

Meade County Planning and Zoning

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December 1, 2008

MEMORANDUM

SUBJECT: Contractor Documentation Requirements for Building Permits in Meade County

In accordance with the provisions of the 2007 Kentucky Building Code and other applicable state statutes, before a building permit can be issued by this office proof must be presented to verify that all contractors and sub-contractors working on a particular job are covered by a valid Kentucky Workers Compensation Insurance policy and that they have an active Kentucky Unemployment Insurance account.

Acceptable documents include an ACCORD Certificate of Insurance or a copy or the declaration page of the Workers Compensation Policy and a copy of the contractor's last Kentucky Unemployment Insurance Tax Return or a copy of their UI Certificate issued by the Kentucky Department of Labor.

In addition to the above, all contractors providing services that require a State or Federal certification or license must provide a copy of their current license or certification. These include, but are not limited to, Electrical Contractors, Plumbers, Manufactured Home Transporters and Manufactured Home Installers.

While not specifically required by law, we encourage all residents to request a formal certificate of insurance from all contractors to verify that they carry commercial liability, automobile and employer liability coverage before they hire a contractor for any job.

