUBDIVISION PROJECTS**



**PROJECTS THAT CREATE OR CHANGE PUBLIC RIGHT OF WAY**



**NEW BUILDS OR RENOVATIONS IN DOWNTOWN OR LOWER TOWN**



**PROJECTS THAT IMPACT HISTORIC BUILDINGS (PRE-1960)**



**PROJECTS THAT INCUR MAJOR STORMWATER CONSIDERATIONS**



**NON-LOCAL DEVELOPERS AND ENTREPRENEURS**



**PROJECTS WITHOUT ENGINEER OR ARCHITECT OVERSIGHT**



**COMMERCIAL SITE DEVELOPMENTS**



**APARTMENT BUILDINGS**



**CHANGE OF USE**



### TIME & LOCATION

Kick-Start meetings are scheduled every other Wednesday at **1 PM**



**TEAM ROOM** on the first floor at City Hall

300 South 5th Street



**YOUR PROJECT, OUR PRIORITY**



## SCHEDULING A KICK-START MEETING

To schedule a meeting, contact a Customer Experience Representative

**[customerexp@paducahky.gov](mailto:customerexp@paducahky.gov)**

**or call 270-444-8800**

The project does not need to be finalized, but the more information provided about the project, the better and more information can be supplied at the Kick-Start meeting. Bring any plans, drawings or applicable information that you have available to your Kick-Start meeting.