



# SUMMARY OF CITY OF COVINGTON CODE VIOLATIONS

The International Property Maintenance Code (IPMC) is adopted by § 152.20 of the City of Covington Code of Ordinances.

**Vacant property:** Code Inspectors have the authority to cleanup and/or secure vacant property that presents an attractive nuisance. The inspectors can also order the repair or demolition (if the building can't be repaired) of vacant property. (IPMC 301.3)

Exterior property shall be maintained in a clean, safe and sanitary condition free of rubbish and garbage. (IPMC 302.1)

**Grading and drainage:** All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water. (IPMC 302.2)

**Sidewalks and driveways:** Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. (IPMC 302.3)

**Grass and weeds:** Property shall be maintained free from weeds or plant growth in excess of 10 inches. (IPMC 302.4)

**Rodents:** All structures and exterior property shall be kept free from rodents. Where rodents are found, they shall be promptly exterminated by approved processes and proper precautions shall be taken to prevent re-infestation. (IPMC 302.5)

**Exhaust vents:** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant. (IPMC 302.6)

**Accessory structures:** All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair. (IPMC 302.7)

**Swimming pools:** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair. (IPMC 302.7.2)

**Motor vehicles:** No inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. (IPMC 302.8)

**Defacement of property:** It shall be the responsibility of the property owner to restore any marking, carving, or graffiti on the exterior surface of their building to an approved state of repair. (IPMC 302.9)

**Exterior Structures:** There should be no evidence of deterioration, or damaged or loose elements, there should not be any loose or collapsing pieces, stairways, porches, balconies and similar

structural elements must safely perform their intended functions, there should be no accumulation of litter or debris on porches and other parts of the exterior structure, and they must be capable of preventing rain, snow, wind, and rodents from entering the interior areas. (IPMC 303.1)

Exterior wood surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. (IPMC 303.2)

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. (IPMC 303.3)

All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads. (IPMC 303.4)

**Foundation walls:** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests. (IPMC 303.5)

**Exterior walls:** Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. (IPMC 303.6)

**Roofs and drainage:** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance. (IPMC 303.7)

**Decorative features:** All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition. (IPMC 303.8)

**Overhang extensions:** All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment. (IPMC 303.9)

**Stairways, decks, porches and balconies:** Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads. (IPMC 303.10)

**Chimneys and towers:** All chimneys, cooling towers, smokestacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment. (IPMC 303.11)

**Handrails and guards:** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. (IPMC 303.12)

**Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. (IPMC 303.13)

All glass is to be maintained without open cracks or holes, which can admit wind and moisture. Every window, other than a fixed window, shall be easily opened and capable of being held in position by window hardware. (IPMC 303.13.1)

Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. (IPMC 303.16)

**Guards for basement windows:** Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents. Rubbish storage facilities. The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish. (IPMC 303.17)

**Disposal of garbage:** Every occupant of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an approved garbage disposal facility or approved garbage containers. No person shall place any garbage, trash, or refuse for collection on or adjacent to any public way in the city, except on the calendar day designated by the city. Garbage cans can be set out no earlier than 6:00 p.m. the evening before the day set for collection. Garbage bags or non-containerized garbage, trash, or refuse can be set out no earlier than 6:00 a.m. in the morning of the day set for collection. All garbage cans and trash containers must be removed from the curb by 12:00 p.m. (noon) the day following trash collection. (IPMC 305.2)

**Garbage facilities:** The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leak-proof, covered, outside garbage container. (IPMC 305.3.1)

Structures shall be kept free from insect and rodent infestation. All structures in which insects or rodents are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent reinfestation. (IPMC 306.1)



## **Upcoming Information Sessions**

- ***City of Covington Landlord Training Program:*** Information session to discuss updates to ordinances and explanation of resources for landlords in the City of Covington. December 9<sup>th</sup>, 2015, 6:30 pm – 8:00 pm at Life Learning Center; 20 West 18<sup>th</sup> St.
- ***Covington Chief's Forum:*** Monthly community meeting with Police Chief Bryan Carter and Fire Chief Dan Mathew. Changes to ordinances will be discussed, and community questions addressed. November 5<sup>th</sup>, 2015, 6:00 pm at CGN (1650 Russell St) in the Haile Room.

## **Resources for Landlords**

The city's website (<http://www.covingtonky.gov/residents/property-info/landlord-resources>) hosts several free resources to assist landlords in selecting good tenants. The city maintains a list of evictions filed in Boone, Campbell, and Kenton Counties that is made available to the public.

All rental license applicants providing an email address on their application will be added to a notification list that will send an automated email whenever police are called to one of the licensed rental properties.

## **Overview of Ordinance Amendments Pertaining to Inspections**

The City has amended several ordinances concerning rental property, including the Criminal Activity Ordinance, Rental License Ordinance, and the Fire Prevention Ordinance. Summaries of the changes are outlined below. Please visit the City's code section on the American Legal website at [http://www.amlegal.com/codes/client/covington\\_ky](http://www.amlegal.com/codes/client/covington_ky) to obtain detailed language of the ordinances.

### **Criminal Activity Ordinance**

The ordinance revisions of § 92.10(B) and § 92.99(C) remove the eviction requirement for criminal activity violations, and instead institute a tiered fine structure when repeated criminal activity occurs on an owner's property. Code Enforcement will issue a citation when an offense occurs, and fines increase after each additional offense, with some allowances for rental properties with more than eight units.

A criminal nuisance violation is a criminal citation, arrest, or court-issued search warrant for crimes involving:

- (1) Prostitution;
- (2) Controlled substances;
- (3) Alcohol intoxication;
- (4) Menacing;
- (5) Assault;
- (6) Terroristic threatening;
- (7) Resisting arrest;
- (8) Disorderly conduct;
- (9) Outdoor gambling
- (10) Violations of KRS Chapter 527.

