

Building Department

Q. What time will my inspection be?

A. We cannot give you an exact time that the inspector will be there; however, we try to accommodate requests, but cannot guarantee an exact time.

Q. When and why do I need a building permit?

A. Permits are required by State Law, and is needed to protect owners and the general public. To determine if a building permit is needed, call the Building Department at (859) 292-3880

Q. How much does the permit cost?

A. The permit fee is based on the total value of the construction and the associated fee schedule.

Q. How long will it take to get my permit?

A. On residential it can take about 3 days and on commercial about 7 days. Large and complex projects may take longer.

Q. Can I put a shed in my backyard?

A. Yes, accessory buildings are allowed given they follow correct setback, fire, and other building codes. If the structure is less than 150 sq. ft., no building permit is needed, however, a zoning permit is still required.

Q. Can I start work/demo prior to a permit being issued?

A. No, work can only commence after a permit is issued and a notice of commencement is filed.

Q. Can I call an inspector in the field?

A. The Inspectors are available at the County Government offices on Monmouth St. in Newport each work day morning from 8am to 9am to answer any questions you may have. If you need to contact an inspector throughout the day, you may call (859) 292-3880 and we will make arrangements for the inspector to call you.

Q. Can the Building Department recommend a good contractor?

A. We do not recommend any contractors.

Code Compliance

Q. What is Code Compliance?

A. The Code Compliance Division is responsible for preserving the City's neighborhoods in an attractive, clean and safe condition, while providing responsive, courteous service that exceeds public expectations. We are committed to proudly serving our community in a safe, professional and effective manner.

Q. What is a Code Violation?

A. A code violation is a condition or situation that is in violation of the City of Dayton Code of Ordinances. The Code of Ordinances is available for reference at the Municipal Building and on this website [here](#).

Q. What is a civil matter?

A. Code compliance cannot resolve issues such as property line disputes, tree branches or limbs hanging over private property, subdivision covenants and deed restrictions. An attorney best handles these issues.

Q. How may I file a complaint?

A.

- In person: Our office is at the Municipal Building, located at 514 6th Ave. Office hours are 8:30 a.m. through 5:00 p.m., Monday through Friday.
- Telephone: Our telephone number is (859) 491-1600. If the line is already in use, you may leave complaint information on the answering machine

Q. Can I make an anonymous complaint?

A. Complainants do not have to identify themselves; although if they would like to have an officer contact them with the results of the investigation they may wish to provide a name and phone number.

Q. What are the enforcement procedures?

A. Our goal is to encourage both property owners and tenants to voluntarily correct any violations that may exist. Understanding the need to work together is an important function in preserving and improving property values. The City is divided into neighborhoods and a Code Compliance officer is assigned to each one. The officer is responsible for violations occurring within their assigned area. Generally, the enforcement of codes occurs on both a reactive (complaint from a community source) and a proactive (initiated by the officer) basis. When a code violation is reported, we open a complaint and work toward resolving the violation through a process of education, inspection, and notices. Continued violations are followed by progressive enforcement:

- Complaint Received
- Inspection Conducted
- Notice left at residence or sent to violator allowing time for correction
- Re-inspection conducted
- Notice of Hearing issued if violation is not corrected
- Hearing before the City's Code Enforcement Board
- Fine assessment hearing conducted if violation is not corrected
- Fine imposition

Q. What to do if you receive a Notice of Violation

A.

- Call the Code Compliance officer who sent the letter. **DO NOT WAIT UNTIL THE LAST MINUTE.**
- Find out how to correct the problem and do so promptly

- Additional time may be requested provided there is progress being made toward correction.

Q. What are the most common code violations that occur within the City?

A: Maintenance of Structures. All areas of the building and premises exposed to public view shall be maintained in a condition that shall not show evidence of deterioration. Maintenance of the exterior of a home or lot.

