



## **PUBLIC PROTECTION CABINET**

**DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION**

# **PLAN SUBMISSION APPLICATION GUIDE FOR BUILDING CONSTRUCTION**

**DIVISION OF BUILDING CODES ENFORCEMENT  
502-573-0373**

**DIVISION OF PLUMBING  
502-573-0397**

**500 Mero Street  
Frankfort, Kentucky 40601-1987**

**[www.dhbc.ky.gov](http://www.dhbc.ky.gov)**



**THE MAJOR PURPOSE OF THIS APPLICATION GUIDE IS TO PROVIDE INFORMATION AND EXPEDITE THE OVERALL PLAN REVIEW PROCESS**

We realize that the procedures described herein will not be suitable for every project.  
IF A SPECIAL SITUATION EXISTS, THIS OFFICE IS AVAILABLE TO ASSIST YOU.

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**NOTE: IF YOU ARE PLANNING TO VISIT YOUR LOCAL BUILDING INSPECTOR, PLUMBING INSPECTOR, HEALTH DEPARTMENT OR OUR OFFICE IN FRANKFORT, PLEASE CALL FOR AN APPOINTMENT FIRST. THIS WILL ENABLE US TO SERVE YOU MORE EFFICIENTLY. SEE PHONE NUMBERS ON PAGE 19.**

## PREFACE

This guide had been developed over the years to answer most general questions that arise regarding the process of obtaining building or plumbing permits. If this guide does not fully answer your questions, or if you have more specific questions, please feel free to call the Division of Building Codes Enforcement at (502) 573-0373 or Division of Plumbing at (502) 573-0397.

**FIRST STEP:** When planning a new construction project for Kentucky please contact the local planning/ zoning authority to ensure the proposed construction site is properly zoned. In many cases, substantial delays can be experienced if rezoning or zoning appeals are necessary. The Department of Housing, Buildings and Construction (DHBC) has no authority over local planning/ zoning commissions. Call the city or county government to determine if there are local zoning requirements.

**SECOND STEP:** Determine if the state or local building department has building code enforcement responsibility. Kentucky is unique in that code enforcement responsibilities are divided between state and local jurisdictions with virtually no duplication of code enforcement activities.

Basically, local building code programs review the smaller construction projects and the state reviews the larger ones. Section 104 of the 2018 KBC identifies building code enforcement responsibilities. Please refer to Page 18 of this Guide to determine who will review your project. Local jurisdictions may petition the DHBC for additional responsibilities beyond the minimum assigned by law. A listing of those local jurisdictions currently having additional responsibilities can be found on our web-site, [www.dhbc.ky.gov](http://www.dhbc.ky.gov) or obtained by phoning our office at 502-573-0373.

There are still several city and county governments that do not have building code enforcement programs. In these areas, the DHBC is responsible for all buildings other than single family dwellings. Page 18 of this Guide describes the types of projects to be reviewed locally or by the DHBC. If you are unaware of a local code enforcement program, call this office to confirm.

**THIRD STEP:** After determining whether the DHBC or the local code official has jurisdiction, the **third/ final step** is to make initial contact with the appropriate code enforcement agency to determine the process for obtaining a building construction permit. Each local agency determines its own permit process and they may vary across the state. The DHBC has developed this detailed Plan Submission Application Guide to answer most general questions regarding the who, what, when, where and how of obtaining a building construction permit for those projects under the jurisdiction of the DHBC. More specific questions can be directed to one of several plan review technicians located in the Division of Plumbing or technical advisors in the Division of Building Codes Enforcement.

## **DIVISION OF BUILDING CODES ENFORCEMENT PLAN SUBMISSION PROCESS FOR NEW PROJECTS ONLY-**

**<https://dept-hbc-ky.smartgovcommunity.com/Public/Home>**

UPLOAD: One (1) completed application (see Page 12) and fee sheet (see Page 14) - Application form shall be completed in full and shall identify the name and address of the building (or tenant business name), owner, architect, engineer, contractor. If the project is within a larger multi-tenant building, **also identify the name of the building, i.e Joe's Bar-B-Q House at Southbay Shopping Center.**

### **PROCEDURE FOR SUBMITTING CORRECTED ARCHITECTURAL PLANS**

RESUBMITTALS SHOULD BE EMAILED TO [HBC.plans@ky.gov](mailto:HBC.plans@ky.gov)

Revised sheets only shall be emailed and shall identify the project by Name and Case Number.

