

COAs Are Now Online!


<https://newportky.portal.iworq.net/portalhome/newportky>


Apply For Permit





1-2 Family Zoning/Building Application


1-2 Family HVAC Application


Electric Permit Application


Commercial Zoning/Building Application


Commercial HVAC Application


Certificate of Appropriateness Application

Instructions:

- 1 Select the correct application for the project and click.
- 2 Begin typing the project address in the Search properties box at the top.
- 3 Click on the correct project address as it auto populates. This is required or the Permit Application will not be accepted.
- 4 Contractors who have been established in the system can be found under Search contractors. Finding the correct contractor and clicking on their information will auto fill several lines of the application.
- 5 If the Homeowner is the Applicant and/or the Contractor, enter Homeowner in the required license fields.
- 6 Upload documents such as complete construction drawings, site plan with dimensions to the property lines, list of sub-contractors, and any design criteria, cut sheets or shop drawings for the project.
- 7 Upload the completed Affidavit of Assurances form. If you are unable to have the form notarized prior to uploading, you may come into the office to sign the form in person.
- 8 Click Submit. You will be contacted by the Permit Clerk if the application is incomplete, the appropriate submittal documents are missing, and for payment of the permit.

Did you know that you can now apply for Certificates of Appropriateness online? This is the fastest way to get your Certificates of Appropriateness taken care of. The more information you include in your application, the better. Things like photos, bids/contracts, and detailed descriptions help us process your applications quickly and efficiently. You can apply for zoning/building permits in this same portal.

Questions? We're always happy to help! Contact the Office of Historic Preservation 859-655-6348 or historicpreservation@newportky.gov.