A criminal activity nuisance shall exist when the following number of criminal nuisance violations have occurred at a property within a one year period:

	<b>First offense</b>	<b>Second offense</b>	<b>Subsequent offenses</b>
Premises with 1 to 8 residential units	2 criminal nuisance violations	3 criminal nuisance violations	Each additional criminal nuisance violation
Premises with 9 or more residential units	5 criminal nuisance violations	7 criminal nuisance violations	Every 3 additional criminal nuisance violations
<b>Fine:</b>	<b>\$250</b>	<b>\$500</b>	<b>\$1000 for each offense</b>

**Rental Dwelling Licensing and Fire Prevention Ordinance**

Per Chapter 155 of the City Code, any property owner renting residential property in the City of Covington is required to obtain a rental license. A form is included with this letter and can also be obtained at <http://www.covingtonky.gov/forms-documents/view/rental-license-application>. Rental licenses are free if they are obtained by January 15, and applications received after this date will be subject to a late fee of \$60. **Residential landlords must have an occupational license and be in good standing with the City, meaning they are current on all taxes, liens, and fees in order to obtain a rental license.**

In order to improve efficiencies and prevent duplication, Chapter 91 of the City Code states that Rental Inspections are now conducted as part of a combined inspection program overseen by the Fire Department.

Proactive fire prevention inspections in the common areas of all rental properties will now be scheduled. Further inspection may be triggered by code enforcement issues including broken windows, exterior roof damage, missing/damaged gutters, damaged exterior stairs, damaged exterior porches/balconies, damaged exterior walls, excessive weeds/grass over 10 inches, violations found in proactive inspections of common areas, and failure to obtain a license. If no triggers are found and no complaints from tenants are filed, no interior inspections of individual units will be necessary.

Pursuant to § 155.09(D), a new fee structure has been established for the Inspection Program.

Proactive inspection of common areas	Free
Triggered inspection	\$30.00
Second inspection	\$100.00
Third inspection	\$200.00
Fourth and subsequent inspections	\$500.00

The Fire/Rental Inspector will document violations and provide at least 30 days for remedy unless a life safety issue exists (e.g. missing smoke detectors, blocked egress). The owner must schedule a follow up inspection no later than 2 weeks following the 30 day deadline. If the owner fails to schedule the follow up inspection or if issues have not been remedied, the rental license for that unit will be revoked. The owner can appeal the revocation of the license to Rental License Appeals Board.

Renting without a license is now a Class B Misdemeanor. Failure to remedy life safety violations under the Kentucky Standards of Safety may be classified as a Class A Misdemeanor. Penalties may include fines or imprisonment as set by the Court.



# CONTACTS FOR LANDLORDS

- **City of Covington**
  - **Code Enforcement:**
    - Community Services Coordinator: Kim Strategier
    - 859.292.2323
    - [kstrategier@covingtonky.gov](mailto:kstrategier@covingtonky.gov)
    - [rentallicenses@covingtonky.gov](mailto:rentallicenses@covingtonky.gov) for questions regarding Rental Licenses
  - **Police Department** – Criminal Activity Notification questions, call for service questions
    - Assistant Chief of Police (Services): Lt. Col. Brian Steffen
    - 859.292.2205
    - [bsteffen@covingtonky.gov](mailto:bsteffen@covingtonky.gov)
  - **Fire Department** – Fire & Rental Inspections
    - Fire Chief: Dan Mathew
    - 859.431.0462
    - [firechief@covingtonky.gov](mailto:firechief@covingtonky.gov)
  - **Finance Department:**
    - Assistant Finance Director: Dave Mathews
    - 859.292.2180
    - [dmathews@covingtonky.gov](mailto:dmathews@covingtonky.gov)
  - **Website** for Landlord Resources, including information about Criminal Activity Alert System, access to Eviction Listings, License Applications:  
<http://www.covingtonky.gov/residents/property-info/landlord-resources>
- **Planning and Development Services of Kenton County** – Building Permits
  - Brian Sims, CBO, Chief Building Official
  - 859.957.2408
  - [bsims@pdskc.org](mailto:bsims@pdskc.org)
  - <http://www.pdskc.org/services/applications-and-forms-all.aspx>
- **Sanitation District 1** – issues for laterals
  - Debbie Rizzo
  - 859.578.7450 x6746
- **Kenton County Attorney**
  - Stacy Tapke
  - 859.491.0600
  - [stapke@KentonCoAtty.com](mailto:stapke@KentonCoAtty.com)
- **Greater Cincinnati Northern Kentucky Apartment Association** - 513.407.8612
  - Charles Tassel
  - 513.407.8612
  - [charlestassel1@gmail.com](mailto:charlestassel1@gmail.com)
- **Northern Kentucky Health Department** - 859.341.4264



# ZONING PERMIT APPLICATION FORM

City of Covington Department of Development

20 W. Pike Street, 2<sup>nd</sup> Floor  
 Covington, KY 41011  
 (p): 859-292-2135 (f): 859-292-2106  
 Website: [www.covingtonky.gov](http://www.covingtonky.gov)

**Covington Zoning Ordinance Section 12.10.01**  
 No land may be used and no building or other structure may be erected, moved, added to, structurally altered, or changed from one permitted use to another, nor may any grading take place on any lot or parcel of ground with a permit issued by the Zoning Administrator

Property Address: \_\_\_\_\_; Zoning District: \_\_\_\_\_

	Applicant	Property Owner	Tenant	Contractor
Name				
Company				
Street Address				
City				
State				
Zip Code				
Phone Number				
Email Address				
Occupational License #				