If further information is needed contact:

Division of Building Codes Enforcement  
500 Mero Street  
Frankfort, Kentucky 40601-1987  
(502) 573-0373

**IF THE PROJECT FALLS UNDER LOCAL JURISDICTION, YOU WILL HAVE TO CHECK WITH THE LOCAL AUTHORITY TO FIND OUT HOW MANY SETS OF PLANS AND SPECIFICATIONS ARE REQUIRED.**

# Division of Plumbing Plan Submission Process

All plumbing plans for commercial and multi-family building projects must be pre-approved by the Division of Plumbing before a plumbing permit can be issued.

## **Submittal Requirements**

Three (3) completed Plan Application Forms

Three (3) sets of plans containing a site utility plan, all floor plans, plumbing isometric riser diagram of the drain, waste & venting system and 4 sets of plans for pool submittals

Jefferson County will require a minimum of five (5) sets of plans.

**\*\*ANY FOOD SERVICE REQUIRES ONE ADDITIONAL PLUMBING PLAN TO BE INCLUDED**

All Plumbing plans shall first be submitted directly to the county Health Departments for approval in the following counties:

<b>Adair</b>	<b>Fayette</b>	<b>Letcher</b>	<b>Robertson</b>
<b>Anderson</b>	<b>Fleming</b>	<b>Livingston</b>	<b>Rockcastle</b>
<b>Ballard</b>	<b>Fulton</b>	<b>Logan</b>	<b>Russell</b>
<b>Barren</b>	<b>Floyd</b>	<b>Lyon</b>	<b>Scott</b>
<b>Bell</b>	<b>Garrard</b>	<b>McCracken</b>	<b>Shelby</b>
<b>Bourbon</b>	<b>Graves</b>	<b>McCreary</b>	<b>Simpson</b>
<b>Boyd</b>	<b>Green</b>	<b>Madison</b>	<b>Spencer</b>
<b>Breathitt</b>	<b>Greenup</b>	<b>Magoffin</b>	<b>Taylor</b>
<b>Butler</b>	<b>Harlan</b>	<b>Marshall</b>	<b>Trigg</b>
<b>Caldwell</b>	<b>Harrison</b>	<b>Mason</b>	<b>Trimble</b>
<b>Calloway</b>	<b>Hart</b>	<b>Mercer</b>	<b>Warren</b>
<b>Carlisle</b>	<b>Henry</b>	<b>Metcalf</b>	<b>Wayne</b>
<b>Carroll</b>	<b>Hickman</b>	<b>Monroe</b>	<b>Whitley</b>
<b>Casey</b>	<b>Jackson</b>	<b>Montgomery</b>	<b>Wolfe</b>
<b>Clark</b>	<b>Jefferson</b>	<b>Muhlenberg</b>	<b>Woodford</b>
<b>Clay</b>	<b>Jessamine</b>	<b>Nelson</b>	
<b>Clinton</b>	<b>Knott</b>	<b>Nicholas</b>	
<b>Crittenden</b>	<b>Lawrence</b>	<b>Owsley</b>	
<b>Cumberland</b>	<b>Lee</b>	<b>Perry</b>	
<b>Edmonson</b>	<b>Leslie</b>	<b>Pulaski</b>	

All plans must be submitted to local Health Department if your project has any of the following:

<b>Food Processing</b>	<b>Boarding Homes</b>	<b>Bed &amp; Breakfast</b>	<b>Correctional Facility</b>	<b>Tanning Beds</b>
<b>Grocery</b>	<b>Day Cares</b>	<b>Food Service</b>	<b>Hotels / Motel</b>	<b>Pools</b>
<b>Restaurant</b>	<b>Youth Camps</b>	<b>Tattoo Shops</b>	<b>Beaches</b>	<b>Concessions</b>
<b>Caterer</b>	<b>Micro-Processor</b>	<b>Schools</b>	<b>Mobile Food Unit</b>	<b>Food Vending</b>
<b>Private Water /</b>	<b>Food Storage</b>	<b>Frozen Food</b>	<b>Mobile Home Parks</b>	<b>Mobile Home &amp;</b>
<b>Sewage Disposal</b>	<b>Facility</b>	<b>Lockers</b>		<b>RV Parks</b>

The following cities require prior approval of the sewer system:

### **Louisville – Elizabethtown**

After the above requirements are completed, submit plans to:

**Division of Plumbing  
Department of Housing, Buildings and Construction  
500 Mero Street  
Frankfort, Kentucky 40601-1987**

Please call Dennis Rodgers at 502-573-0397 if you have questions regarding your plumbing plan submittal.

Office hours are 8:00 am until 4:30 pm EST.

