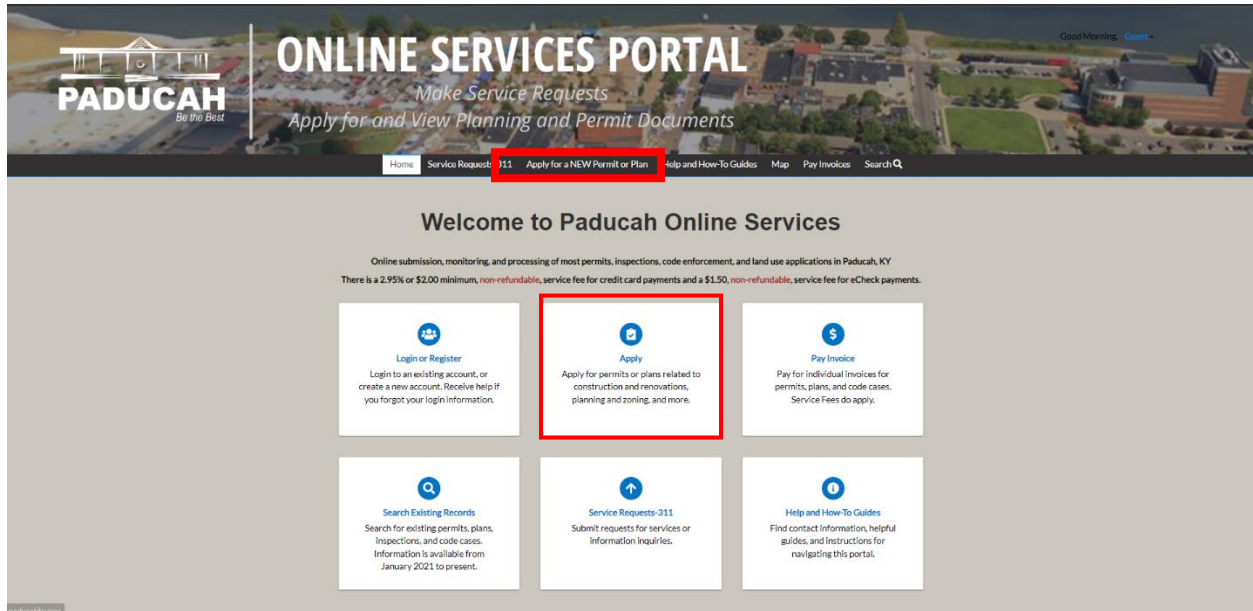


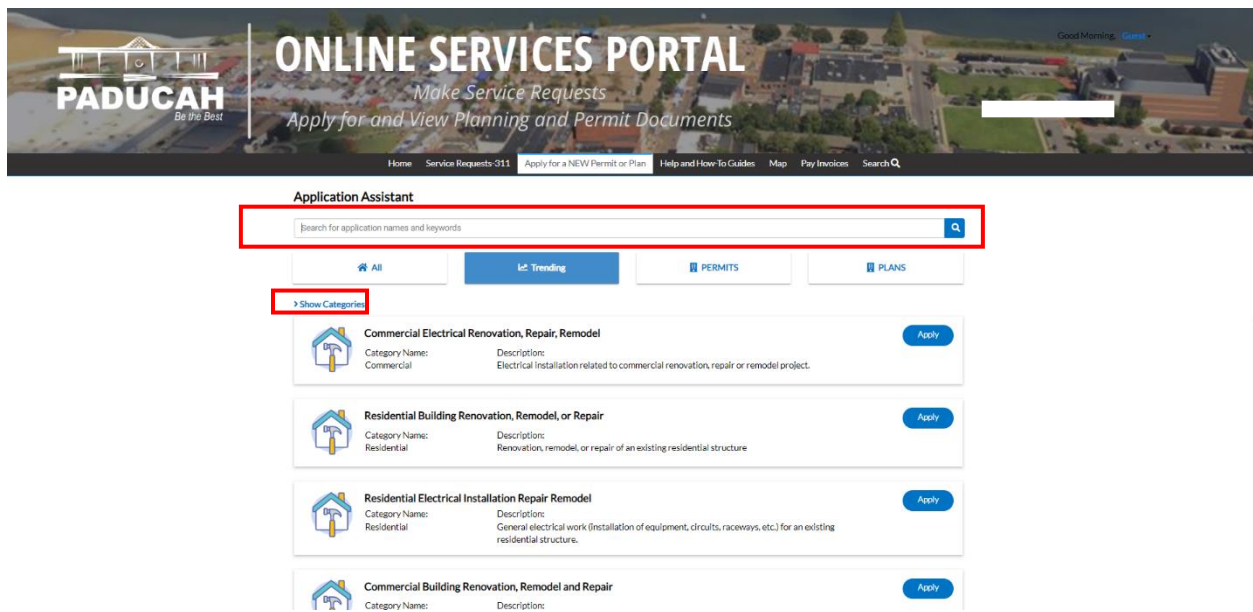


Applying for a Permit