**PROPOSED – SELECT TYPE OF PROPERTY IMPROVEMENT BELOW:**

RESIDENTIAL	COMMERCIAL/INDUSTRIAL
<input type="checkbox"/> <b>NEW SINGLE FAMILY RESIDENCE</b> (\$107) <input type="checkbox"/> <b>NEW MULTIPLE FAMILY RESIDENCE</b> (\$160) NO. OF UNITS: _____ <input type="checkbox"/> <b>ADDITION TO RESIDENTIAL STRUCTURE</b> (\$107/\$160) <input type="checkbox"/> <b>ACCESSORY STRUCTURE (GARAGE, SHED, ETC...)</b> (\$80) L: _____; W: _____; H: _____; SQ. FT.: _____ <input type="checkbox"/> <b>SWIMMING POOLS (IN OR ABOVE GROUND)</b> (\$80) H: _____; POOL SIZE (SQ. FT.): _____ <input type="checkbox"/> <b>FENCE OR WALL (INCLUDES RETAINING WALL)</b> (\$80) MATERIAL: _____ H: _____ <input type="checkbox"/> <b>DECKS (ATTACHED OR DETACHED)</b> (\$80) L: _____; W: _____; H: _____; SQ. FT.: _____ <input type="checkbox"/> <b>DRIVEWAY (NEW OR ADDITION)</b> (\$80) NEW CURB CUT?: Y/N; L: _____; W: _____ <input type="checkbox"/> <b>DEMOLITION</b> (\$0)  <input type="checkbox"/> <b>OTHER:</b> _____	<input type="checkbox"/> <b>NEW BUILDING</b> (\$213) <input type="checkbox"/> <b>ADDITION TO BUILDING</b> (\$213) <input type="checkbox"/> <b>BUILDING ALTERATION (FAÇADE, ETC...)</b> (\$80) <input type="checkbox"/> <b>NEW TENANT OR CHANGE OF USE</b> (\$80) <input type="checkbox"/> <b>PARKING LOT (NEW OR RECONFIGURATION)</b> (\$80) <input type="checkbox"/> <b>AWNING</b> (\$80) <input type="checkbox"/> <b>SIGNAGE</b> (\$107) TYPE OF SIGN: _____ BUILDING WIDTH (SIGN SIDE): _____ NUMBER OF SIGNS: _____; ILLUMINATED? Y/N L: _____; W: _____; H: _____; SQ. FT.: _____ <input type="checkbox"/> <b>FENCE OR WALL (INCLUDES RETAINING WALL)</b> (\$80) MATERIAL: _____ H: _____ <input type="checkbox"/> <b>TENT OR TEMPORARY SALE</b> (\$80) L: _____; W: _____; H: _____; SQ. FT.: _____ <input type="checkbox"/> <b>DEMOLITION</b> (\$0)  <input type="checkbox"/> <b>OTHER:</b> _____

DESCRIBE PROPOSED WORK AND/OR USE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

No work shall be started until proper permits have been issued. Fees are non-refundable. All actions taken in connection with this application are based on the representations by the applicant that the submitted information and attachments are correct and accurate and the burden of proof of its correctness and accuracy is the responsibility of the applicant. The applicant is responsible for meeting all requirements of the National Electric Code and/or the Kentucky Building Code and/or the Covington Zoning Code and/or the Covington Historic Design Guidelines.  
 BY SIGNING THIS APPLICATION, I CERTIFY THAT ALL INFORMATION GIVEN ABOVE IS CORRECT:

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

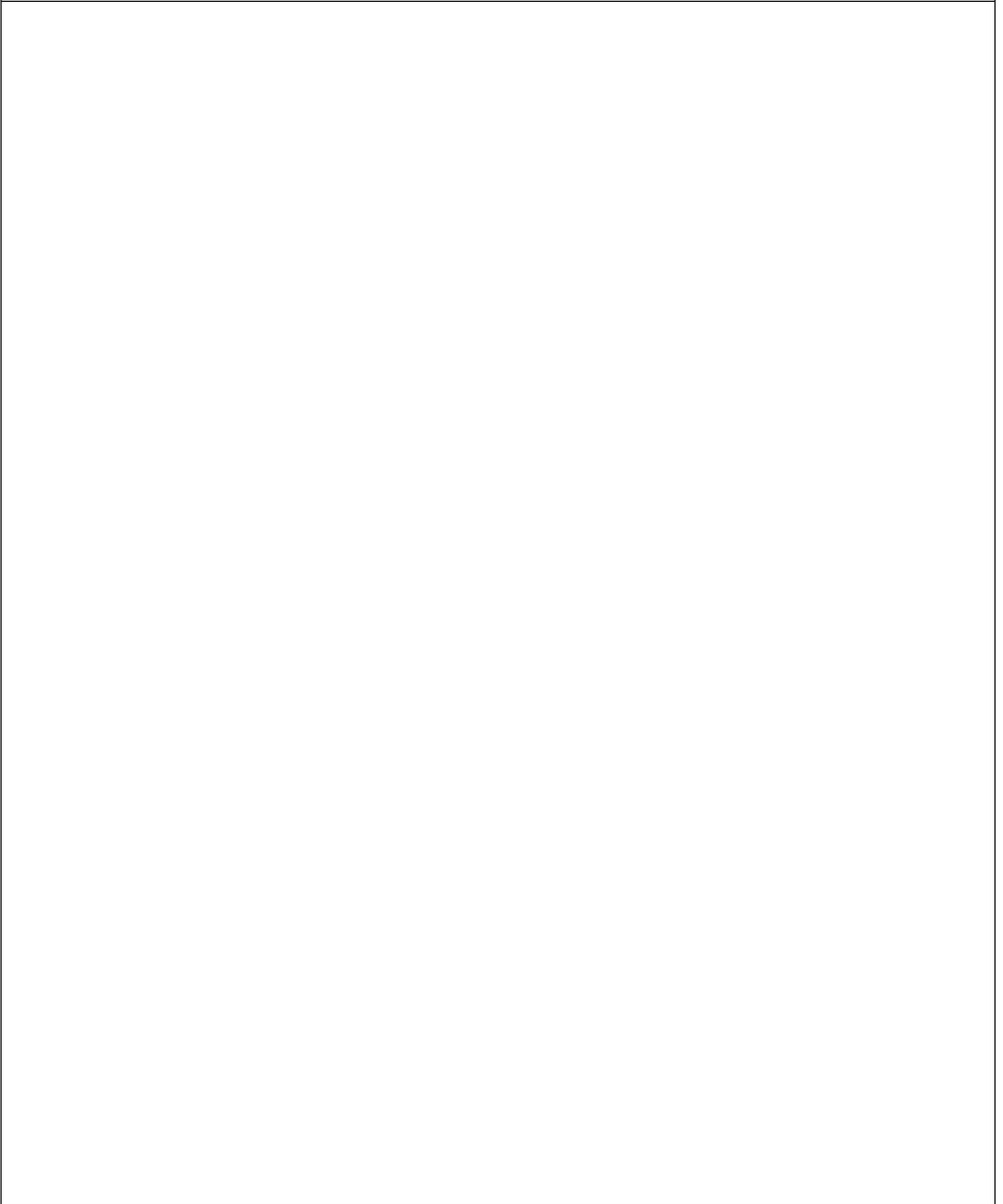
\_\_\_\_\_  
 DATE OF APPLICATION

\_\_\_\_\_  
 SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
 DATE

## SITE PLAN/DRAWING OF PROPOSAL

Use the space below to draw the proposed improvement in relation to the (label all dimensions and applicable setbacks and existing structures)

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the user to draw a site plan or drawing of a proposed improvement, including dimensions and setbacks.