Building Permits

Most improvements to structures require building permits, including fences, patios and driveways. Before beginning any home improvement, contact the Municipal Building to determine whether permits are required

Boats and Recreation Vehicles

Parked equipment shall be stored in the rear yard or in the side yard behind the front line of the house and screened from view of adjacent properties and street right-of-way by an opaque wall fence, gate or planted hedge to a height of 6 ft. and to the length and width of the equipment.

Temporary Signs

Only certain types of temporary signs are allowed in the City. Real estate for sale signs, signs to identify construction in progress, to announce temporary uses such as grand openings, carnivals and garage sales, and political signs. Placement of temporary signs upon public property is prohibited. Public property includes the City right-of-ways, medians, sidewalks, roadways, utility poles and streetlight poles.

Q. What is the difference between Code Compliance and a Homeowner's Association?

A. Code compliance is a division of the City of Dayton Kentucky. The primary function is to educate the community about city codes. The codes apply to every property within the city. The purpose is to ensure that all neighborhoods and properties are maintained to a minimum standard. Homeowner's associations are private organizations that are paid by designated neighborhoods to oversee maintenance standards, as established by written codes, covenants and restrictions for the properties within a specific neighborhood and they are designed to be managed by an association. Associations have the right to enforce and assess fines to members in accordance to their own codes, covenants and restrictions. Every property owner within these designated neighborhoods signs documents agreeing to the standards that have been established.

A homeowner's Association may establish maintenance standards that require a higher standard of upkeep than the City codes. Neighborhoods that are within Association areas are still required to abide by City code requirements.

City code compliance can enforce City code standards within an Association area, but Associations may only enforce maintenance standards within their designated neighborhood.

Clerks

Q. When is the next City Council Meeting?

A. Council Meetings are held the first Tuesday of every month and the third Tuesday if needed

Q. When can I speak to the Mayor?

A. Mayor Kenneth E. Rankle is available for open office hours the first Monday of every month in the evenings, or you can e-mail him at krankle@daytonky.com to schedule a meeting.

Q. How do I obtain a copy of an open record?

A. Come into the Clerk's office and fill out an open records request form. The cost is \$0.10 per page and may take up to three days.

Q. Do I need a dog license?

Yes, both cats and dogs need licenses. The cost is \$5.00 each and there is a limit of two dogs and two cats per household.

Community Development Department

Q. Does the City allow citizens to operate businesses out of their homes?

A. Yes, you will need to obtain a Customary Home Occupation Licenses based on the guidelines of the City Code of Ordinances.

Q. Can I construct a detached storage building or garage?

A. No, sheds are considered an accessory building in an R-1JJ and R-2 residential dwelling districts as an accessory building and shall be limited to an automobile garage. In R-3 residential district and commercial districts an accessory building are based on the City Code of Ordinances regulations. All structures will be built according to the Kentucky Building Codes.

Q. Can I place temporary signs on my lot?

A. Temporary signs are permitted and allowed throughout the City, subject to the restrictions imposed by Section 154.170 thru 154.177 and other relevant parts of the City Code of Ordinances. A temporary sign does not require a building permit.

Q. How do I report a streetlight that is out?

A. Please have the pole number ready and call The Clerks Office during normal business hours Monday-Friday from 9am-5pm at (859) 491-1600.

Q. Do I need a permit to have a yard/garage sale?

A. Yes, you can obtain a permit at the Clerks Office at \$5.00/day or \$10.00 for two or three days.

Q. Who do I talk to if my neighbor's grass is really long and hasn't been cut?

A. You can call Code Compliance at (859) 491-1600 to have an officer visit the property.

Q. Where do I go to get a permit for launching my boat at Manhattan Harbour?

A. A permit can be obtained at the Clerks Office for \$25.

Q. Where can I find the City Code of Ordinances?

A. [City of Dayton Code of Ordinances](#).

Finance Department

Q. Do we accept Credit Cards?

A. No.

Q. What are the Finance Department's hours of operation?

A. 8:30 a.m. to 5:00 p.m.

Q. What is the current Property Tax rate?

A. \$4.73 per \$1,000 of value.

Q. Where can I view a copy of the Current budget?

A. [2010 City of Dayton Budget](#).

Q. Where can I view the Annual Audit Financial Report?

A. [Comprehensive Annual Financial Report](#).

Q. How do business get added to the City's vendor list?

A. Send a letter to 514 6th Ave. with complete company information.

Q. What is the name of our water & sewer company?

A. [Northern Kentucky Water District](#) or you may call (859) 578-9898 for sewer services
Sanitation District #1

Q. Where do I apply for a Homestead Exemption?

A. You can apply for a Homestead Exemption at the Campbell County Property Valuation Administrator Office, click [here](#) for more information or you may (859) 292-3871