## **DIVISION OF BUILDING CODES PLAN REVIEW CHECKLIST**

THE FOLLOWING IS A LIST OF THE DOCUMENTATION REQUIRED TO BE SUBMITTED FOR A COMPLETE PLAN REVIEW. DRAWINGS SHALL INCLUDE BUT NOT BE LIMITED TO:

- 1) A 4" x 4" clear area in the same location on the right quadrant of each sheet
- 2) A title block which includes:
  - Type of Construction (Chapter 6, KBC)
  - Use Group (Chapter 3, KBC)
  - List all installed fire protection systems
  - List all design options
- 3) Site Plan & Site Survey (Section 107.2.5, KBC)
- 4) Complete building plans showing use of all areas
- 5) All appropriate wall, floor and foundation sections and details
- 6) Complete door schedule including hardware schedule
- 7) Complete window and glazing schedule
- 8) Complete interior finish schedule with documentation of maximum flame spread ratings
- 9) Complete specifications (may be separate .pdf or located in the plans)
- 10) List of all fire rated assemblies and documentation of the required rating.
- 11) Details showing all accessibility features for the physically disabled (see Page 8)
- 12) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
- 13) Statement indicating shop drawings will be submitted for all fire protection systems
- 14) Fire Suppression Design Criteria form (may be separate .pdf) (see Pages 16 and 17)
- 15) Electrical Plans (show location of all exit signs and means of egress lighting)
- 16) Mechanical plans (include location and type of equipment and appliances and an air balance schedule)
- 17) List all design loads for the building
- 18) Complete information for all special occupancy requirements (atrium, high rise, covered mall, etc...)
- 19) Complete information for all special structures (sky lights, roof, panels, awnings, etc...)
- 20) Earthquake design data (Section 1603.1.5, KBC) and letter of special inspections, where applicable, by Section 1613 through 1623 and 1704 of the KBC. (See Page 8)
- 21) Geotechnical Investigation Report as required by Section 1803 of the KBC.
- 22) Signed and sealed plans (when required by KRS 322/323)
- 23) Sequence of operations for all special systems (smoke control, elevator recall, etc.)

# PLAN REQUIREMENTS

1) **GENERAL:**

Submit one (1) complete set of construction documents and three (3) sets of plumbing plans that have been prepared by an individual or design professional for the construction, alteration, or repair of a structure. (See Page 7 for Architects' and Engineers' requirements.) Make sure they are legible and complete for ensuring compliance with the regulations. Plans will be reviewed for compliance with the Kentucky Building Code. Plans containing the following information shall be considered meeting the requirements for plan submittals. (See Page 3 and 4 for submission procedures.)

2) **ARCHITECTS AND ENGINEERS REQUIREMENTS:**  
**See page 7**

3) **REQUIREMENTS FOR THE PHYSICALLY DISABLED:**  
**See Page 8**

4) **CODES CURRENTLY USED IN THE STATE: See Page 22**

5) **ARCHITECTURAL PLANS:**

a. SITE SURVEY:

Copy of site survey bearing signature and seal of a Kentucky registered Land Surveyor for new buildings and additions

b. SITE DIAGRAM:

A site plan indicating the size and location of all new and existing construction on the site and distances from these buildings to lot lines. Indicate new building services, utilities, location, size and finished grades.

c. CONSTRUCTION PLANS:

Scale drawings showing foundation, floor plans and elevations, including structural framing details and notes for all walls, floors ceilings and roofs. Electrical, plumbing and mechanical details may be shown on more than one drawing.

d. DETAILS:

1. Section: A cross section through each typical wall showing construction details from footing to and including roof framing. It must demonstrate compliance with the Kentucky Building Code.
2. Electrical Details: Indicating lighting, receptacles, motors and equipment, smoke detectors, service entrance locations (size and type overhead or underground), panel size, location and number of proposed circuits. A symbol legend shall be included.
3. Plumbing Details: Plans indicating number, type and location of fixtures, type of sewage disposal system, details of disposal system (connection to domestic or septic system layout). Piping layout and riser diagrams shall be included.

6) **ENERGY CONSERVATION CALCULATIONS:**

The COM Check/ RES Check Forms for the necessary calculations can be downloaded from [www.energycodes.gov](http://www.energycodes.gov).