**IMPORTANT: \* A ZONING PERMIT MAY BE REQUIRED BEFORE YOU BEGIN BUSINESS ACTIVITY. CONTACT CITY OR COUNTY AS NEEDED AT TELEPHONE NUMBER ON BACK FOR DETERMINATION. \* DOOR-TO-DOOR SOLICITATION REQUIRES ADDITIONAL CITY PERMIT. CONTACT CITY OR COUNTY AS NEEDED AT TELEPHONE NUMBER ON BACK FOR DETERMINATION.**

QUESTIONS OR ASSISTANCE  
PLEASE CALL  
Finance Department  
(859) 292-2184 · Fax (859) 292-2131



City of Covington  
Attn: Finance Dept.  
20 West Pike St  
Covington KY 41011

**BUSINESS LICENSE FEES** (Fees do not apply to non-profit organizations, clergy, or domestic servants.)

1) **CHECK ONE:**  NEW APPLICATION  ADDING A CITY LICENSE TO EXISTING LICENSE# \_\_\_\_\_

2) **CHECK BELOW AS NEEDED:** (A) CITY LICENSE(S) ONLY OR: (B) COUNTYWIDE BUSINESS LICENSE

A) CITY LICENSE(S) ONLY:

CITY	FEE	CITY	FEE	CITY	FEE	CITY	FEE
<input type="checkbox"/> BROMLEY	\$50	<input type="checkbox"/> ELSMERE	\$50	<input type="checkbox"/> INDEPENDENCE	\$50	<input type="checkbox"/> TAYLOR MILL	\$50
<input type="checkbox"/> COVINGTON	\$50	<input type="checkbox"/> ERLANGER	\$50	<input type="checkbox"/> LAKESIDE PARK	\$50	<input type="checkbox"/> VILLA HILLS	\$50
<input type="checkbox"/> CRESCENT SPRINGS	\$50	<input type="checkbox"/> FORT MITCHELL	\$50	<input type="checkbox"/> LUDLOW	\$50	<input type="checkbox"/> KENTON COUNTY	NO FEE
<input type="checkbox"/> CRESTVIEW HILLS	\$50	<input type="checkbox"/> FORT WRIGHT	\$50	<input type="checkbox"/> PARK HILLS	\$50		
<input type="checkbox"/> EDGEWOOD	* \$100						

B) COUNTYWIDE BUSINESS LICENSE Valid in all Cities above.

**\$225.00**

\*EDGEWOOD: \$50 of Edgewood fee can be applied as credit to annual Edgewood net profit tax.

**TOTAL "A" OR "B"**

**MAKE CHECK PAYABLE TO CITY OF COVINGTON**

**WARNING:** Statements in this application shall be made under oath, or by affirmation or by any other legally authorized manner of attesting to the truth of such statement. Any false statements made herein shall be punishable according to law; and may be cause for denial of the application or the revocation of the business license issued pursuant thereto.

**PLEASE TYPE OR PRINT:**

1) Complete Name of Business Owner \_\_\_\_\_

2) Address \_\_\_\_\_  
City, State and Zip + 4 \_\_\_\_\_

3) Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Emergency or Night No. ( ) \_\_\_\_\_

4) Trade Name of Business \_\_\_\_\_

5) Street address of where business will be conducted in Kenton County \_\_\_\_\_

6) Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Emergency or Night No. ( ) \_\_\_\_\_

7) Mailing Address for Tax Forms \_\_\_\_\_  
City, State and Zip + 4 \_\_\_\_\_

8) Contact Persons: For Payroll Withholding, Annual License Fees, Business License Renewal Fee  
Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Email \_\_\_\_\_

9) CHECK ONE ONLY AND COMPLETE:

SOLE PROPRIETOR: Soc. Sec No. - -  
Date of Birth \_\_\_\_\_  
Month Day Year

CORPORATION: Date organized \_\_\_\_\_ State \_\_\_\_\_  
Accounting Period:  Calendar Year  Fiscal Year Ending \_\_\_\_\_  
Month Day

Process Agent Name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip \_\_\_\_\_  
Officers' Names \_\_\_\_\_  
and Addresses \_\_\_\_\_

PARTNERSHIP: \_\_\_\_\_  
Partners' Names \_\_\_\_\_  
and Addresses \_\_\_\_\_

NON-PROFIT (Attach IRS Determination of Status)

OTHER: \_\_\_\_\_  
Please Describe \_\_\_\_\_

10) Federal Tax Identification Number: \_\_\_\_\_  
Business Activity Code: \_\_\_\_\_

11) List All Hazardous Materials, Pets or Guard Animals, Used or Located on Property. \_\_\_\_\_

12) Will any part of business activity be performed from your home?  
 Yes  No

13) Date Business to Begin in City \_\_\_\_\_  
Month Year

14) Do You or Will You Have Employees?  
 Yes Est. No. of Employees \_\_\_\_\_  No

15) Do You or Will You Use Independent Contractors?  
 Yes (Include names & addresses)  No

16) Do You or Will You Use "Leased" or "Temporary Help" employees?  
 Yes Est. No. of Employees \_\_\_\_\_  No  
If yes, include name(s) and address(es) of leasing or temporary agency(s).  
\_\_\_\_\_  
\_\_\_\_\_

17) Nature of Business (Please describe your business and its operation, including where and how sales, services or other activities take place. If nature of business is own or operate rental property, include full address of rental property.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY THAT ALL INFORMATION AND STATEMENTS HEREIN ARE TRUE AND CORRECT. (Application and payment will be returned if any part incomplete.) Occupational License will be issued upon processing of completed application.

