

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.

Application Assistant					
Search for application names and keywords	ls			٩	
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< Hide Categories		Mayfield Commer	cial Building Accessory Structure	Apply	
	TT I	Mayfield	Accessory structure on commercial lot. (shed, canopy, st building, etc.)	torage	
All (65)		Mayfield Commer	cial Building Addition		
Certificate of Occupancy 2	1	Category Name: Mayfield	Description: Addition to an existing commercial building or structure	a. This	
Fire Marshal			may include additional renovations and remodeling of the original structure.	he	
Mayfield 20	~	Mayfield Commer	cial Building Apartment Structure	Apply	
Property Maintenance	p	Category Name: Mayfield	Description: Construction of Apartment Structure.		
Sign 🚳					
Temporary Structure 🚯		Mayfield Commer Category Name:	cial Building Condo / Apartment Unit (Renovation Description:	a) Apply	
+ PLANS @	-	маулею	work related to work within condo unit or apartment un establishment of a condo unit. Not to be used for new construction	nitor	

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.)

6. 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.



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



8. 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.

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300 S 5TH ST X Q Select All Start Application 300 S 5TH ST Parcel: 112-14-21:001 Owner: CITY OF PUBLIC IMPROVEMENT	
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- 9. On the next screen, verify that the address is correct and click "Next."
- 10. Add a "brief description of the project" then click "Next."

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Apply for Permit -	Residential Building	Renovation, Remodel	, or Repair			*REQUIRED	
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* Description							
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	Apply for Permit - Residenital Build	ing Addition		*REQUIRED		
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	Locations Type	Contacts	More Info Attachm	ents Signature I	Review and Submit	
	CONTACTS Please select or add any contacts you would lik Applicant ABC123 Back Create Template	e attached to this permit. Owner Add Contact Contact REQUIRED	Add Contact	Save D	Draft 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.

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	Dashboard Home P	Paducah 311 Train	Apply for a NEW Per	mit or Plan My	Work Map	Report	Fee Estimator	Pay Invoices	Search Q	Calendar 🕻	D			
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13. Enter all of the information required or needed in the next screen.

Apply for Permit - Resident - Res	dential Building Renov	ation, Remodel	, or Repair			*REQUIRED
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	Electrical Valuation	\$				
	Stop Work Order Issued					
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	Building Height (Ft)					
	Area of Project / Floor					
	Area or Project / Ploor					

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

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

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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.

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Please type your name as	consent to electronica	lly sign this Petition.			
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August, 22 2023					

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

Apply for Permit - Com	Permit - Commercial Electrical Renovation, Repair, Remodel						
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Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit	
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ocations							
Location		300 S 5TH ST	Paducah, KY 42003				
Parcel Numb	er	112-14-21-00	1				
asic Info							
Туре		Commercial El	ectrical Renovation, Re	pair, Remodel			
Description		test					
Applied Date		08/22/2023					

End of How-To Document