7) **GEOTECHNICAL INVESTIGATION REPORT:**  
(Section 1803.2)

8) **SEISMIC DESIGN DATA & LETTER OF SPECIAL INSPECTIONS:** (See Page 8) (letter only)

9) **FIRE SUPPRESSION DESIGN CRITERIA FORM:**  
(See Pages 16 and 17)

9) **PLAN APPLICATION OR APPLICATION FORM:**

One (1) copy of this sheet must be completed and attached to each set of drawings. (See Pages 12 and 13)\*

10) **PLAN REVIEW FEE:**

This office must require a plan review fee to cover plan review and field inspection services provided by the Department of Housing, Buildings and Construction. The local building departments may also have a permit fee and it is recommended to check prior to submission. The fee must accompany the plans in the initial submission. Fees will also be required for shop drawings (See (13) below) and should be submitted with their respective drawings. TO CALCULATE THE FEE SEE PAGES 14 and 15.

11) **AFFIDAVIT OF ASSURANCES:**

One (1) copy of this form must be completed and submitted with drawings. (See Page 23)

12) **PLUMBING SUBMISSION:**

When submitting plans that relate only to plumbing, the plan set is only required to have the following:

- a. Site plan indicating underground piping and disposal method.
- b. Floor plan showing layout of all fixtures. (See (3) & (5d) above)
- c. Plumbing riser diagram.
- d. Compliance with handicapped requirements, if applicable. (See Page 8)
- e. Specification book, if required.

13) **SHOP DRAWINGS:**

The following, when required, must be submitted by a registered engineer or a competent installing contractor, or licensed contractor.

- a. Fire Alarm System
- b. Fire Suppression System (Sprinkler, Standpipe, CO<sup>2</sup>, Clean Agent, Dry Chemical, Foam, etc...)
- c. Fuel Installation- to Hazardous Materials Section, State Fire Marshal's Office (Gasoline, LP, Fuel Oil Tanks, etc.)
- d. Range Hood/Exhaust system
- e. Range Hood Extinguishing Systems
- f. Boilers- to Boiler Section, Division of Plumbing
- g. Pools
- h. Bleachers/ Spectator Seating
- i. Pre-engineered metal buildings
- j. Pre-fabricated wood trusses

Plans above shall be complete and include all specifications.

If these plans are to be reviewed at the time of the initial plan submittal, the plans shall be complete with all details including size, make, manufacture, anchors, hangers, covering, along with the required fee (Page 14) and a written request to review these plans.

14) **ELECTRICAL INSPECTION:**

Before permanent electrical service can be provided and legal occupancy is issued on a building, the wiring must be approved by a state certified electrical inspector. A fee is required by the inspector. For further information about obtaining an electrical inspector, contact your local building official or the Electrical Division at (502) 573-1797.

**PROFESSIONAL DESIGN REQUIREMENTS**  
(SEE KRS 322 & 323 FOR COMPLETE REQUIREMENTS OR SECTION 122.1, KBC)

**TABLE 122.1**  
**REGISTERED DESIGN PROFESSIONAL SEALS**

NOTE: Projects involving new *structures*, *additions* or renovations require *registered design professional* services when the *building* size or calculated *occupant load* exceeds the limits indicated by Table 122.1.

GROUP CLASSIFICATION OR SPECIAL USE	BUILDING SIZE <sup>e</sup> (square feet)	CALCULATED <sup>e</sup> OCCUPANT LOAD	ARCHITECT <sup>h</sup>	ENGINEER	EITHER	NONE
Assembly	—	100 <sup>a</sup>	X	X	—	—
Business	10,000	100	X	X	—	—
Educational	Any size	Any size	X	X	—	—
Factory & industrial	20,000	—	—	—	X	—
High hazard	Any size	Any size	—	—	X	—
Institutional	Any size	Any size	X	X	—	—
Mercantile	—	100	X	X	—	—
Residential	12 <i>dwelling units</i>	50 <sup>g</sup>	X	X	—	—
Storage <sup>e</sup>	20,000	—	—	—	X	—
Public works projects	Any	Any	—	—	X	—
SPECIAL USES						
Church buildings <sup>f</sup>	6,000	400	X	X	—	—
Day care	3,500 <sup>b</sup>	100 <sup>b</sup>	X	X	—	—
Farm Structures	Any size	Any size	—	—	—	X
Mixed uses	Note c	Note c	X	X	—	—
Smaller buildings	Note d	Note d	—	—	—	X
Non-building structures	—	—	—	—	—	X

