

PADUCAH GUIDE TO PERMITTING AND LICENSING

Contents

Step 1 – Before You Begin	4
Schedule a Kick-Start Meeting	4
Check Addressing, Liens and Fines	4
Check Zoning and Grant Opportunities	4
Review the Small Business Resource Guide	4
Step 2 – Determine if a Site Plan is Required	4
When is a Site Plan Required?	4
Preliminary Meeting	5
What is required to be shown on a Site Plan?	5
Site Plan Review Time	5
Step 3 – Determine if Stormwater Management Plan or Special Flood Hazard Area Developis Required	
When is a Stormwater Management Plan Required?	5
When is a Special Flood Hazard Area Development Permit Required?	6
Step 4 – Determine if Board Approvals are Needed for the Project	7
What do I need to submit to the Engineering Department?	12
Where do I post the permit?	13
Does the Right-of-Way Work Require Inspections?	13
Completing the Right-of-Way Work	13
What if I plan to have dumpsters or equipment on the sidewalk or road during construc	ction?14
Step 6 – Apply for Building, Electrical, Signage and Mechanical Permits	14
Where do I Start? Call Us Early, Call Us Often	14
What Construction permits will I need?	14
Verify Contractors and Sub-Contractors are Licensed and Insured	16
Submit All Paperwork to the Fire Prevention Division	16
Changes and Corrections	16
Step 7 – Schedule Inspections for Construction Work	16
How do I Schedule Inspections of Construction Work?	16
When should Inspections be Scheduled?	17
What information should I have ready when calling to schedule an inspection?	17
Step 8 – Receive Certificate of Occupancy (CO) or Certificate of Compliance (CC)	17

What is a Certificate of Occupancy or Certificate of Compliance?	17
Who must have a Certificate of Occupancy?	18
What is a Certificate of Occupancy Celebration?	18
Step 9 – Apply for a City of Paducah Business License, if Applicable	18
Do I Need a License to do Business in Paducah?	18
How do I apply for a Business License?	
What is the process to renew my business license each year?	
Step 10 – Apply for Alcohol Licensing, if Applicable	19
Additional Forms, Contacts and Resources	19
City Contact List	21
Other Helpful Contacts	21

Step 1 - Before You Begin

Schedule a Kick-Start Meeting

We want to help make the permitting and licensing process easier. When thinking of starting a project, a Kick-Start Meeting gives you the chance to talk with all of the City's technical experts before you submit plans and applications. Learn More About Kick-Start Meetings by visiting our website or contacting our Development Liaison, Laura Cowles locwles@paducahky.gov 270-444-8604.

Check Addressing, Liens and Fines

Call the Fire Prevention Division at 270-444-8527 to confirm that the project location is within City of Paducah limits and that your address matches the one that the City has on file. The Fire Prevention Division can also help you determine if your intended location has any liens or fines attached to the property.

Check Zoning and Grant Opportunities

Call the Planning Department at 270-444-8690 to check the zoning district of the project location and to learn about any special land use requirements for your project. If the project falls within a Historic District, there may be additional requirements related to any changes to a building's exterior. You can also use the City's <u>online map</u> to find the zoning district. The Planning Department can also help you determine if you are eligible for one of Paducah's Downtown Development Grant Programs.

Review the Small Business Resource Guide

The <u>Small Business Resource Guide</u> may be helpful if you plan on opening a business in Paducah.

Step 2 - Determine if a Site Plan is Required

When is a Site Plan Required?

All commercial developments, industrial developments, multi-family developments, parking lot layouts and additions thereto require a site plan to be submitted to the Planning Department for the plan review process. If you are not sure if your project requires a site plan, call the Planning Department at (270) 444-8690. If your project is not a commercial or industrial development, or does not involve additions to an existing structure, proceed to Step 4.

Preliminary Meeting

If your project will require a site plan, start by calling the Planning Department at 270-444-8690 to schedule a preliminary meeting or a phone call with staff to go over the proposed improvements and elements required to be on the site plan. You may also e-mail Planner III Josh Fowler-Sommer at Jsommer@paducahky.gov.

What is required to be shown on a Site Plan?

o Site Plan Requirements Checklist

Site plans are submitted through the City's <u>online portal</u>. Please click 'Apply for Plans'. Site plan will be in the central menu.

