



[Sign Up](#) or [Log In](#)

# Kentucky Housing, Buildings and Construction

support: 502-573-0365



## Applications

Online Permitting

[Go »](#)

If you have not logged on to the SmartGov Portal, select “[Sign Up](#)” to create an account.

**ATTENTION NEW PORTAL USERS:** Please select [Sign Up](#), in the upper right corner of this page, and then on the next page select [Create An Account](#). Kentucky Online Gateway will verify your login email address, and then you can begin using the DHBC Online Permitting system.

This website provides online permit application services for DHBC's Building Code Enforcement, HVAC, Electrical and Manufactured Housing Divisions.

Permitting and Licensing Services for all other DHBC Divisions are provided on the [DHBC Portal Home](#) page.

Please click this link to review the [Expanded Jurisdictions Roster](#).

## Welcome to the Kentucky Online Gateway

---

- Are you doing business in or with the Commonwealth of Kentucky?
- Are you a citizen or resident applying for or receiving benefits?
- Are you seeking government services from the Commonwealth?

If you answered "Yes" to any one of these questions, please sign into your existing Kentucky Online Gateway account or click on the button below to create an account.

**SIGN IN**

**CREATE ACCOUNT**

### State Employee Gateway Login

Login to your State Employee account using either your:

**EMAIL ADDRESS**

-OR-

**KHRIS ID**

# Please complete your Kentucky Online Gateway Profile

**i** If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the CANCEL button below to log into your account.

Please fill out the form below and click **Sign Up** when finished.

All fields with \* are required.

**NOTE: if you had a JO Portal Account, use the same E-mail Address you used for the JO Portal.**

\* First Name

Middle Name

\* Last Name

\* E-Mail Address

\* Verify E-Mail Address

\* Password

\* Verify Password

Mobile Phone

Language Preference

Street Address 1

Street Address 2

City

State

Zip Code

Question

In what city were you born? (Enter full name of city only) ▼

\* Answer

Question

What was the name of your first pet? ▼

\* Answer

CANCEL

SIGN UP

## Please complete your Kentucky Online Gateway Profile

### YOU HAVE 4 HOURS TO COMPLETE THE PROCESS

✔ Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email in your inbox, please check your spam or junk folder. If no email was received [click here](#).

If you have already verified your account by clicking the link provided in the email, please click on **SIGN IN** button to continue.

**SIGN IN**

Go to your personal email account and open the validation email. Click the link to validate.

## Validate New Account

---

✔ Click on the button below to **Sign in** now and complete the final step of the account creation process.

[Continue to Sign in](#)

Sign in using the account information you created.

## Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

 Email Address

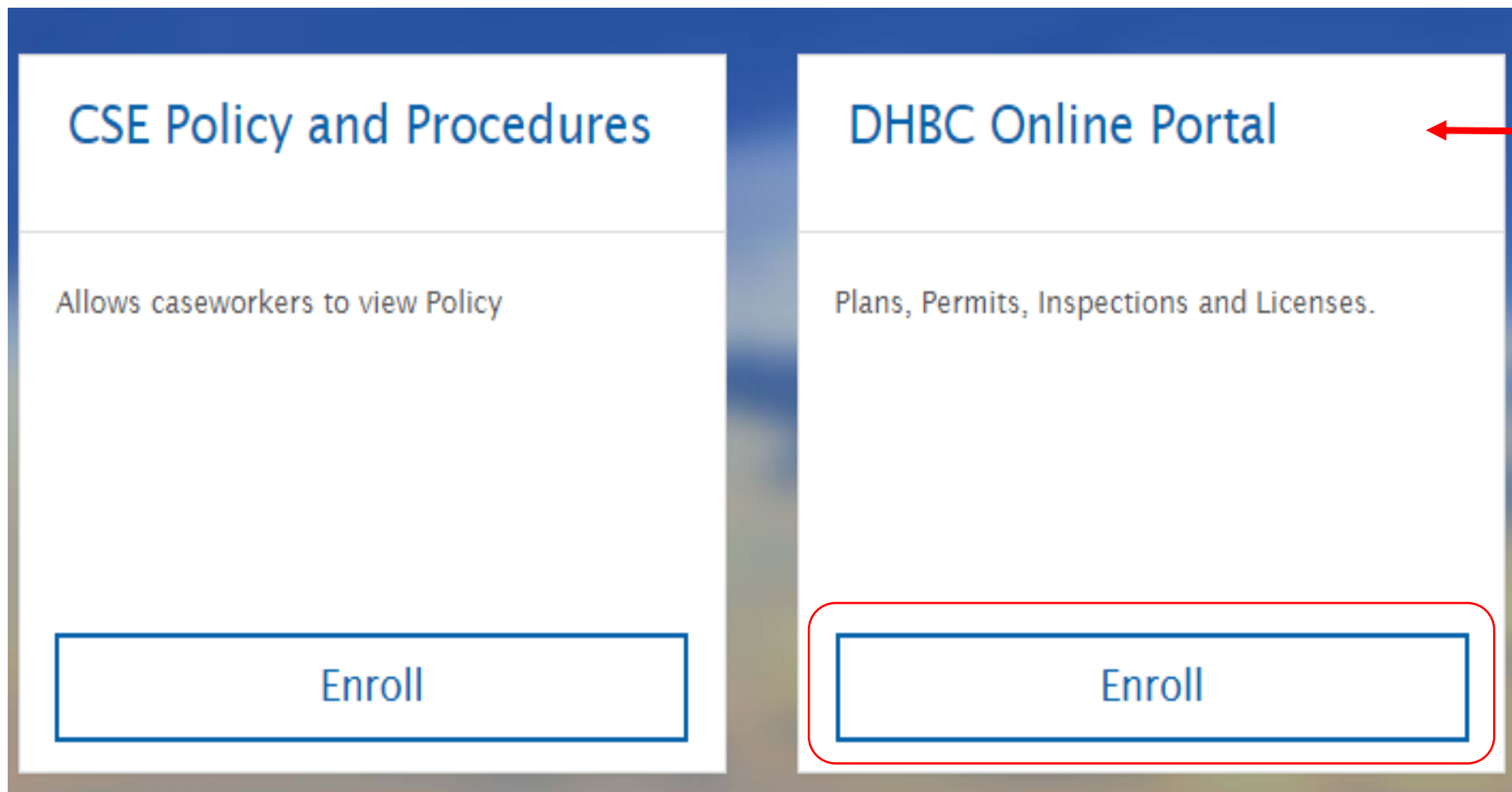
 Password [Forgot/Reset Password?](#)

**SIGN IN**

[Resend Account Verification Email](#)

Click “Enroll” on the DHBC Online Portal tile.

You will be directed to the SmartGov Portal.





[Sign Up or Log In](#)



[Log In](#) to the Portal.

# Kentucky Housing, Buildings and Construction

support: 502-573-0365



**Applications**  
Online Permitting

[Go »](#)

Click the “**Go**” button to begin.

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After you are logged in, click the “Go” button to begin.

# Kentucky Housing, Buildings and Construction

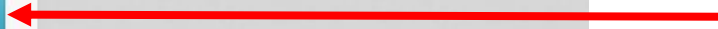
support: 502-573-0365



## Applications

Online Permitting

Go »



🔍 Search applications by #, address, or name

Click the “**Apply**” button to begin your permit application.



## Apply online

Apply online with our quick and easy process

[Apply »](#)

**\$56,505<sup>00</sup>**

Total due now

## Pay online

Pay your applications quickly and securely

[Pay »](#)

You have [1 inspection](#) upcoming  
04/08 [123 W Main St](#)

## My inspections

Request an inspection when you are ready

[Request »](#)

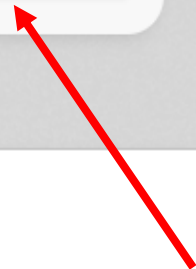
[View Applications](#)

**11** active  
0 expired / inactive  
0 closed

## My applications

Review your applications and inspection results

[View »](#)



## Step 1 - Select a category to view application choices

I'm the homeowner for this application:

Category:

Select an Option

|

Building Department

Electrical

HVAC

Manufactured Housing

Plumbing

Select an Option

Next →

Select a category (trade).