X \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(TITLE)

OFFICE USE ONLY

CITY ZONING APPROVAL \_\_\_\_\_  
DATE \_\_\_\_\_

FORMS TO SEND \_\_\_\_\_  
SET D \_\_\_\_\_  
ANN YR \_\_\_\_\_ LIC YR \_\_\_\_\_  
LIC. EXP DATE \_\_\_\_\_  
ACT \_\_\_\_\_ CODE \_\_\_\_\_  
SUBS \_\_\_\_\_  
SIC CODE \_\_\_\_\_  
OCCLIC NUMBER \_\_\_\_\_

# KENTON COUNTY AND CITIES', KENTUCKY OCCUPATIONAL LICENSE APPLICATION



COVINGTON



BROMLEY



CRESCENT SPRINGS



CRESTVIEW HILLS



EDGEWOOD



ELSMERE



ERLANGER



FORT MITCHELL



FORT WRIGHT



INDEPENDENCE

CITY OF  
LAKESIDE PARK

LAKESIDE PARK



LUDLOW



PARK HILLS



TAYLOR MILL



VILLA HILLS

**PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION** This application for an occupational license is to be completed by all individuals, corporations, partnerships, or other entities performing work or services, making sales, including but not limited to, the ownership and/or operation of rental property; real estate sales; any type of subcontract work for which compensation is made including commissions; door-to-door solicitation; pick-up or delivery of persons or goods; or otherwise conducting any type of business activity in Kenton County, KY or Cities listed above. **ISSUANCE OF ANY LICENSE PURSUANT TO THIS COMPLETED APPLICATION IS SUBJECT TO ZONING APPROVAL OBTAINED FROM THE APPLICABLE JURISDICTION. ALL LICENSES ISSUED HEREIN ARE SUBJECT TO REVOCATION WITHIN 30 DAYS.**

## KENTON COUNTY AND CITIES', KENTUCKY OCCUPATIONAL LICENSE FEE SCHEDULE

TELEPHONE NUMBER	CITY	EMPLOYEE WITHHOLDING		EMPLOYER OR BUSINESS FEE				BUSINESS LICENSE
		RATE	WAGE CAP	NET OR GROSS	MIN RATE FEE	MAX FEE	RENEWAL FEE	
(859) 261-2498	Bromley	.01		Gross	.00075	N/A	N/A	\$50
*(859) 292-2184	Covington	.0245	FICA CAP	Net	.025	\$50	\$40,000	\$50
(859) 341-3017	Crescent Springs	.01		Gross	.00075	N/A	N/A	\$50
(859) 341-7373	Crestview Hills	.01	FICA CAP	Net	.0075	N/A	N/A	\$50
(859) 331-5910	Edgewood	.01		Net	.0075	\$50	N/A	\$50
(859) 342-7911	Elsmere	.0125		Net	.01	\$50	\$1,000	\$50
(859) 727-2525	Erlanger	.01		Gross	.00075	N/A	\$40,000	\$50
(859) 331-1212	Fort Mitchell	.01		Gross	.00075	N/A	N/A	\$50
(859) 331-1700	Fort Wright	.01		Gross	.00075	N/A	N/A	\$50
(859) 356-5302	Independence	.0125		Gross	.00075	N/A	N/A	\$50
(859) 341-6670	Lakeside Park	.01		Gross	.0075	N/A	N/A	\$50
(859) 491-1233	Ludlow	.015		N/A	N/A	N/A	N/A	\$50
(859) 431-6252	Park Hills	.01	\$50,000	Gross	.0035	\$25	\$1,000	\$50
(859) 581-3234	Taylor Mill	.02		Net	.02	N/A	N/A	\$50
(859) 341-1515	Villa Hills	.01		Gross	.00075	N/A	N/A	\$50
(859) 392-1440	Countywide	N/A	N/A	N/A	N/A	N/A	N/A	\$225

\* City acts as own collecting agent. Contact them directly if additional information is needed regarding their occupational license fees.

**IN ADDITION TO** employee withholding and employer or business fees for the **CITIES** listed above, all wages and business earnings are also subject to **KENTON COUNTY** occupational license fee as follows:

(859) 392-1440	Kenton County	UNDER \$25K	NET UNDER	N/A	Based on FICA Cap	N/A
		0.7097%	\$37.5K 0.7097%			
		OVER \$25K	NET OVER			
		0.1097% FICA CAP	\$37.5K 0.1097%			



# CITY OF COVINGTON RESIDENTIAL RENTAL LICENSE APPLICATION

Department of Development – Community Services Division

20 W. Pike Street, 2<sup>nd</sup> Floor

Covington, KY 41011

(p): 859-292-2323

(f): 859-292-2106

Website: [www.covingtonky.gov](http://www.covingtonky.gov)

Owner's Last Name or Business Name:

- Rental Licenses are available at No Charge if applications are submitted before January 15<sup>th</sup>, or for new rental properties
- Renewal Applications submitted after January 15<sup>th</sup> must include a late fee of \$60.
- **Applicants are required to obtain an Occupational License and be in Good Standing with the City**
- Rental Licenses are not required for commercial properties

## SECTION 1: APPLICANT AND CONTACT INFORMATION

Date of Application	
Name of Rental Business or Landlord	
Occupational License Number*	

\*Please note, an Occupational License is required in order to operate rental property in the City of Covington

## Property Owner Mailing Address (for official city notification and annual renewal reminder)

Name	
Address	
City	
State	
Zip	

## Property Manager/Primary Contact (Please provide all requested information below for the contact person(s) for inquiries regarding the properties listed on this application)

Name	
Phone Number*	
Contact Email**	

\*Phone number may be used by Code Enforcement to schedule rental inspections

\*\*Contact email may be used for Criminal Activity Notifications

**\*\*\*Please list all rental property on second page of application\*\*\***

### Please Note:

If there are questions about your rental property, Code Enforcement will contact you via either the phone number or email address supplied. In addition, the email address on this application will be registered for the criminal activity notification system through the Covington Police Department. This program sends an automated alert to the email address on file when police are called to any of the rental properties included on this application.

Rental License approval is contingent upon a Good Standing Review. Applicants are required to have an Occupational License, which can be obtained from the City of Covington Finance Department (859) 292-2175 or the city's website. In addition, applicant must be up to date on all city taxes, fees, and liens.



Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Inspection Address \_\_\_\_\_

Tenant \_\_\_\_\_

Inspector \_\_\_\_\_

Unit # \_\_\_\_\_ PIDN # \_\_\_\_\_

Contact Info. \_\_\_\_\_

New Proactive Inspection w/o Violations	\$0	
New Proactive Inspection w/ Violations	\$30	
New Triggered Inspection	\$30	
Life Safety Re-Inspection	\$0	
Re-Inspection # 1	\$100	
Re-Inspection # 2	\$200	
Re-Inspection # 3 and Subsequent	\$500	

**International Property Maintenance Code**

**Section 303 Exterior Structure**

- 303.4 Structural members
- 303.5 Foundation Walls
- 303.13.1 Broken Window Glass
- 303.14 Window screens: missing/torn
- 303.13 Windows are not weather tight
- 303.13.2 Window Hardware
- 303.15 Entry doors : damaged/not weather tight
- 152.8 Post each apt door with a unit number

VIOLATION	Notes

**Section 304 – Interior Structure**

- 304.1 The interior of a structure: dirty/unsanitary/ unkept
- 304.2 Structural members: sound/can handle loads
- 304.3 Interior surfaces shall be maintained in good, clean, and sanitary condition
- 304.3 Floors, walls, and ceiling throughout
  - o Floors
  - o Walls
  - o Ceilings
  - o Ceiling Tiles in Disrepair
  - o Stairs shall be maintained in good repair
- 304.5 Handrails 34” to 38”
- 304.5 Guardrail 36” high
- 304.6 Interior Doors

VIOLATION	Notes

**Section 306 – Extermination**

- 306.1 Roach
- 306.1 Rodent
- 306.1 Bedbug
- 306.1 Termites
- 306.2 Owner responsibility
- 306.4 Occupant responsibility

VIOLATION	Notes

**Section 4 Light and Ventilation**

- 402.2 Common Hall lighting
- 403.2 Bath fan
- 403.5 Clothes drier exhaust: missing/blocked
- Broken or Missing Light Globes

VIOLATION	Notes

**Section 5 – Plumbing System and Fixtures**

- 505.3 No water to house or unit
- 504.1 Bathtub/surround: in disrepair
- 504.1 Tub faucet: leaks/disrepair
- 504.1 Lavatory faucet: leaks/disrepair
- 504.1 Toilet: leaks/dirty/water runs
- 504.1 Kitchen Sink Faucet: leaks/disrepair
- 505.4 Water heater maintains ample supply of heated water
- 505.4 Extend pressure relief valve to within 4-6 in of the floor

VIOLATION	Notes

**Section 6 Mechanical & Electrical**

- 602.1 A permanent heat source is required.
- 602.3 Furnace in disrepair (65° minimum temperature)
- 603.3 Maintain 3’ of space around all heat producing
- 604.3 Electrical System in disrepair
- 604.3 Open junction boxes
- 605.4 Unapproved Extension Cord(s)
- 150.11 Permit required(see below)

VIOLATION	Notes

**Section 7**

- 704.1 Smoke detectors
- 110.28 Carbon Monoxide detectors
- 703.2 Door closer
- 702.4 Egress window \_\_\_\_\_

VIOLATION	Notes

**Kentucky Revised Statutes**

- 236.11 Boiler Inspection Certificate

VIOLATION	Notes

**Kentucky Standards of Safety**

**National Fire Protection Association**

**Electrical**

- 70 Remove Multiplug Adapters
- 70 Protect Extension Cord
- 70 Replace Missing Covers
- 70 Approved Junction Box - Spliced Wiring
- 70 Protect Wiring from Physical Damage
- 70 Maintain 36" Clearance
- 70 Remove Waste, etc from electric motor

VIOLATION	Notes



NOTES	

	<b>NO VIOLATIONS:</b> No violations were noted at the time of inspection
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	<b>VIOLATIONS:</b> Unit must be reinspected for compliance with the above noted violations.
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	<b>RE-INSPECTION DATE:</b> _____/_____/_____ It is the responsibility of the owner or agent to contact Community Services at 292-2323 and reschedule the follow-up inspection AFTER the violations have been corrected. Failure to contact Community Services by the RE-INSPECTION DATE will result in further action.
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	<b>RENTAL LICENSE REVOKED:</b> This unit must be vacated or ALL violation abated within 30 days of notice. Renting without a "rental license" will result in criminal charges being filed.
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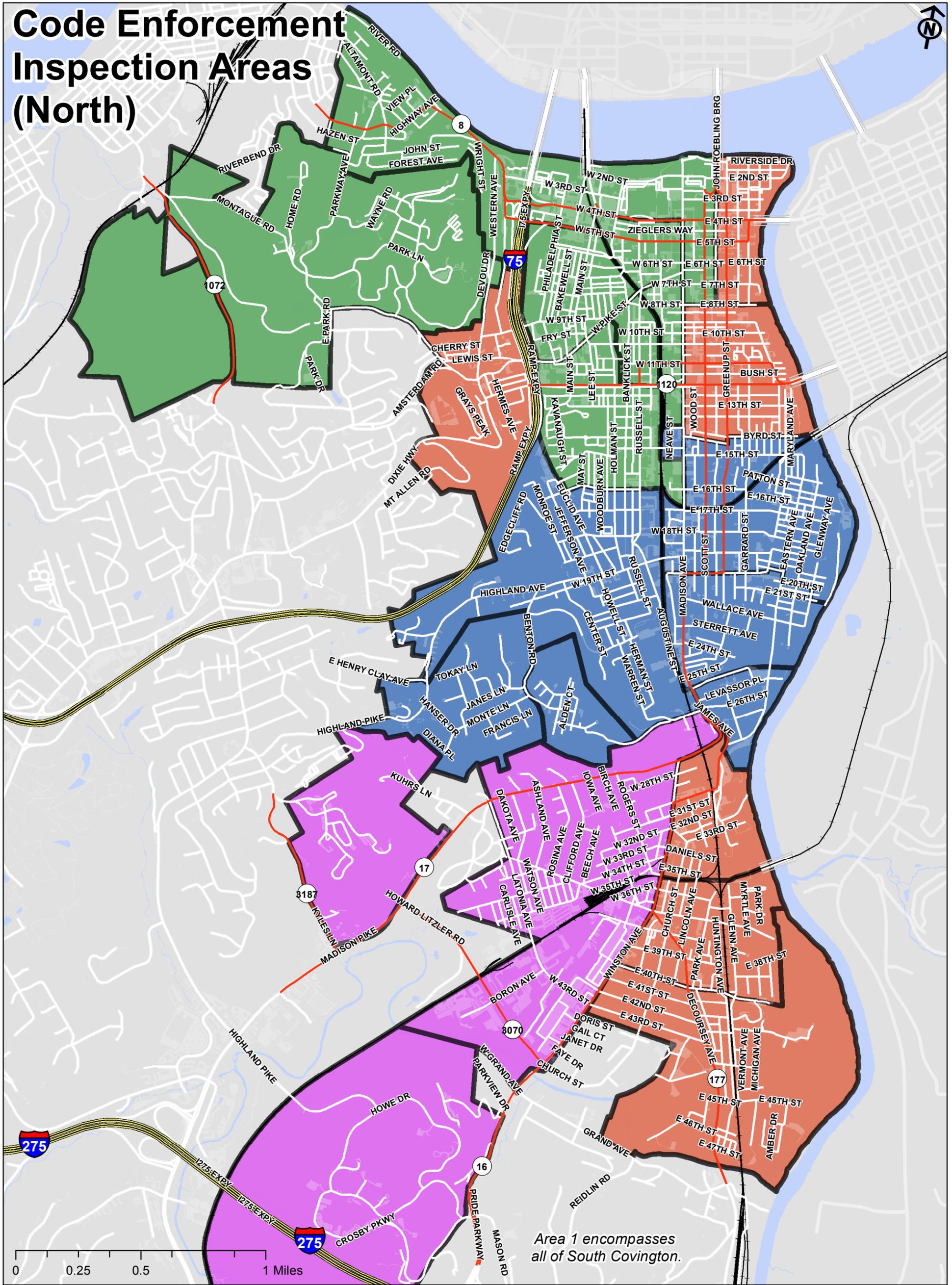
	<b>UNINHABITABLE:</b> <u>Unit must be vacated immediately.</u> Failure to comply with this order will result in criminal charges.
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	If a permit is required to abate violations: Contact Planning and Development Services of Kenton County. 2332 Royal Dr. Fort. Mitchell KY. 41017. 859-331-8980
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Signature of Owner/ Representative	
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References
City of Covington Kentucky Code of Ordinances Sections 91 and 151
International Property Maintenance Code
815 Kentucky Administrative Regulations 10:060 : Kentucky Standards of Safety
Kentucky Revised Statutes 236.101
NFPA 1: Fire Safety Code
NFPA 25: Standard for Inspection, Testing, and Maintenance of Water Based Fire Protection Systems
NFPA 30: Flammable and Combustible Liquids Code
NFPA 54: National Fuel Gas Code
NFPA 58: Liquefied Petroleum Gas Code
NFPA 70: National Electrical Code®
NFPA 72: National Fire Alarm and Signaling Code
NFPA 101: Life Safety Code