Site Plan Review Time

Review time may vary based upon complexity and scope of the project. The Site Plan will be reviewed by the Planning Department, Engineering Department and Fire Prevention Division (if applicable).

Step 3 – Determine if Stormwater Management Plan or Special Flood Hazard Area Development Permit is Required

When is a Stormwater Management Plan Required?

In accordance with <u>Chapter 50</u>, Article III of the City's Code of Ordinances, Stormwater Management Plans and stormwater conveyance and management facilities are required for all projects meeting the criteria below:

- All land-disturbing activities and all development or redevelopment activities that disturb an area greater than or equal to one acre
- Sites that are smaller than one acre if they are a part of a larger common plan of development or sale
- Any nonresidential development for which the area paved and under roof is equal to or greater than 10,000 square feet

What are the Next Steps for a Stormwater Management Plan?

All land-disturbing activities including development and redevelopment activities that disturb an area greater than or equal to one acre, and in some cases, sites that are smaller than acre, require an Erosion Prevention and Sediment Control (EPSC) permit in accordance with Chapter 50, Article IV.

- Complete and submit a Grading/Land Disturbance/Erosion Prevention and Sediment Control Permit Application with the Engineering Department to receive your permit.
- When construction activity is completed and vegetative cover is established, some erosion control devices are no longer needed. At this point, you will need to file for a Notice of Termination (NOT) with the Kentucky Department of Water and the City of Paducah.
- Contact the Engineering Department at 270-444-8511 to obtain all the necessary forms.

When is a Special Flood Hazard Area Development Permit Required?

To reduce flood damage within the community, the City regulates development within Special Flood Hazard Areas (Chapter 50, Article II). A Special Flood Hazard Area Development Permit must be completed and submitted to the Engineering Department prior to the commencement of any development activity within all Special Flood Hazard Areas (SFHA).

How do I know if my Project is in a Special Flood Hazard Area?

Call the Engineering Department at (270) 444-8511 to find out if the property is in a Special Flood Hazard Area.

What should I submit if I need a Special Flood Hazard Area Permit?

The SFHA Development Permit Application will require the submittal of the following:

- A Completed application form.
- A Completed FEMA Elevation Certificate.
- Proposed Development Plans and Specifications (as defined in the application form) prepared by a Kentucky Registered Professional Engineer or Architect.

• Contact the Engineering Department at 270-444-8511 to obtain all the necessary forms.

Step 4 - Determine if Board Approvals are Needed for the Project

Occasionally, approvals from one of the City's Boards or Commissions is needed for a project. For information specific to your project, call the Paducah Planning Department at (270) 444-8690 or e-mail Planner III Josh Fowler-Sommer at Jsommer@paducahky.gov. Information on commonly needed permits that require special board or commission approval can be found below. All applications are found on the City's portal at http://onlineportal.paducahky.gov.

Board of Adjustment

The Board of Adjustment is responsible for the types of approvals below and meets on the last Monday of every month at 5:30 p.m. The deadline for applications is on the Friday, 21 days before the meeting date.

TYPE OF	When does it apply?	Additional Information
APPROVAL		
Conditional Use	A use defined in each zoning district that could have conditions attached to it to protect neighborhood characteristics.	Code Section 126-68
Variance	A variance is used when an exception to the zoning code is needed in order for the property owner to use his or her land in a manner similar to other land owners in the zone.	Code Section 126-173
Non-conforming Use Change	A non-conforming use is a use of property that was allowed under the zoning regulations at the time the use was established but which, because of subsequent changes to those regulations, is no longer a permitted use. A non-	Code Section 126-63

conforming structure is a	
structure that complied	
with zoning and	
development regulations	
at the time it was built	
but which, because of	
subsequent changes to	
the zoning and/or	
development regulations,	
no longer fully complies	
with those regulations.	

Historic and Architectural Review Commission (HARC)

The HARC is responsible for the types of approvals below and meets on the second Monday of each month at 5:30 p.m. The deadline for applications is on the Friday, 21 days before the meeting date.