**For SI: 1 square foot = 0.093 m<sup>2</sup>.**

- a. Assembly uses having 700 square feet to 1,500 square feet may actually have calculated *occupant load* exceeding 100 *persons* depending on the specific use of assembly areas.
- b. Net floor area occupied by clients is 35 square feet per client and calculated *occupant load* is actually client load.
- c. *Buildings* having two or more different uses require both architect and engineer when the combined calculated *occupant load* exceeds 100 *persons*, unless the mixed uses are exclusively factory, high hazard or storage.
- d. Smaller *buildings* of any use having total area or calculated *occupant load* less than specified for that use do not require *registered design professional* services.
- e. Projects involving *additions* to existing *buildings* shall include existing *building areas* and/or calculated *occupant loads* when determining requirements for *registered design professional* services. Use the actual *occupant load* if it is greater than the calculated *occupant load*.
- f. No architect or engineer is required unless the church *building* size reaches 6,000 total square feet or a calculated *occupant load* of 400 *persons*.
- g. The number of *dwelling units* shall be the determining factor. However, for a dormitory or boarding home, the *occupant load* shall be determined by area or actual *occupant load*.
- h. No architect is required for an *agritourism building* built prior to December 31, 2016, unless the *agritourism building* size exceeds 6,000 total square feet or a calculated *occupant load* in excess of 400 *persons*.

**\*The occupant load shall be calculated using the different occupiable area within the structure to determine the requirement for an architect and engineer. To determine the calculated occupant load, please see the T1004.1.1, KBC (below).**

**TABLE 1004.1.2**  
**MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT**

FUNCTION OF SPACE	OCCUPANT LOAD FACTOR <sup>a</sup>
Accessory storage areas, mechanical equipment room	300 gross
Agricultural building	300 gross
Aircraft hangars	500 gross
Airport terminal	
Baggage claim	20 gross
Baggage handling	300 gross
Concourse	100 gross
Waiting areas	15 gross
Assembly	
Gaming floors (keno, slots, etc.)	11 gross
Exhibit gallery and museum	30 net
Assembly with fixed seats	See Section 1004.4

<b>Assembly without fixed seats</b>	
Concentrated (chairs only—not fixed)	7 net
Standing space	5 net
Unconcentrated (tables and chairs)	15 net
Bowling centers, allow 5 persons for each lane including 15 feet of runway, and for additional areas	7 net
Business areas	100 gross
Courtrooms—other than fixed seating areas	40 net
Day care	35 net
Dormitories	50 gross
<b>Educational</b>	
Classroom area	20 net
Shop and other vocational room areas	50 net
Exercise rooms	50 gross
Group H-5 Fabrication and manufacturing areas	200 gross
Industrial areas <sup>b</sup>	100 gross
<b>Institutional areas</b>	
Inpatient treatment areas	240 gross
Outpatient areas	100 gross
Sleeping areas	120 gross
Kitchens, commercial	200 gross
<b>Library</b>	
Reading rooms	50 net
Stack area	100 gross
Locker rooms	50 gross
Mall buildings—covered and open	See Section 402.8.2
Mercantile	60 gross
Storage, stock, shipping areas	300 gross
Parking garages	200 gross
Residential	200 gross
<b>Skating rinks, swimming pools</b>	
Rink and pool	50 gross
Decks	15 gross
Stages and platforms	15 net
Warehouses	500 gross

**For SI: 1 square foot = 0.0929 m<sup>2</sup>, 1 foot = 304.8 mm.**

- a. Floor area in square feet per occupant.
- b. Use a value of 200 gross for purposes of determining jurisdiction under Section 104.15 and 104.16 and design professional seal requirements in Section 122.1.

## **ACCESSIBILITY REQUIREMENTS FOR PHYSICALLY DISABLED**

All new buildings and facilities, including temporary structures and their associated sites and facilities, shall be accessible to persons with disabilities, including, but not limited to OCCUPANTS, EMPLOYEES, STUDENTS, SPECTATORS, PARTICIPANTS, AND VISITORS. (Section 1103.1, KBC) REVIEW SECTION 1103.2, KBC FOR EXCEPTIONS.

When work involves alterations, additions, change of occupancy or alterations affecting an area of primary function, please review Chapter 34 of the KBC.

## **STRUCTURAL LOADS**

1603.1.5 Earthquake Design Data: Where *earthquake loads* are applicable, the following earthquake design data shall be indicated on the *construction documents*:

- |   |                            |
|---|----------------------------|
| 1. Seismic use group.                                     | 5. Design base shear       |
| 2. Spectral response coefficients $S_{DS}$ and $S_{D1}$ . | 6. Analysis procedure      |
| 3. Site Class   | 7. Seismic Design Category |
| 4. Basic seismic-force-resisting system.                  |                            |

## **STRUCTURAL TEST AND SPECIAL INSPECTIONS**

1704.1.1, KBC Building Permit Requirement: The permit applicant shall submit a Statement of *Special Inspections* as a condition for permit issuance. This statement shall include a complete list of materials and work requiring *special inspection* by this section. The inspections to be performed and a list of the individuals, approved agencies and firms intended to be retained for conducting such inspections shall be included. The special inspectors shall be provided by the owner and shall be qualified and approved for the inspection of the work.