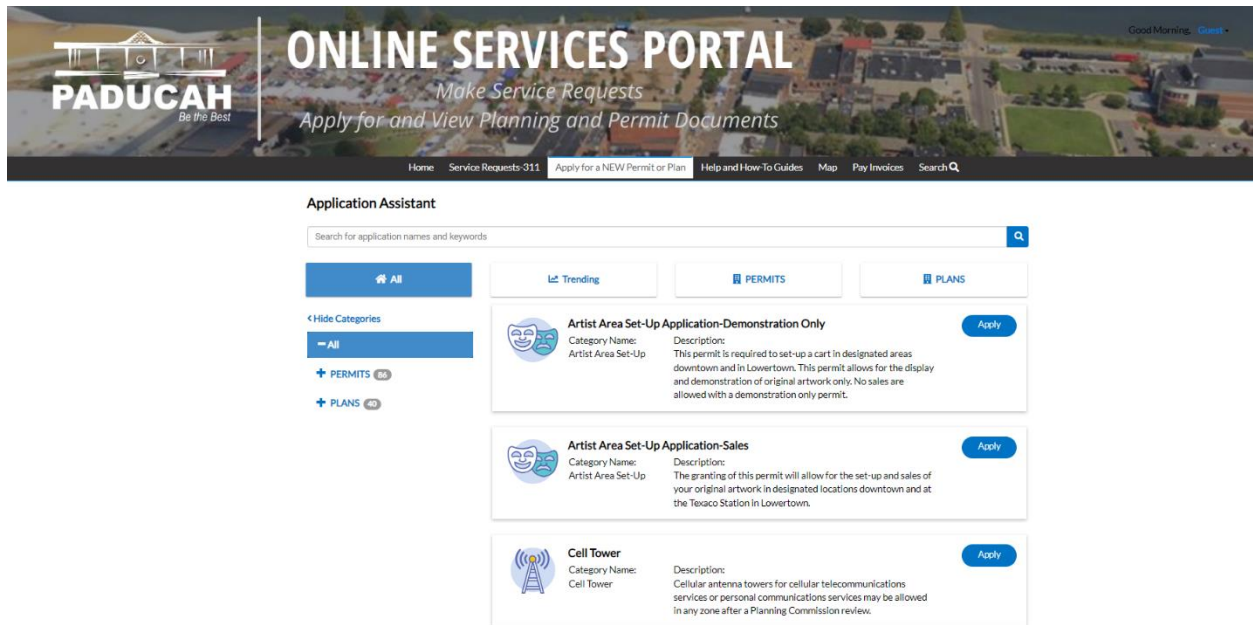
1. Click on the “Apply for a New Permit or Plan” (located in two places).