TYPE OF	When does it apply?	Additional Information
APPROVAL		
Certificate of	A Certificate of	Code Section 126-115
<u>Appropriateness</u>	Appropriateness is	
	needed when making	
	changes to the exterior	
	of a structure in H-1 or	
	H-2 Zones that is	
	normally visible from a	
	public right-of-way.	
Certificate of Zoning	A Certificate of Zoning	Code Section 126-120
Compliance	Compliance is needed	
	when making changes to	
	the exterior of a	
	structure in a	
	Neighborhood Services	
	Zone (NSZ).	
Similar Principal	A Similar Principal	Code Section 126-115
Permitted Use (Historic	Permitted Use approval	
Zones)	is needed when a	
	structure in a H-1 or H-2	
	Zone is similar in nature	
	to an approved Principal	
	Permitted Use, but not	
	identical.	

Planning Commission

The Planning Commission is responsible for the types of approvals below and meets on the 1st Monday of each month at 5:30 p.m. The deadline for applications is on the Friday, 21 days before the meeting date.

TYPE OF APPROVAL	When does it apply?	Additional Information
Certificate of Site Approval	A Certificate of Site Approval is required for new infill commercial construction in the Neighborhood Commercial Corridor Zone (NCCZ) and for architectural design and site layout in the Civic	Code Sections 126-114 and 126-121
Major Amendment to Development Plan	Center Zone (A-1). Sometimes an amendment is needed to an already approved development plan including zoning map amendments. Major Amendments must be approved by the Planning Commission.	Code Section 126-176
Major Subdivision	Plat approval is needed when developing a major subdivision.	Code Section 102-36
Minor Amendment to Development Plan – Planning Commission Chair handles approval	Minor amendments are intended to expedite approval in those situations where amendments are or minor significance and generally relate to the shifting of previously approved spaces.	Code Section 126-176
Multiple Principal Structures	When more than one principal structure of different use types to be constructed on the same lot is proposed, multiple principal structures may be allowed with approval	Code Section 126-64

	of the Planning	
	of the Planning	
DI LIL'	Commission.	G 1 G 1: 126.70
Planned Unit	Real estate development	Code Section 126-70
<u>Development</u>	that integrates residential	
	and commercial projects	
	in a single project. Lot	
	sizes can also be reduced	
	with an approved	
	development plan.	
Similar Principal	A Similar Principal	Code Section 126 Article
<u>Permitted Use</u>	Permitted Use approval	IV
	is needed when a	
	structure in any zone	
	other than R-1, R-2, R-3,	
	H-1, or H-2 is similar in	
	nature to an approved	
	Principal Permitted Use,	
	but not identical.	
Zone Change	A Zone Change is needed	Code Section 126-176
	when applicants would	
	like to change the zone	
	that they are in to permit	
	a particular business or	
	service. A development	
	plan may be required for	
	large projects or if the	
	proposed area is not in	
	conformance with the	
	Future Land Use Map.	
Cell Tower Permit	This permit is needed to	Code Section 126-82
	erect a cell tower.	Please apply via the
		City's online portal. All
		information required by
		the Paducah Zoning
		Ordinance can be
		uploaded with the
		application. Adjacent
		property owners can be
		obtained from the
		McCracken County PVA
		office or their website.

Administrative Approval

Certain permits require only administrative approval. Timeline varies and can take up to thirty (30) days depending on the type of permit.

TYPE OF APPROVAL	When does it apply?	Additional Information
Waiver of Subdivision	A Waiver of Subdivision is when property is subdivided in accordance with Chapter 102 of Code of Ordinances. It also applies when property lines are abolished. The general administrative approval can be given if a lot is subdivided into four (4) or less lots and no new right-of-way is dedicated to City maintenance.	Code Section 102-34
Sidewalk Café Permit	Sidewalk Cafes are only allowed within the Sidewalk Café Zone which runs from S. 7 th St. to Water St. and encompasses Jefferson St, Broadway St., and Kentucky Ave. This permit allows restaurant owners within that downtown area to operate a sidewalk café on public sidewalks that are contiguous to their restaurant.	Code Section Chapter 20 Article IV
Demolition Control Permit	This permit is needed to raze a structure within the Demolition Control Zone. Approvals are given by the Planning Director, Chief Building Inspector, and HARC Chairperson.	Code Section 34-74 Apply for a Certificate of Demolition at the Paducah Planning Department. Bring your plans for redevelopment on the property, drawings of the proposed improvements, and photographs of existing buildings or structures and adjacent properties. The Committee will decide on the application within thirty 30 days

after the completed
application is received by
the Planning Director.