### **EXCEPTIONS:**

1. Special inspections are not required for work for which a design professional is not required by Section 122.1, KBC. (refer to page 7)
2. Special inspections are not required for building components unless the design involves the practice of professional engineering or architecture as defined by applicable state statutes and regulations governing the professional registration and certification of engineers or architects.
3. Unless otherwise required by the building official, special inspections are not required for occupancies in Group R-3 as applicable in Section 101.2, KBC and occupancies in Group U that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1, KBC.
4. Unless otherwise required by the building official, special inspections are not required for buildings assigned to Category I per Table 1604.5, KBC.



## **PARTIAL PERMITS**

The Building Code Official is authorized to issue a permit for any part of a building or structure before the complete plan package has been submitted. Upon request, the Building Code Official is also authorized to issue partial permits if a complete plan package has been filed but falls short of meeting the requirements for full permit.

The issuance of a partial permit is contingent upon adequate information and details having been filed to demonstrate compliance with all pertinent requirements of the KBC.

## **SITE / FOUNDATION REVIEW**

The following items are required before a Site and Foundation Permit is to be issued. **Not all items will be applicable on each project.** All drawings shall be dimensioned and drawn to scale.

- ❑ **ARCHITECT/ENGINEER**  
The services of an Architect or Engineer shall be confirmed. When their services are required, the plans shall bear the seal and signature of the Architect and /or Engineer on each sheet. (KRS 322/323 and Table 122.1, KBC)
- ❑ **SITE PLAN**  
A site plan showing the location of the building and its distance to property lines and other buildings on the same property and finished grades shall be submitted. (Section 107.2.5, KBC)
- ❑ **SITE SURVEY**  
A plan illustrating the location of property lines and bearing the seal and signature of a land surveyor shall be submitted. (Section 122.1, KBC and KRS 322 and 323)
- ❑ **NOTICE:**  
Information for the installation of underground sprinkler supply lines shown on the site plan is not covered under a site and foundation permit. A separate shop drawing review shall be required for this work. This work shall be performed by a Kentucky licensed sprinkler contractor. (refer to KRS 198B.560)
- ❑ **FOUNDATION PLAN**  
A foundation plan and details shall be submitted, including anchorage details and minimum footing depths. This includes final anchor bolt plans from pre-engineered metal buildings,
- ❑ **FLOOR PLANS**  
A floor plan of the building with sufficient information to identify all areas and the Use Group shall be submitted. (Chapter 3, KBC)
- ❑ **SEISMIC DESIGN DATA & LETTER OF SPECIAL INSPECTIONS & GEOTECHNICAL REPORT FOR SDC C OR D** (Sections 1603.1.5 and 1704, 1803.1, KBC)
- ❑ **GEOTECHNICAL INVESTIGATION**  
(Section 1803.2, KBC)
- ❑ **CONSTRUCTION TYPE**  
Sufficient construction details (i.e. exterior walls, bearing structure, interior walls and floor/roof assemblies) shall be submitted to confirm the building will comply with the minimum construction required. (Chapters 5 and 6, KBC)
- ❑ **FIRE WALLS**  
If a fire wall is provided, the location of this wall shall be identified on the foundation and floor plans. A full height section through the wall shall be submitted.
- FIRE WALL- A concrete or masonry wall, specified fire rating and structurally independent to allow collapse of construction on either side without causing collapse of the wall itself. A fire wall shall be continuous from footer to or through roof. (Section 706, KBC)
- ❑ **SUPPRESSION SYSTEM**  
Fire suppression design criteria form shall be submitted when the project requires a sprinkler system involving more than 10 sprinklers. This applies to limited area systems as well as full coverage systems. (Section 903.2 and 302.1.1, KBC)
- ❑ **ENERGY**  
Energy compliance forms shall be submitted for the envelope of the new building or addition. (Section 1301.1.1, KBC)
- ❑ **AFFIDAVIT OF ASSURANCES**  
An affidavit of assurances shall be submitted to document compliance with Kentucky laws for workers compensation laws. (See Page 23)
- ❑ **ADDITIONS**  
If the proposed structure is an addition to an existing structure, information confirming the following shall be submitted for the existing building: (Section 3401.4, KBC)
  - a) Construction Type;
  - b) Fire wall location, construction and fire rating;
  - c) Building Area
  - d) Number Stories
  - e) Use group Classification: and
  - f) Type suppression system (Full coverage of limited area).
- ❑ **FEE**  
The architectural plan review fee shall be paid in full before any release for construction can be issued. (Section 121 KBC)
- ❑ **FAST TRACK ELECTIVE**  
For applicants seeking a quicker site and foundation review only- the drawings and documents identified above shall be submitted by close of business any Wednesday. Plans will be reviewed the following Friday afternoon or Monday morning for site and foundation only. The fee shall be calculated from Table 121.3.1 **plus** an additional 50% of the full fee. Additional fee shall not be less than \$400 and not more than \$3000. (Section 121.3.1.1, KBC)