Click the “Next” button to continue.

**NOTE:** If you are the owner of the home, check the box for homeowner.

## Step 1 - Select a category to view application choices

I'm the homeowner for this application:

Category:

HVAC

## Step 2 - Select an application

Application:

Select an Option

Next →

Select an application (permit type).

Click the “**Next**” button to continue.



### Start your application by selecting a permit type

- 1. Select the requested type of permit from the list below.
- 2. Enter a short project name that uniquely identifies this project.
- 3. Enter a more detailed description of the project, owner, tenant or work.

If a Certificate of Occupancy is needed, both will appear on the certificate!

I'm the homeowner for this permit:

Permit Type:\*

HVAC - Homeowner 1&2 Family Dwelling

Project name:

Describe the purpose of the permit:

Next →

1. Enter the project name.

2. Enter the project description.

Click the **“Next”** button to continue.

1

2

1 Type

2 Location

3 Contractor

4 Details

5 Review

## Site location

Depending on the type of permit selected please enter the full address of the building or job site. An incomplete address will delay the application review process.

Address:

123 main street

City:

frankfort

State:

KY ▾

Zip Code:

40601

← Previous

Next →

Enter the permit site location.

Click the “**Next**” button to continue.

Review Contractor information. Enter a license # and click “+Add” to add a Contractor. Click the “X” next to the Contractor to remove. At least one Contractor is required.

Click the “Next” button to continue.

1 Type    2 Location    **3 Contractors**    4 Details    5 Review

### Contractors

**Contractor Search**

Name or License #

**+ Add**

Contractor	License Number	Street Address	
tes business name	HM06167 (HVAC MASTER HVAC CONTRACTOR)	101 sero hero	<b>X</b>

**← Previous**    **Next →**

### Permit details

Applicable fees will be assessed based on the information you provide.  
You may be contacted by a DHBC employee if we need any further information to process your application.

County:\*

Subdivision:

Lot #:

Owner Name:\*

Owner Business Name:

Owner Mailing Address:\*

Owner City:\*

Owner State:\*

Owner Zip Code:\*

Enter permit details required for the permit type.

Click the "Next" button to continue.

*Permit details are based on permit type selected.*

Comments:



## Review your permit application

You will NOT be able to add or change any Details of this application once you click Submit. On the next page, to upload any documents or plans scroll down to the SUBMITTALS section and click on the "0 Files" link on the right.

### General Information [edit](#)



Applicant: **test person**

Permit Type: **HVAC - Multi-Family Dwelling**

Project Name: **downtown main st project**

Project Description: **new apartments**

Site Address: **123 N Main St  
Harrodsburg, KY 40330**

Review permit application to be sure everything is correct.

Use the “**edit**” link to make changes before submitting your permit application.

When everything is correct, click “**Save and Continue**” to submit your permit application.

The Division of HVAC is issuing this permit upon your request in accordance with KRS 198B.6671 and 815 KAR 8:070. You are fully aware that you are responsible for this installation in its entirety through completion. It is your responsibility to notify, request and obtain all required inspections.

I agree

If, for any reason, you fail to complete this installation, it shall be your responsibility to notify the Department immediately.:

Comments: 4 duplex units

✓ Save and Continue

Pay permit fees online with check (ACH) or credit card by clicking “[Pay Online](#)”.

## 2004-000189 HVAC - Multi-Family Dwelling

 [Contact](#)

**Address:**

123 N Main St  
Harrodsburg, KY  
40330

**Status:**

Pending  
Approval

Submitted: 4/9/2020

Approved:

Issued:

Closed:

Expires: 10/9/2020

**Inspections:**

Required: 2

Requested: 0

Reinspect: 0

Complete: 0

Due Now:

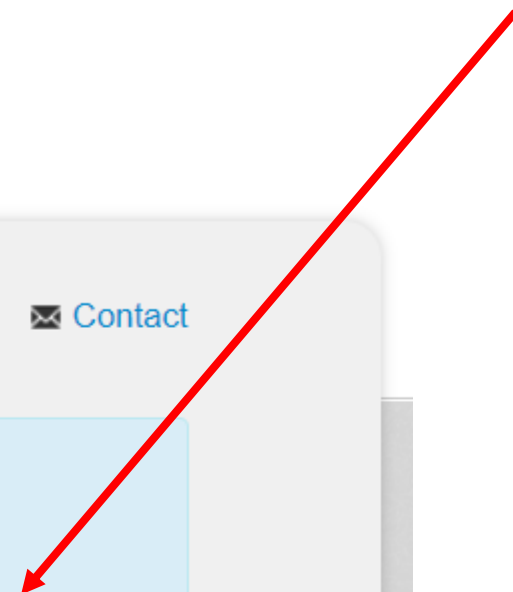
**\$455<sup>00</sup>**

[Pay Online »](#)

Additional  
fees may be  
required

**Project:**

new apartments



## Pay Online

Click "add" to add the item to your shopping cart.

1912-000122

HVAC - Multi-Family Dwelling  
rehab, downtown

Fees: \$455.00

400 Wilkinson Blvd

+ Add

1912-000123

HVAC - 1&2 Family

Fees: \$205.00

123 main street

+ Add

🛒 Cart

Your cart is empty.

Proceed to checkout >

Click the "+Add" button to select permits to pay.

## Pay Online

Click "add" to add the item to your shopping cart.

1912-000122

HVAC - Multi-Family Dwelling  
rehab, downtown

400 Wilkinson Blvd

Fees: **\$455.00** Payment: **\$455.00**

 Remove

1912-000123

HVAC - 1&2 Family

123 main street

Fees: **\$205.00**

 Add

 Cart

1912-000122

\$455.00

**Total: \$455.00**

[Proceed to checkout >](#)

When all items are in the cart, click **“Proceed to Checkout”** button.



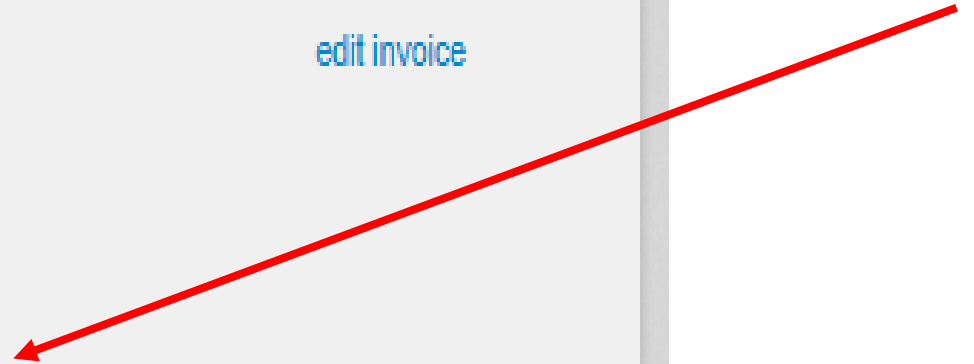
## Review your payment

Permit	Total Amount Due	Payment
1912-000122	\$455.00	\$455.00
Total:	\$455.00	\$455.00

[edit invoice](#)

Proceed to Payment »

Click the  
“**Proceed to  
Payment**”  
button.



Click on the payment type icon (ACH/ELECTRONIC CHECK or CREDIT CARD).



### Select Payment Type



ACH / ELECTRONIC CHECK



CREDIT CARD

Summary <span>▲</span>	
<b>HVAC - Number of Systems</b>	<b>\$455.00</b>
Item Price:	\$455.00
Quantity:	1

If selecting ACH / Electronic Check Payment Type please ensure that your checking account is enabled for ACH payments, does not have a debit block on the account and has sufficient funds to cover the fee listed in the summary. If selecting Credit Card Payment Type, please ensure your credit card has sufficient credit limit to cover the Summary Total, including the Portal Administration Fee.