What are the Next Steps?

- Please submit the appropriate application on the City's <u>online portal</u>. Applications can be found by clicking, 'Apply for Plans'. Each permit application will specify the attachments required to be submitted.
- Planning staff will prepare the reports, make the required notifications, and put the item on an upcoming Board or Commission agenda for consideration and action.

Step 5 - Determine if the Project Requires a Right-of-Way Permit

When is a Right-of-Way Permit Needed?

A Right-of-Way permit is needed when performing any work, making any opening, breaching or excavating in any street, grassplot, sidewalk, alley, or other public way in accordance with Chapter 98, Article III of the City's Code of Ordinances. This could be a new driveway, new entrance to your business or a change that will affect the curb or street. Contractors should call 811 Call Before You Dig before doing any work in the Right-of-Way.

What do I need to submit to the Engineering Department?

A Drawing of the Property and Work to be Done

A drawing may need to be submitted which depicts the following:

- o Property lines
- o Street right of way limits and name
- o Proposed work to be done
- Improvements in the vicinity that would be affected by the installation of the driveway - curb and gutter, sidewalk, utilities, other driveways, etc.
- o Additional information as requested by the City Engineer

A Certificate of Insurance

Submit to the City Engineer's office a Certificate of Insurance indicating the following policy items:

- o Insurance agent
- o Date of issuance and expiration date
- o Coverage of **not less than \$1,000,000** for the injury or death of any

person

- Coverage of **not less than \$1,000,000** for the injury or death of all persons affected by any one accident
- Coverage of **not less than \$500,000** for the benefit of persons who may suffer property damage
- o City of Paducah must be additionally insured on the policy

A Cash or Insurance Bond

Submit a bond in the amount of the work that is being performed in the right-ofway to the City Engineer's office. This amount is determined by the City Engineer's office. This bond can be in ONE of the following forms:

 Cash bond - Cash, check, or cashier's check. This is a bond that is held until the work is completed in accordance with the City Engineering requirements. If a check is submitted, the Check will be cashed and the funds retained in a Bond Account

OR

 Insurance Bond - A bond that is issued by an insurance company to the City of Paducah. This bond usually is an annual bond and guarantees the City that the policyholder is bonded and covered to perform work in the City's right of way.

Where do I post the permit?

The Applicant's copy of the permit should be posted at the job-site at all times.

Does the Right-of-Way Work Require Inspections?

Yes. During construction, all work will be inspected by the City Engineer's office to ensure compliance with City standards.

Please give notice to the City Engineer's office before concrete is poured and after completion of work at least forty-eight (48) hours in advance.

Inspection will only be made during regular working hours (8:00 am to 4:30 pm).

Completing the Right-of-Way Work

After the work is completed in accordance with City standards, the Street Right of Way Permit will be approved and released. If a cash bond is being held, a check in the bond amount will be issued to the applicant.

What if I plan to have dumpsters or equipment on the sidewalk or road during construction?

If you plan to have any type of construction equipment or dumpsters on the sidewalk or road during construction, you will need to apply to the Engineering Department for a Temporary Street and/or Sidewalk Closure. To apply, simply contact the Engineering Department with the address at which the street or sidewalk closure is needed.

You will need to notify Central Dispatch at 270-444-8550 immediately prior to and after the execution of the permitted closure. The permit issued to you needs to remain visible to the public at all times during the closure.

Step 6 - Apply for Building, Electrical, Signage and Mechanical Permits

Where do I Start? Call Us Early, Call Us Often

Call the Fire Prevention Division at 270-444-8527 for assistance with the following:

- o Determining which permits are needed for your project
- o Determining what must be included in drawings for the project
- o Determining if there are any restrictions that apply to the project
- o Determining which inspections are needed after construction begins

What Construction permits will I need?

Each project is different and will require different types of permits depending on the scope of the work. Below is information about different building, electrical, HVAC, sign, fence, temporary building and tent permits that may be applicable to your project.

Building Permits

Commercial Building Permits

Apply for permits through the City's <u>online portal</u>. Then click, 'Apply for Permit'.