# Code Enforcement Inspection Areas (North)



Map Created:  
12/14/2015

## Exterior Inspection Areas

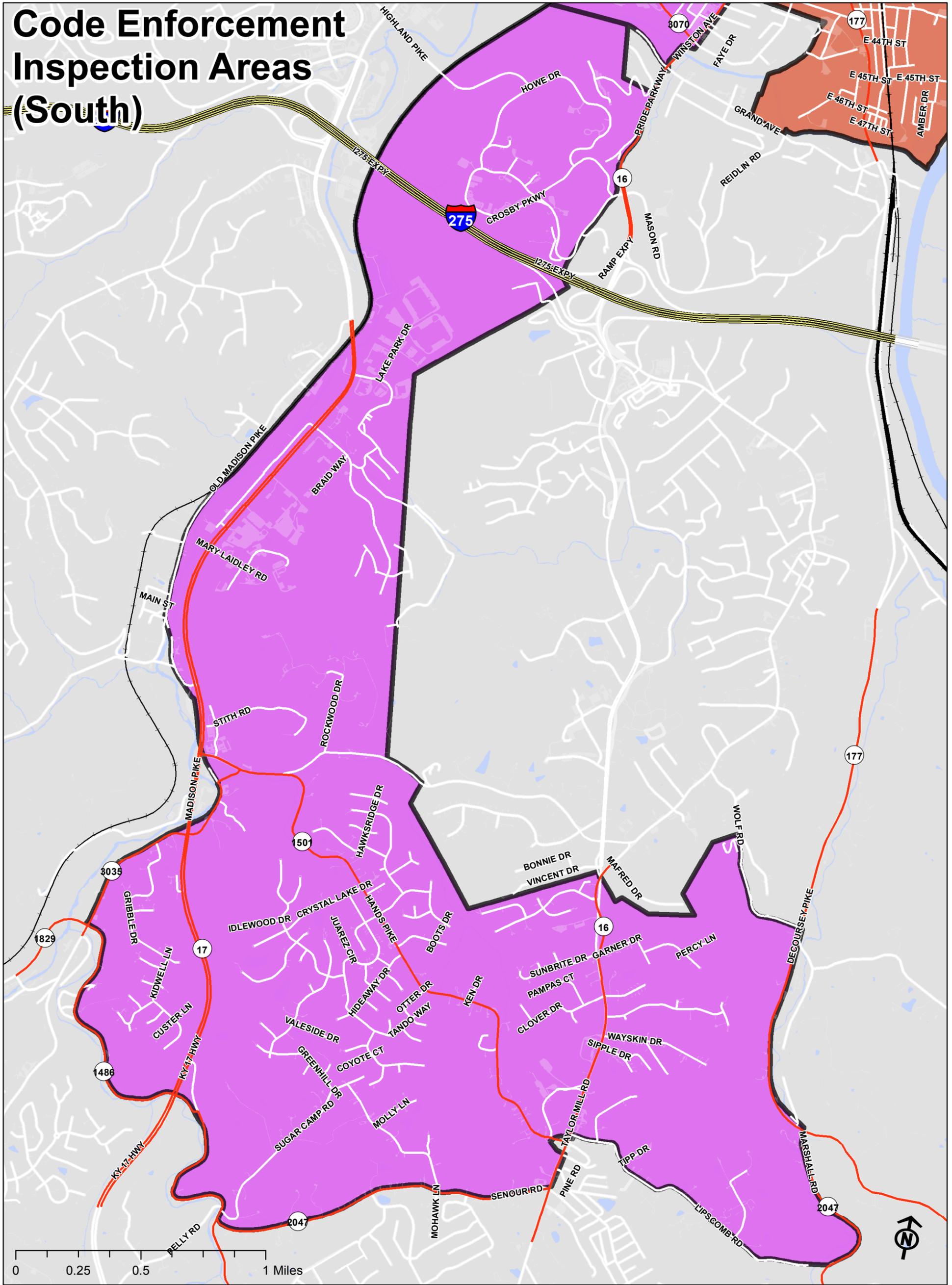


- Area #1 - Rick Fox
- Area #2 - Jim Ediger
- Area #3 - Ryan Doyle
- Area #4 - Gus Bear