[Cancel and return to Housing, Building, and Construction Licensing Payments](#)

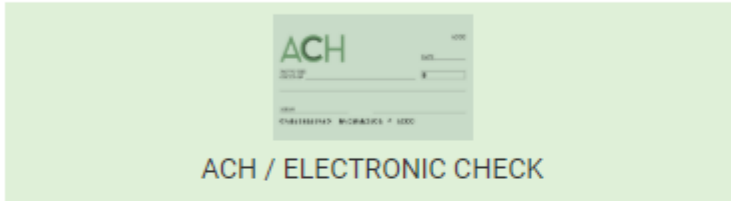
[View Order History](#)



# Public Protection Cabinet

## Department of Housing, Buildings and Construction

### Select Payment Type



CREDIT CARD

If selecting ACH / Electronic Check Payment Type please ensure that your checking account is enabled for ACH payments, does not have a debit block on the account and has sufficient funds to cover the fee listed in the summary. If selecting Credit Card Payment Type, please ensure your credit card has sufficient credit limit to cover the Summary Total, including the Portal Administration Fee.

### Indicate IAT ACH Information

Is this an international ACH transaction (IAT)?

[What does this mean?](#)

- Yes  
 No

CANCEL

[Cancel and return to Housing, Building, and Construction Licensing Payments](#)

[View Order History](#)

### Summary

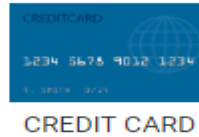
<b>HVAC - Number of Systems</b>	\$455.00
Item Price: \$455.00	
Quantity: 1	
<b>Sub Total</b>	\$455.00
Portal Administration Fee	\$0.00
<b>Total</b>	\$455.00

Answer question and proceed.





### Select Payment Type



If selecting ACH / Electronic Check Payment Type please ensure that your checking account is enabled for ACH payments, does not have a debit block on the account and has sufficient funds to cover the fee listed in the summary. If selecting Credit Card Payment Type, please ensure your credit card has sufficient credit limit to cover the Summary Total, including the Portal Administration Fee.

### Account Details

**Account Type (required)**

**Customer Type (required)**

**Routing Number (required)**

**Verify Routing Number (required)**

[Help](#)

**Account Number (required)**

**Verify Account Number (required)**

[Help](#)

Summary <span>^</span>	
<b>HVAC - Number of Systems</b>	\$455.00
Item Price: \$455.00	
Quantity: 1	
<b>Sub Total</b>	\$455.00
Portal Administration Fee	\$0.00
<b>Total</b>	\$455.00

Fill in payment details and click the **“Next”** button.



# Public Protection Cabinet

## Department of Housing, Buildings and Construction

If selecting ACH / Electronic Check Payment Type please ensure that your checking account is enabled for ACH payments, does not have a debit block on the account and has sufficient funds to cover the fee listed in the summary. If selecting Credit Card Payment Type, please ensure your credit card has sufficient credit limit to cover the Summary Total, including the Portal Administration Fee.

### Account Type Checking

[EDIT](#)

Routing Number 490000018

Account Number \*\*\*\*3815

### Account Holder Details

[EDIT](#)

rhonda love

123 main street  
frankfort, KY 40601 United States

Phone Number

9999999999

Save to my eWallet

No

### Summary



<b>HVAC - Number of Systems</b>	\$455.00
Item Price: \$455.00	
Quantity: 1	
Sub Total	\$455.00
Portal Administration Fee	\$0.00
<b>Total</b>	<b>\$455.00</b>

Confirm payment details and click the **"PAY NOW"** button.

PAY NOW



[Cancel and return to Housing, Building, and Construction Licensing Payments](#)

[View Order History](#)



# Thank you for your payment!

Summary

PRINT EMAIL

**Confirmation Number** **47184428**

Payment Made: 12/10/2019 09:44 AM EST  
 Payment Method: ACH Ending With 3815

## Account Holder Details

rhonda love  
 123 main street  
 frankfort KY 40601

## Cart Items

Description	Price	Quantity	Extended Total
HVAC - Number of Systems	\$455.00	1	\$455.00
<b>Total</b>			<b>\$455.00</b>

By clicking "Pay," I certify that:

- The Routing and Account numbers are correct; and,
- I have contacted my financial institution and authorized Kentucky.gov's originating bank, SPS (ODFI ID #1522077581), to debit my account; and,
- Should the ACH Debit transaction be returned by the bank as not payable, I am responsible for any fees or penalties assessed by my financial institution and the Department of Housing, Buildings and Construction.