Residential Building Permits

Apply for permits through the City's <u>online portal</u>. Then click, 'Apply for Permit'.

Electrical Permits

Commercial Electrical Permits

Kentucky law mandates all electrical work with the exception of normal maintenance, as outlined in the Kentucky Building Code, is required to be permitted. Work is mandated to be performed by licensed electrical contractor employing a licensed master electrician. Homeowners are exempt from the licensing requirement for work to their primary residence.

Residential Electrical Permits

Kentucky law mandates all electrical work with the exception of normal maintenance, as outlined in the Kentucky Building Code, is required to be permitted. Work is mandated to be performed by licensed electrical contractor employing a licensed master electrician. Homeowners are exempt from the licensing requirement for work to their primary residence.

HVAC Permits

Work beyond normal maintenance as described by the Kentucky Building Code must be permitted. Homeowners are exempt from the licensing requirements for work to their primary residence. Only licensed contractors can do work on commercial HVAC systems. Homeowners are exempt from the licensing requirements for work to their primary residence if replacing "like for like" in the same location. Permits are need for new and replacement HVAC units.

Sign Permits

All signage including new, replacement, and existing face change-out require a permit. Approval of permits is based on the property's zone. Signs may also need an electrical permit.

- To verify that potential signage is appropriate based on zoning regulations, contact the Planning Department at 270-444-8690 or review the Code of Ordinances Sections related to 126-76.
- Submit Sign Permit Application to the Fire Prevention Division through the City's online portal. Please visit the City's <u>online portal</u>. Then click, 'Apply for Permit'.

Temporary Building and Tents Permits

Tents and temporary structures erected for a period less than 180 days which cover an area greater than 120 square feet require a permit. An application shall be submitted for each installation of temporary structure.

Verify Contractors and Sub-Contractors are Licensed and Insured

- Proof of Workman's Compensation Insurance or an Affidavit of Workman's Compensation Waiver (if contractor has no employees) must be supplied to Fire Prevention. Contact Fire Prevention for forms, if needed.
- o For work on your personal residence, complete the Homeowners Affidavit. Contact Fire Prevention for forms, if needed.

Permit Application Review is done by the Fire Prevention Division

- o Staff will review drawings that were submitted and give feedback if necessary.
- o Staff will verify certificates of liability insurance for Workman's Compensation.
- Staff will verify that business licensing is current for contractor and subcontractors.
- o Staff will verify that no payroll taxes are owed to the City.
- Staff will verify that there are no liens or fines on the project property.
- Staff will verify that addressing is correct.

Changes and Corrections

If changes to drawings need to be made, the Fire Prevention Division will issue a corrections list. Once any necessary changes are made to the drawings and all permitting fees are paid, permits will be issued for your construction project.

Step 7 - Schedule Inspections for Construction Work

How do I Schedule Inspections of Construction Work?

To schedule inspections of construction work, call the Fire Prevention Division at 270-444-8527.

When should Inspections be Scheduled?

Inspections should be scheduled at least 24-48 hours in advance. Please plan to have someone present for the inspection. Inspections are generally scheduled at the following intervals:

- Footings: An inspection is required prior to placement of concrete to verify depth, soil composition, location, reinforcement size, and configuration
- Foundations: A foundation inspection is required prior to placement of concrete or back filling of cells to verify size, reinforcement, and support
- o <u>Rough Frame</u>: An inspection is required prior to installation of wall finishes to verify framing, mechanical, plumbing, electrical, and gas installation
- <u>Final Inspection</u>: An inspection is required prior to occupancy of any structure to verify completion and finalization of all trade work including plumbing, electrical, and mechanical finals, as well as to determine the completion of all building and life safety requirements

What information should I have ready when calling to schedule an inspection?

- Contact Name
- o Phone Number
- o Type of Project (e.g. Single Family Residential)
- o Address of Property
- o Permit Number
- o Type of Inspection Requested

Step 8 - Receive Certificate of Occupancy (CO) or Certificate of Compliance (CC)

What is a Certificate of Occupancy or Certificate of Compliance?

A Certificate of Occupancy certifies that the work done complies with building codes and that the building is suitable for the public or owner. This certificate is issued after a building has been constructed or significantly renovated. A Certificate of Compliance is issued at the completion of electrical installations after the inspection has confirmed the building meets required standards for safety under law.