## **SHELL REVIEW**

The following items are required before a Shell permit is to be issued. Not all items will be applicable on each project. All drawings shall be dimensioned and drawn to scale.

**NOTICE:** *The construction of interior non- load bearing partitions, interior/exterior stairs or ramps, HVAC and electrical systems, and other areas are not typically reviewed as part of the Shell permit. For review of such components as part of the shell review, plans shall be submitted in detail with the shell package.*

### **ALL ITEMS FROM SITE/ FOUNDATION LIST**

#### **STRUCTURAL PLANS**

All drawings pertinent to the erection of the buildings' structural system shall be submitted. These drawings shall consist of, but are not limited to, exterior/interior load bearing walls, floor/ceiling assemblies, roof structure, all pre-engineered /prefabricated systems (steel buildings, wood floor/roof trusses, and laminated systems, etc... require the seal and signature of a Kentucky licensed engineer) and pole barn/ post and frame designs (all designs that do not meet the prescriptive design for conventional framing are required to be sealed and signed by a Kentucky licensed design professional).

#### **FIRE WALLS**

If a firewall is provided or required, a floor plan shall be provided that identifies the location. A full height section (drawn to scale) shall be submitted illustrating the method and materials for construction. (Section 706, KBC)

#### **EXTERIOR WALLS**

A complete set of construction details illustrating method and materials for the construction of all exterior walls including fire ratings and opening sizes, locations, and fire ratings.

## **FULL BUILDING REVIEW**

#### **FOOR PLAN(S)**

A floor plan illustrating location of interior partitions, means of egress including exit access, exit, and exit discharge and identification of rooms shall be submitted.

#### **MECHANICAL/ ELECTRICAL/ PLUMBING PLANS**

A complete set of mechanical, electrical and plumbing plans shall be submitted.

#### **DOOR SCHEDULE**

This schedule shall identify door size, hardware and fire ratings.

#### **FIRE BARRIER/ FIRE PARTITION AND ALL OTHER FIRE-RESISTANCE RATED ASSEMBLIES**

If such a fire rated assembly is required or provided, the floor plan shall identify its location. A full height section shall be submitted illustrating method and materials for construction. (Chapter 7, KBC)

#### **ENERGY CONSERVATION CALCULATIONS**

These calculations are required on all new buildings and additions. Com or Res Check may be utilized. A free software download is available at [www.energycodes.gov](http://www.energycodes.gov). Energy calculations shall include envelope, interior and exterior lighting and mechanical compliance.

# RANGEHOOD SUBMITTAL REQUIREMENTS

The following is a list of items that are required to be submitted for a complete range hood review. Please note that this office encourages the range hood contractor and hood suppression contractor to coordinate with one another and submit all required drawings in one submittal. The advantage to this coordination will result in one range hood fee of \$225.00 per hood. If suppression drawings and rangehood drawings are submitted separately this office requires a fee assessment of \$225.00 per hood plus \$150.00 per suppression system. **\*All code references are from the 2015 International Mechanical Code**

## GENERAL

- Plans include floor plan of area hood is to be installed
- Plans indicate type, dimensions, and location of all cooking appliances to be covered
- Plans include shop drawings of hood and duct

## TYPE I HOODS

- Shop drawings from the range hood manufacturer or fabricator of factory built UL 710/ UL 710B hoods are exempt from certain IMC requirements including exhaust quantities
- Documentation/details that the Type I hood is designed to automatically activate exhaust fan via a heat sensor or other approved means
- Documentation/details that the Type I hood is constructed of minimum #18 gage steel or minimum #20 US STD gauge stainless steel
- Documentation/details that joints on hoods are liquid tight welds
- Provide drawing illustrating clearance to combustibles to hood (18" minimum, exception T 308.4.2 )
- For canopy hoods document the height and overhang of hood over cooking surface
- For non-canopy hoods document that the hood is a Minimum of 3 feet above the cooking surface