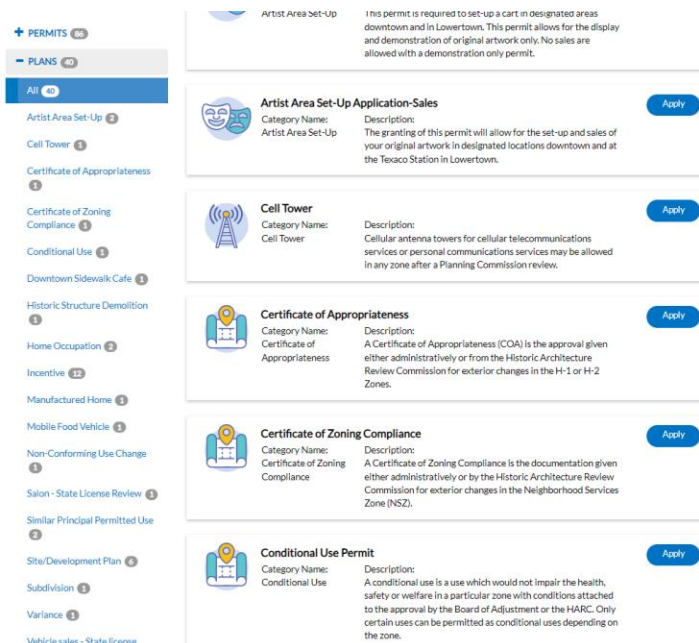
2. Click a plan type from the list or search plan type.



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



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



5. Once you choose a plan, click **“Apply.”** NOTE: You will need to be logged into your account.

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

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Apply for Plan - Site Plan Major with Storm Water Management *REQUIRED

1 2 3 4 5 6 7
Locations Type Contacts More info Attachments Signature Review and Submit

LOCATIONS

Where would your proposal be located? Click the blue-button to add the location of your project.

There are 2 ways to select the parcels of your location:

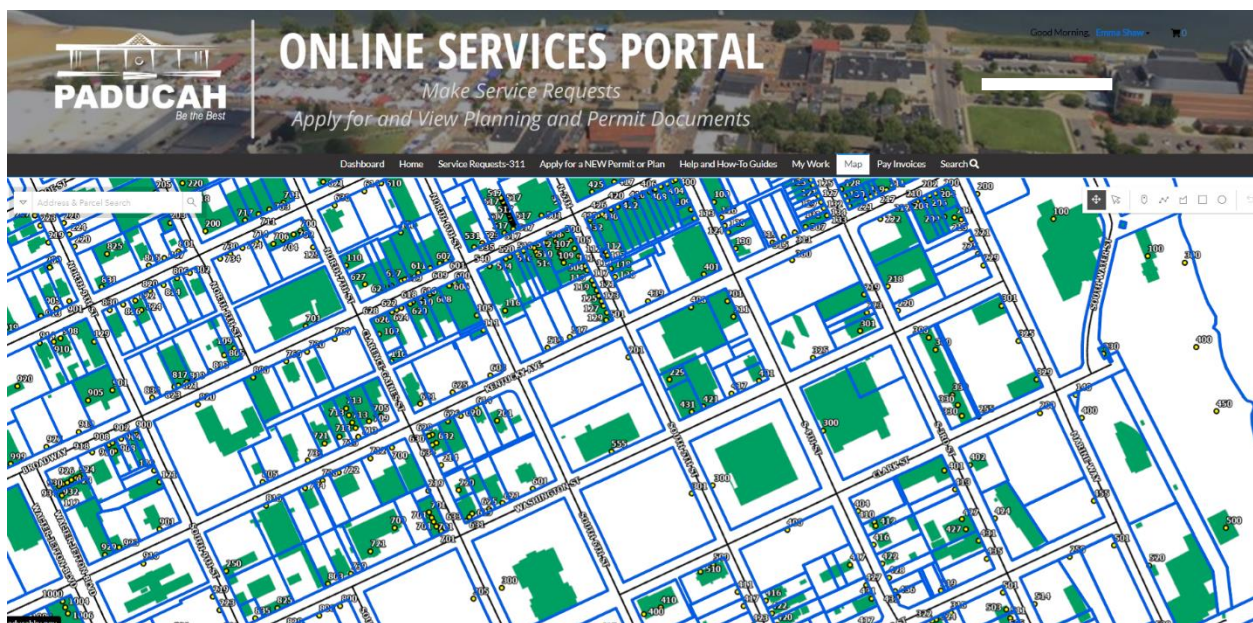
1. **BY ADDRESS** - In the address box, type in the street numbers, hit enter. Only valid addresses will appear; select the correct one. The map will zoom into that parcel. Click on the correct parcel and click the **+ Add** button.
2. **BY MAP** - Use the mouse to move the map; use the scroller to zoom in or out. Click on the correct parcel and click the **+ Add** button.