Code Enforcement Department: 859.292.2323

Rick Fox	<a href="mailto:rfox@covingtonky.gov">rfox@covingtonky.gov</a>	292.2317
Jim Ediger	<a href="mailto:jediger@covingtonky.gov">jediger@covingtonky.gov</a>	292.2129
Ryan Doyle	<a href="mailto:rdoyle@covingtonky.gov">rdoyle@covingtonky.gov</a>	292.2116
Gus Bear	<a href="mailto:abear@covingtonky.gov">abear@covingtonky.gov</a>	292.2115

# Code Enforcement Inspection Areas (South)



Map Created:  
12/14/2015

## Exterior Inspection Areas

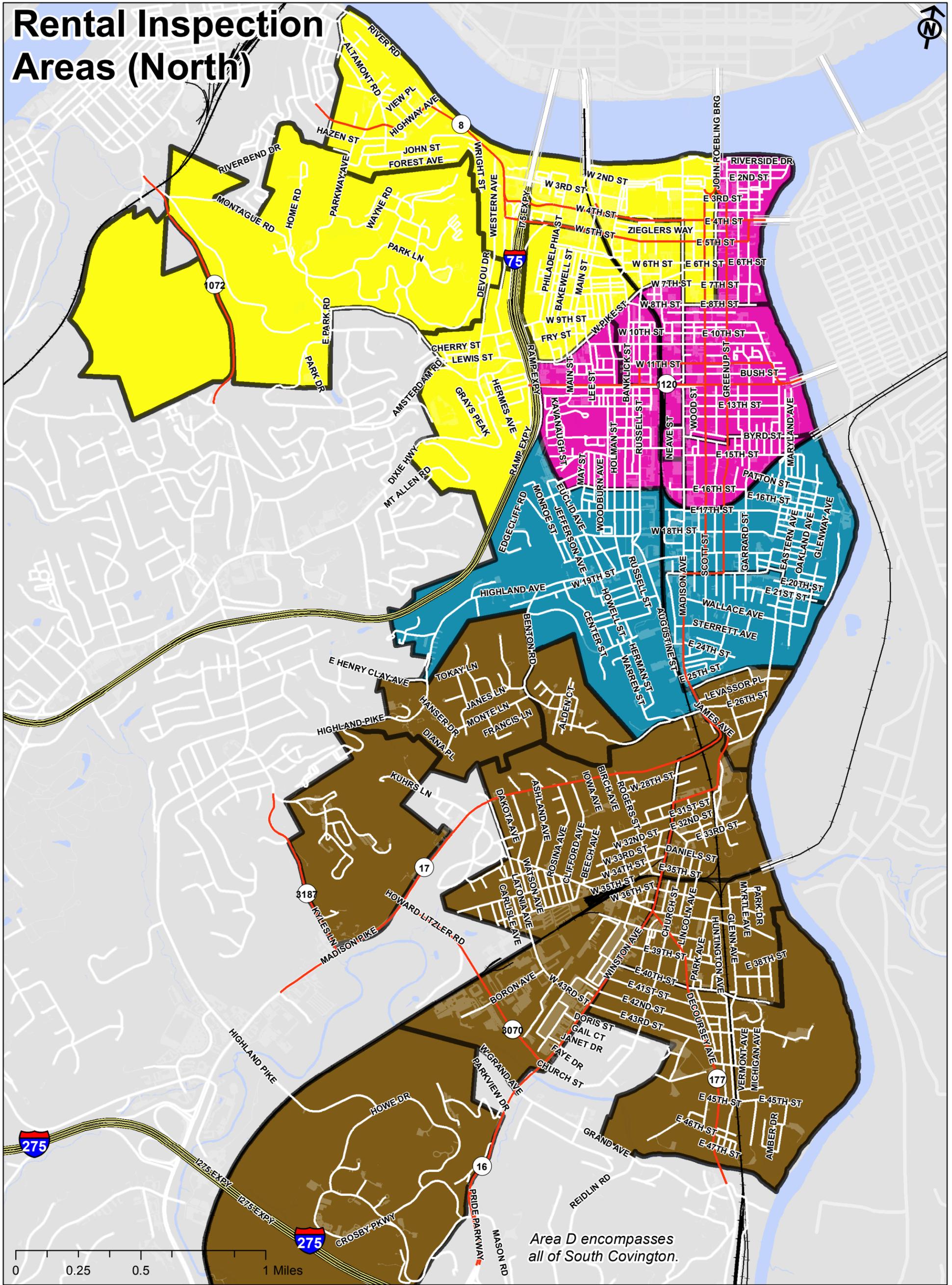


- Area #1 - Rick Fox
- Area #2 - Jim Ediger
- Area #3 - Ryan Doyle
- Area #4 - Gus Bear

Code Enforcement Department: 859.292.2323

Rick Fox	<a href="mailto:rfox@covingtonky.gov">rfox@covingtonky.gov</a>	292.2317
Jim Ediger	<a href="mailto:jediger@covingtonky.gov">jediger@covingtonky.gov</a>	292.2129
Ryan Doyle	<a href="mailto:rdoyle@covingtonky.gov">rdoyle@covingtonky.gov</a>	292.2116
Gus Bear	<a href="mailto:abear@covingtonky.gov">abear@covingtonky.gov</a>	292.2115

# Rental Inspection Areas (North)



Map Created:  
12/14/2015

## Rental Inspection Areas



- Area A - Walt Mace
- Area B - Stan Schmale
- Area C - Tom McDaniel
- Area D - Cassie Sizemore

Fire Department: 859.431.0462

Code Enforcement: 859.292.2323

Rental Licenses: [rentallicenses@covingtonky.gov](mailto:rentallicenses@covingtonky.gov)

Walt Mace	<a href="mailto:wmace@covingtonky.gov">wmace@covingtonky.gov</a>	292.2143
Stan Schmale	<a href="mailto:sschmale@covingtonky.gov">sschmale@covingtonky.gov</a>	292.2325
Tom McDaniel	<a href="mailto:tmcdaniel@covingtonky.gov">tmcdaniel@covingtonky.gov</a>	292.2125
Cassie Sizemore	<a href="mailto:csizemore@covingtonky.gov">csizemore@covingtonky.gov</a>	292.2114



# Covington Historic Preservation Overlays

Date Created: 8/13/2015