Who must have a Certificate of Occupancy?

- New Businesses All new business require a final inspection and a certificate of occupancy prior to operation.
- New Residences All new residential uses including one and two family require a final inspection and certificate of occupancy prior to use.
- Changes of Use Changes in the business type or use of a building require a new certificate of occupancy. Changes of ownership that do not include a change of use will not require a new certificate.

What is a Certificate of Occupancy Celebration?

As part of our Development Liaison Service the City of Paducah is offering Certificate of Occupancy Celebrations for those businesses that would like us to join them in celebrating the completion of their project. This free service is available to anyone receiving a Certificate of Occupancy and contacts our Development Liaison to schedule the event. The City is grateful for your investment in our community and is as excited as you to see your vision come to reality. These celebrations can be as simple as delivering your Certificate of Occupancy in person or as celebratory as balloons, cake, and photos.

Why celebrate a CO? A Certificate of Occupancy (CO) is issued by the Paducah Fire Department after a building has been constructed or significantly renovated. This Certificate is one of the final and exciting steps in opening a building, something that we want to celebrate with the various private businesses and organizations that are investing in their property around the city. The Certificate certifies that the work done complies with building codes and the building is suitable for occupancy. Contact Development Liaison, Laura Cowles lowles@paducahky.gov for more details or to schedule your celebration.

Step 9 - Apply for a City of Paducah Business License, if Applicable

Do I Need a License to do Business in Paducah?

Yes. If you are generating gross receipts in Paducah, you will need to apply for a City of Paducah Business License. You can contact the City of Paducah Finance Department at (270) 444-8595 if you have any questions. You may apply for your business license at any time, however, a business license will not be issued until your business address has a current Certificate of Occupancy and the initial registration fee is paid.

How do I apply for a Business License?

- Complete the Business License Registration Application found on the <u>City's</u> website.
- Pay the minimum fee, which is determined based on business type as listed in Chapter 106 of the Paducah Code of Ordinances.
- Send or bring in a copy of the business owner's driver's license to the Paducah Finance Department located at 300 South 5th Street, Paducah, KY 42002.
- o If you have W-2 employees working inside the City, we have a payroll tax that is remitted to us quarterly at the rate of 2% of gross wages they earn while working here. If you have 1099 employees, they are required to obtain their own business license.
- All other applicable taxes must be paid and up to date in order to receive your business license.

What is the process to renew my business license each year?

- o Complete the Annual License Tax Application found on the <u>City's website</u>.
- o Submit a copy of the prior year tax return.
- Pay the fee on the gross receipts generated inside the City in the prior year according to the tax return and appropriate tax rate per Chapter 106 of the City Ordinance.
- o Renewals are due for annual filers by April 15th each year.

Step 10 - Apply for Alcohol Licensing, if Applicable

Determine what type of license(s) you would like to apply for:

There are several types of licenses available, depending on your business type, business location and how you plan to sell alcohol. Sometimes you will need multiple alcohol licenses. Call the City Clerk's Office (270-444-8506) or the State Alcoholic Beverage Control Office (502-564-4850) to talk with someone about which license(s) are right for you.

Frequently used license types include but are not limited to:

NQ-2 Retail Drink License – mainly used by restaurants for the sale of wine, distilled spirits and malt beverages by the drink when at least 50% of gross receipts are for the sale of food. *Additional license is needed for Sunday Sales*

Quota Retail Drink License – mainly used by bars, salons and other businesses which typically do not sell food. This license allows for sale of wine/distilled spirits (liquor) by the drink. *Additional license is needed for Sunday Sales*

NQ-4 Retail Malt Beverage Drink License – mainly used for bars and restaurants which only want to sell malt beverages (beer) by the drink.

Quota Retail Package License – mainly used by liquor package stores for the sale of wine and distilled spirits by the package. There are a limited number of these types of licenses available for each county. Check with the State ABC Office to determine if any licenses are available.

Non-Quota Retail Malt Beverage Package License – mainly used by liquor stores or convenience stores for the sale of malt beverages (beer) by the package.

