



City of Norbourne Estates

Andrew Spanyer, Mayor
Paul Brooks, Commissioner
Donald Decker, Commissioner
Albert Erny, Commissioner
Kevin Frey, Commissioner
Jeffrey Rose, Treasurer
Jerry Brown, City Clerk

City of Norbourne Estates Building Permit Application Checklist

Please give the following items to the City Clerk when you apply for a letter of building approval from the City of Norbourne Estates:

- The Contractor Agreement form, reviewed and signed by both the homeowner and the general contractor.
- A copy of the building plans (including site plan and all four elevations), which the City will keep in file.
- A copy of the contractor's insurance coverage.
- A copy of the building construction notice letter sent to neighbors by homeowner. The City Clerk has a form letter outline which may be filled in and used.
- A certified check for \$25, payable to the City of Norbourne Estates, if the application is to build or to add to any building or lot in the City; a certified check for \$5 for all other types of improvements.

The Board will then review your building plans at the next regularly scheduled Board meeting. Board meetings are held at Eline Library on the second Tuesday of each month, at 7:00pm. A Board member will contact you with any questions or concerns.

When the Board's review is complete, the Board will authorize the City Clerk to prepare the approval letter. The clerk will call the homeowner or contractor, whichever you specify, to advise that the letter is ready. The letter you receive from Norbourne Estates may then be taken to Metro permit office, along with your other materials, to apply for building permits from the Metro office.

If you have any questions, please contact the City Clerk, Jerry Brown, at 939-9299 or NorbourneClerk@gmail.com

Thank you, and good wishes for your building project!

P.O. Box 7825, Louisville, KY 40257-0825