Q. How can I find out what positions are available?

A. The City of Dayton Kentucky routinely posts all job vacancies online, on our job bulletin board located inside the Municipal Building. For more information about jobs in our Public Safety Department, please visit the [careers page](#) of the Police Department and the Bellevue-Dayton Fire Department website.

Planning & Zoning Department

Q. Does my sign need approval for my business located at a commercial property and is there a fee?

A. Yes your sign does need approval and yes there is a fee for this process. The Campbell County Planning and Zoning offices process the application.

Q. Do I need zoning approval to replace my fence?

A. Yes, the Zoning Department confirms the fence is not being installed within the setbacks.

Q. What is National Flood Insurance Program (NFIP)?

A. The U.S. Congress established the National Flood Insurance Program (NFIP) with the passage of the National Flood Insurance Act of 1968. The NFIP is a federal program enabling property owners in participating communities to purchase insurance as protection against flood losses in exchange for State and community floodplain management regulations that reduce future flood damages.

Q. Is my property in a flood zone?

A. The City has a flood zone map that the residents can look at and obtain the information for their insurance company.

Q. What is an Occupational License and when do I need to apply?

A. An Occupational License is a tax for the privilege of engaging in or managing any business within the City limits of the Dayton, Kentucky. Whether your business is in a commercial, location, out of your home or you own rental property an Occupational License is required pursuant to both local and state laws.

Q. Does the City have a Comprehensive Plan and how can I review this?

A. Yes, you can review the Comprehensive Plan during hours of operation Monday-Friday from 9am-5pm or you can purchase a copy from the City Clerk's office.

Q. What are the setbacks on my property?

A. Zoning district by lot number, block number, and plat determine the setbacks.

Waste Removal Questions

Q. What is the schedule for garbage, trash and recycling pick-up?

A. Garbage is collected every Wednesday, unless Christmas or New Years falls on Wednesday, in which case trash will be picked up on Thursday. Recycling is collected every two weeks on Tuesday.

Q. What is difference between trash and vegetation and/or what materials can be recycled?

A. The City's Solid Waste Contractor is responsible for the collection and removal of garbage, trash, vegetation, recycling and bulk items within the City limits of Dayton. Our service includes weekly curbside collection.

Garbage

Generally this is kitchen waste: anything used in the preparation of food, plus food containers and wrappers (those that cannot be recycled). All single-family residential and commercial locations have garbage pick-up weekly.

Trash/Vegetation/Bulk Items

Yard foliage: grass cuttings, tree limbs, hedge clippings are all yard trash.

Trash pick up is twice a week. Please make two separate piles, one for vegetation and one for trash. We would advise, grass clippings are a useful source and is considered a nitrogen fertilizer for your property.

Recycling

The City's waste contractor provides a recycling service for a monthly fee. You can reach CSI at 513-771-4200.

Q. When a holiday falls on a sanitation pickup day, when will my collection take place?

A. On the day following the holiday.

Q. What items can be placed in my garbage cans or dumpster?

A. Household and/or commercial garbage, trash and vegetation. The City's contractor WILL NOT pick up automotive parts including tires, car batteries, engine blocks, gas tanks and hazardous materials such as gasoline, lacquer, oil based paint, motor oil etc.

Q. Can Public Works pick up my construction debris?

A. No, for all extensive home or commercial projects a construction dumpster will be needed. A dumpster permit can be obtained from the city clerks office. The cost is \$75 and is completely refundable.