Note: If the address does not appear, the parcel is likely not in the city limits.

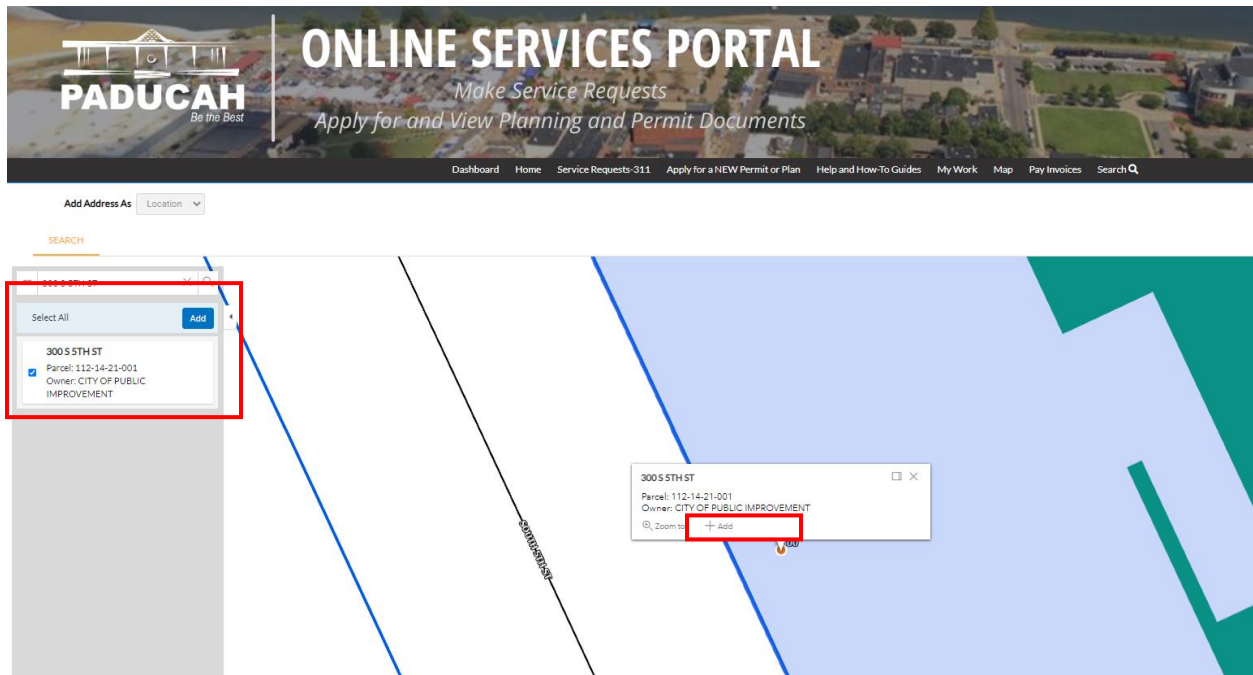
Location
Add Location
+
REQUIRED

Create Template Save Draft Next

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.



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

Apply for Plan - Site Plan Major with Storm Water Management *REQUIRED

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PLAN DETAILS

* Plan Type Site Plan Major with Storm Water Ma

* Description

Back Create Template Save Draft Next

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

Apply for Permit - Residential Building Addition *REQUIRED

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

CONTACTS

Please select or add any contacts you would like attached to this permit.