**Kentucky Department of Housing, Buildings and Construction**  
 101 Sea Hero Rd., Ste. 100  
 Frankfort, KY 40601

See confirmation number, and click the **"FINISH"** button. You will be returned to the DHBC Permitting Portal.

**FINISH** ←

Click on “**0 Files**” to begin uploading documents.

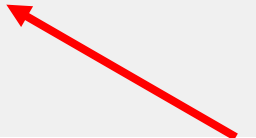
## Submittals

**Upload all relevant documents by clicking on “0 Files” next to each type.**

File Limitations: Each file can be no larger than 200MB. **Plans MUST be PDF.**

Valid file types for the other documents submitted are .pdf, .doc, .docx, .rtf, .txt, .csv, .xls, .xlsx, .ppt, .pptx. ALL files uploaded must have unique names.

Submittal	Required	Received	Version	Status
HVAC Plans	Yes		1	Pending <a href="#">0 Files</a>
HVAC Duct Pressure Test Form (provide before final inspection)	Yes		1	Pending <a href="#">0 Files</a>



When the next window opens, click the “**Upload**” button.

## HVAC Plans

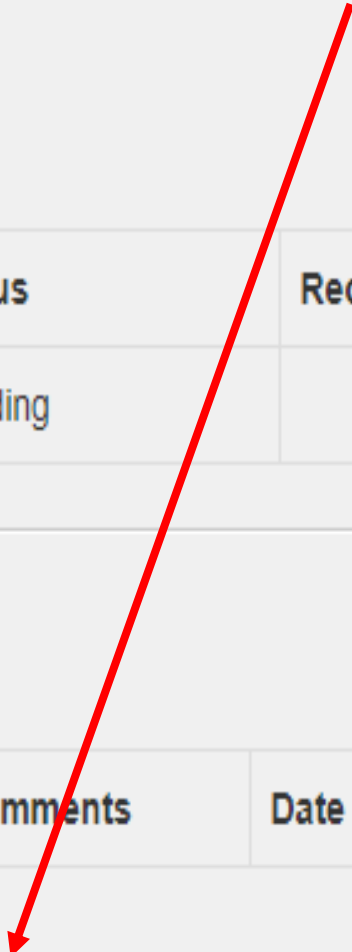
Version	Status	Received	Deficiency Report
1	Pending		

## Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File

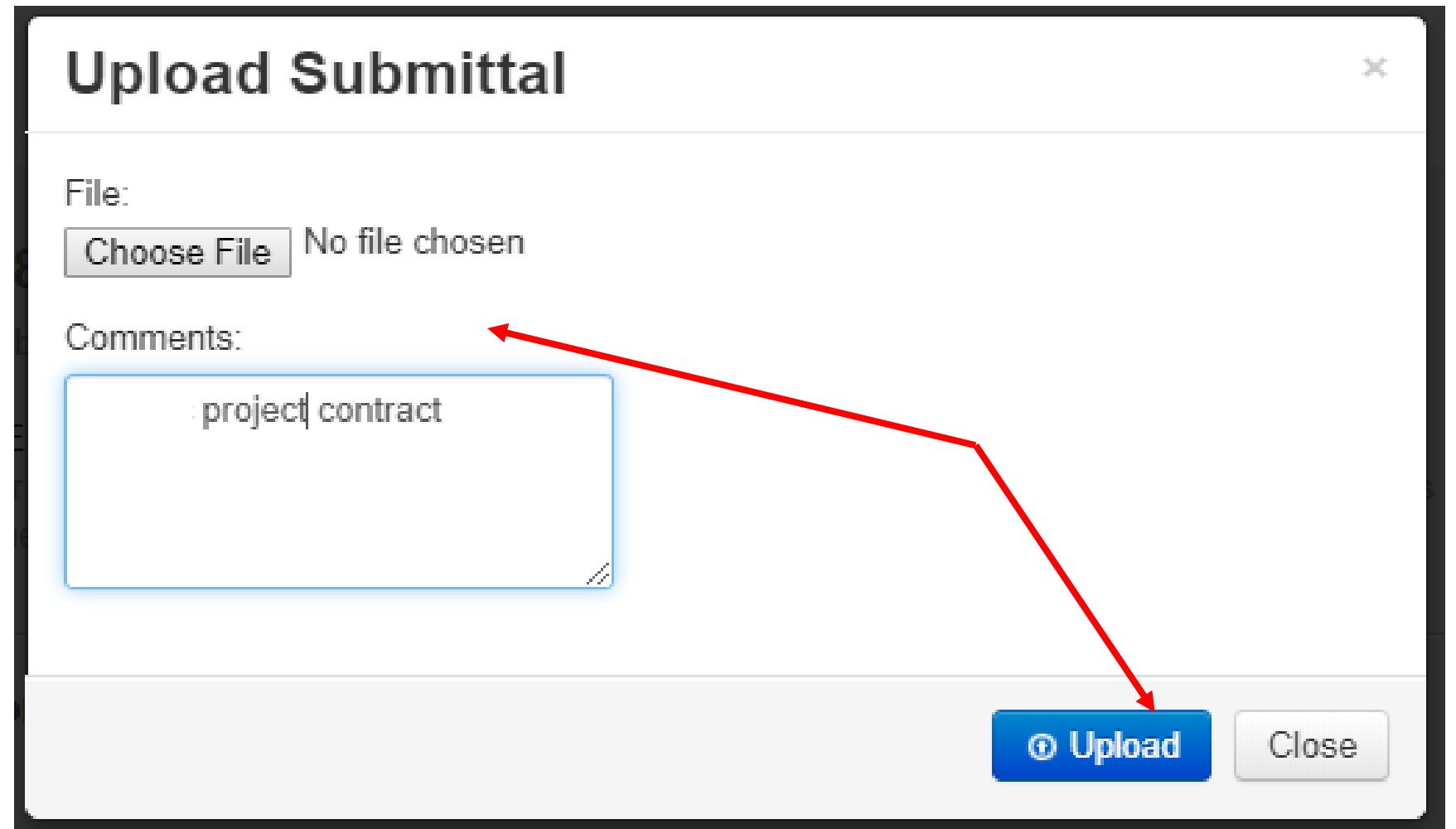
[Return To Permit Detail](#)

[Upload](#)



Choose a file and then click the “**Upload**” button.

Click the “**Close**” button to finish.



The image shows a dialog box titled "Upload Submittal" with a close button (X) in the top right corner. Below the title bar, there are two sections: "File:" and "Comments:". The "File:" section contains a "Choose File" button and the text "No file chosen". The "Comments:" section contains a text input field with the text "project contract". At the bottom of the dialog box, there are two buttons: a blue "Upload" button and a grey "Close" button. A red arrow points from the "Upload" button to the "Comments:" section.

**Upload Submittal** ✕

File:  
Choose File No file chosen

Comments:  
project contract

**Upload** Close



## Payment Confirmation

[Print Receipt](#)

Payment Received

### Transaction Summary

Receipt #: HV19-00003

Confirmation #: 47184428

Amount: \$455.00

[Payment History](#)

[My Applications](#)

After the permit is issued, a link will be available to print the permit.

---

## Notes

Notes relevant to Permit are shown below.

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HVAC Permit Report

4/9/2020 10:50 AM

[HVAC PERMIT.pdf](#)

Kentucky Housing,  
Buildings and  
Construction

[Privacy Policy](#)

[Refund Policy](#)



After permit is issued, Portal User can request inspections.

Click the “**Request**” button to submit a request for an inspection.

## 2001-000210 Electrical System

 [Generate Permit PDF](#)  [Contact](#)

Address:  
123 main street  
frankfort, KY 40601

Status:  
Issued

Submitted: 1/17/2020  
Approved: 1/17/2020  
Issued: 1/17/2020  
Closed:  
Expires:

Inspections:  
Required: 1  
Requested: 0  
Reinspect: 0  
Complete: 0

Due Now:  
**\$0<sup>0</sup>**  
Additional  
fees may be  
required

[Request »](#)

Project:  
Project Description

