

Online Permit Information

1. To apply for a building permit, please go to our related pages and click on “Portal Permit Submission” to where it will automatically take you to the online portal.
2. All new users will need to register first and set your password with an email that Oracle will send you. Check your spam/junk folder for their emails if you do not receive one in your inbox.
3. Once you are registered and have set up your password, go back to the Portal Permit Submission and sign in to apply for your permit. Please note that once you submit and pay for a permit doesn't mean that you are good to start your project. A permit needs to be approved and issued before any work can be done.
4. Currently do not search for the required permit in the search engine as it does not list all permits that we have. If you are unsure or do not know which permit to apply for, please call our front desk at 859-334-2218 option #2 or you can email us at bcbd@boonecountyky.org
5. When applying for your permit and uploading plans (Step 4), please click the save button before attaching your plans. Also make sure not to use any special characters when naming your file.
6. Before applying for your permit with our office, please make sure to contact Planning and Zoning at 859-334-2196 to see if you are required to get a permit with them. Not all permits will require a permit with them but the ones that do, the permit in our office will not be reviewed until we receive zoning approval.
7. Once the permit has been submitted, the Office Staff will go over what you submitted and send it back to plan review. The staff will also set your fees so you can go back into your account and pay online with a Visa or Mastercard only.
8. You will receive emails from Oracle throughout the permit process again check your spam/junk folders in your emails. If you receive an email stating that a revision is required, please follow the steps in that email to retrieve your required revisions.

9. Once a permit is approved, please remember it may take a day or two for the permit to be issued but also double check the workflow inside of the permit incase there are other things the office may need before issuing the permit.
10. To access your approved plans, go back to your permit and over to the left click on “Permit Information” and click on attachments for your stamped plans. To get to your actual permit, please click on overview and click on print permit over to your far right. Make sure that your pop-up blocker is turned off so your building permit will generate.
11. Once your permit has been issued, you have 6 months to start your project before your permit is expired, however we do offer extensions if more time is needed.
12. If you are not aware of what inspections are needed for your project, please reach out to your plan reviewer.
13. Please be aware that only the applicant can have access to the applied permit, however the applicant can add contacts to their permit for them to have partial access. If the contacts register with Oracle with the same address that the applicant used in the contacts, then that contact will have full access to that permit.

****ATTENTION: APPROVED STAMPED PLANS (BEARING THE BOONE COUNTY BUILDING DEPARTMENT APPROVAL STAMP) NEED TO BE ON SITE FOR ALL INSPECTIONS OR YOUR INSPECTION CAN BE TURNED DOWN. THOSE PLANS CAN BE DOWNLOADED IN THE ATTACHMENTS UNDER PERMIT INFORMATION****