Run an Ad declaring your intention to apply for an alcohol license in the Paducah Sun. When you place the ad, ask for an Affidavit of Publication. The ad only needs to run for one day. For information about the advertisement language, please go to https://abc.ky.gov/Documents/Advertisement%20Forms.pdf

Go online to https://abcportal.ky.gov/BelleExternal/ and click on login/register under Request or Apply card. Things to have on hand when you apply:

- a. Lease or Deed in digital form to upload
- b. Affidavit of Publication from your Ad in digital form to upload
- c. Your KY Sales and Use Tax No., KY Withholding Tax No., KY Corporate Tax No., Federal EIN No.
- d. Credit card to pay State application fee which will be applied to the final cost of your license.

Sign and Return the Acknowledgement Form to lparish@paducahky.gov

acknowledging that City Staff will check that you are current on taxes, business license and have a current, valid certificate of occupancy for the property. There must be no liens or fines for the property. The property must be in a correct zone for alcohol sales. The City will not approve the alcohol license if any of these are invalid, unpaid, or outstanding.

Approvals: Once your application has been submitted, it will be routed to the State ABC office and to the City Clerk's office for review and approval. Timelines for approval are no less than 30 days after the date of the newspaper advertisement.

The City will approve the application and you will be contacted by the State ABC Office for an inspection of the property. Once the State approves the application, you will pay the remaining balance of the State fee online in the portal and receive your State ABC license.

Local Payment: Bring or mail a copy of your State ABC license along with your payment, a copy of your Health Dept. Certificate (if applicable) and your ID to the

Finance Department at City Hall (300 South 5th Street, Paducah, KY 42003). You will receive your local license. License costs can be found here: https://paducahky.gov/files/Alcohol-License-Fees-List.pdf

Display Your Licenses (both Local and State) at your place of business.

Training: Chapter 6 of the Paducah Code of Ordinances requires alcoholic beverage training for persons licensed for or employed in the sale of alcoholic beverages by the drink. There are several approved training programs, including STAR the Kentucky Alcoholic Beverage Control Server Training which can be completed online.

Hours of Operation:

Permissible hours of operation are as follows all days of the week:

Package Sales: 6:00 a.m. – 12:00 midnight

On-Premises Consumption: 6:00 a.m. – 3:00 a.m. the following day

Additional Forms, Contacts and Resources

City Contact List

Customer Experience Department	Fire Prevention
1st Floor	1st Floor
300 South 5th Street	300 South 5th Street
Paducah, KY 42003	Paducah, KY 42003
270-444-8800	270-444-8527
Finance Department	Alcohol Licensing – City Clerk
1 st Floor	2 nd Floor
300 South 5 th Street	300 South 5 th Street
Paducah, KY 42003	Paducah, KY 42003
270-444-8513	270-444-8506
Planning Department	Engineering Department
2nd Floor	2nd Floor
300 South 5th Street	300 South 5th Street
Paducah, KY 42003	Paducah, KY 42003
270-444-8690	270-444-8511

Other Helpful Contacts

Department of Housing, Buildings and	McCracken County Health Department
Construction	916 Kentucky Avenue
500 Metro St., 1 st Floor	Paducah, KY 42003
Frankfort, KY 40601	(270) 444-9625
502-573-0365	Food Permits - Joel Barrett ext. 169
http://dhbc.ky.gov/	Plumbing Insp Lynn Bundy ext. 157

Kentucky Alcoholic Beverage Control	Atmos Energy - Natural Gas
500 Metro St., 2 NE 33	3510 Coleman Rd
Frankfort, KY 40601	Paducah, KY 42001
(502) 564-4850	(888) 286-6700
ABC.Info@ky.gov	https://www.atmosenergy.com/
https://abc.ky.gov/	
811 Call Before You Dig	Paducah Water
9960 Corporate Campus Dr. #1200	1800 North 8th Street
Louisville KY 40223	Paducah, KY 42001
811 or 1-800-752-6007	(270) 442-2746
http://kentucky811.org/	https://www.pwwky.com/
Paducah Power	Paducah McCracken County Joint
1500 Broadway St.	Sewer Agency
Paducah, KY 42001	621 Northview Street
270-575-4000	Paducah, KY 42001
https://paducahpower.com/	(270) 575-0056
	https://www.jointsewer.com/
Jackson Purchase Energy	
6525 US HWY 60 W	
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(270) 442-7321	
https://www.jpenergy.com/	