Applicant
ABC123

Owner
Add Contact
+
REQUIRED

Add Contact
+

Back Create Template Save Draft Next

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

Apply for Permit - Residential Building Addition *REQUIRED

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

CONTACTS

Please select or add any contacts you would like attached to this permit.

Applicant
Christopher J. Warmath (You)
HHI Lawncare
2905 Alabama Street 2905 Alabama Street, Paducah, KY, 42003

Owner
Christopher Warmath(You)
HHI Lawncare
2905 Alabama Street 2905 ...
Remove

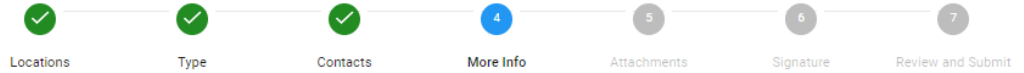
Add Contact
+

Back Create Template Save Draft Next

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

Apply for Plan - Site Plan Major with Storm Water Management

*REQUIRED



MORE INFO

Additional Information

[Top](#) | [Main Menu](#)

Project Name

*Total Acreage Affected

*Number of Parcels Included

*Current land use

*Current Improvements on the Property

<input type="checkbox"/>	Vacant- nothing is built on the site
<input type="checkbox"/>	Single-family or two-family home
<input type="checkbox"/>	Multifamily Residential building(s)
<input type="checkbox"/>	Residential accessory buildings (ex. garage/shed)
<input type="checkbox"/>	Religious use building(s)
<input type="checkbox"/>	Commercial/ Industrial building(s)
<input type="checkbox"/>	Parking lot for passenger vehicles
<input type="checkbox"/>	Parking / Storage lot
<input type="checkbox"/>	Fueling station with tanks
<input type="checkbox"/>	Storage buildings (commercial/industrial)

14. Next, upload your “**Preliminary Development Plan**” and required documentation or “**Add Attachments**” by selecting the document type from the drop down and uploading to the system.

Apply for Plan - Site Plan Major with Storm Water Management *REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 1 Expenses 0 Review and Submit 0

Attachments

Submittals are not complete - and will not be processed - until all required documentation has been received.
Select the Type of document and then upload documents by clicking the Blue button - the acceptable file types are listed on the Blue button.

Preliminary Development Plans

Add Attachment

+

Accepted: pdf

*REQUIRED

Select Type

Select Type

Other: Detailed Documentation

Preliminary Development Plans

Site Plan

+

Accepted: jpg, png, pdf, doc, docx, xls, xlsx, ppt, pptx

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15. 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 ✓ Signature 6

SIGNATURE

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

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

test

Enable Type Signature ☒

Test User

August, 22 2023

X *Test User*

[Back](#)

[Create Template](#)

Apply for Permit - Residential Building Addition *REQUIRED

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

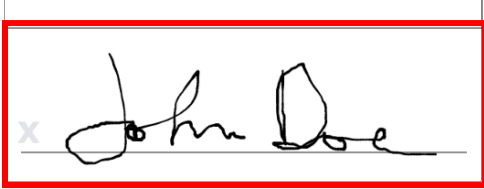
SIGNATURE

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

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

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

Enable Type Signature ☐



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

Apply for Plan - Site Plan *REQUIRED

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

Locations

Location	300 S 5TH ST Paducah, KY 42003
Parcel Number	112-14-21-001

Basic Info

Type	Site Plan
Description	1
Applied Date	08/22/2023

17. Click **“Continue to plan.”**

✔ **Your application was successfully submitted!**

Your application has been submitted successfully! We are currently reviewing your application for completeness. If more information is needed, you will be contacted. Remember to pay your filing fee! Otherwise, your application will not be processed.

Continue to plan

18. Once the plan case is submitted, an invoice will be generated. You will be given the option to pay with Credit or eCheck. The Plan Case cannot be reviewed until payment is received.

End of How-To Document