## EXHAUST QUANTITIES

(For non UL 710 hoods or site fabricated hoods)

Provide calculations on the minimum exhaust quantities based on the type of cooking appliance

- Extra Heavy Duty appliances
- Heavy Duty appliances
- Medium Duty appliances
- Light Duty appliances (Type I & II Hoods)
- Non canopy

## MAKE UP AIR (TYPE I & II HOODS)

- Makeup air quantities and method of introduction  
Please note amount  $\geq 90\%$  of exhaust air quantity
- Provide manufacturer's specifications for the make up unit Including supply amount ranges.
- Demonstrate that make up air is tempered to within 10 degrees of conditioned spaced

## GREASE FILTERS

- Provide manufacturer's specifications on the grease filters demonstrating that they are listed installed at an angle of 45 degrees and installed a minimum height above the cooking surface based on the type of cooking and Table 507.2.8

## DUCTS SERVING TYPE I HOODS

- Document that the duct is constructed of Min. # 16 STD steel or Min. # 18 STD Stainless Steel
- Document that all joints in duct are liquid tight welds and that duct is welded to hood
- Demonstrate that the hood meets the minimum duct velocity (Sq. ft. of duct  $\div$  exhaust quantity)
- Shaft enclosure details if duct is required to be enclosed in a shaft
- Documentation illustrating that duct is a minimum of 40 inches above roof surface or 10 feet above adjoining grade
- Manufacturer's specifications on the up blast fan to be installed illustrating that the supply ranges meet the minimum exhaust quantities
- Provide drawing illustrating clearance to combustibles from the duct (18 min. exception T308.4.2)

## SUPPRESSION SYSTEMS

- Suppression drawings for the hood signed and sealed by a KY rangehood contractor and layout suppression contractor
- Drawing illustrating a manual and automatic means of activating the sprinkler system
- Location of manual pulls illustrating the location is a minimum of 10 feet from hood not to exceed 20 feet mounted 42 minimum to 48 inches maximum above the floor
- Documentation that fuel sources for the cooking appliances shall automatically disconnect upon activation of suppression system and be capable of manual reset
- Location of a Class K fire extinguisher when cooking involves the use of animal oils or fats

## TYPE II HOODS

- Documentation that the Type I hood is constructed of minimum #22 Mfg. STD gauge steel or minimum #24 US STD gauge stainless steel
- Documentation that joints on hoods are liquid tight welds
- Documentation that exhaust terminations are not within 10 foot of air intake openings or shall be 2 feet above air intake opening if outlet is within 10 feet

## Type II Ducts and Plenums

- Documentation that ducts and plenums are constructed of rigid metallic material
- Bracing in accordance with Chapter 6

## Dishwasher Appliances Exhaust Quantities

### Roof Guards:

- If required, document the location and details of roof guards for fans that are within 10 feet of roof edge and more than 30 inches above grade or roof



# PLAN APPLICATION FORM

**PUBLIC PROTECTION CABINET  
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION DIVISION  
OF BUILDING CODE ENFORCEMENT & DIVISION OF PLUMBING**

500 Mero Street  
FRANKFORT, KENTUCKY 40601-1987

**BUILDING CODES: 502/ 573-0373 PLUMBING: 502/ 573-0397**



**NOTE: Complete all applicable spaces**

**Today's Date:** \_\_\_\_\_

REV.4/2017

<b>NAME OF PERSON SUBMITTING PLANS</b>	Phone ( ) - Ext	<b>IS THE BCE PLAN REVIEW FEE INCLUDED WITH PLANS?</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
MAILING ADDRESS: _____		
NUMBER / STREET, HWY, ROAD or P. O. BOX	CITY	STATE ZIP CODE

**EMAIL:** \_\_\_\_\_

**BUSINESS & PROJECT NAME:** \_\_\_\_\_  
(Or tenant name if multi-tenant building) *PLEASE NOTE IF PROJECT IS INSIDE OR OUTSIDE LIMITS OF CITY NOTED BELOW*

**PROJECT LOCATION:** \_\_\_\_\_ KY \_\_\_\_\_  
NUMBER/STREET, HWY OR ROAD (Please do not indicate P.O. Box or Postal Routes) CITY STATE ZIP CODE

**IF PROJECT IS EXISTING, PLEASE NOTE PREVIOUS NAME:** \_\_\_\_\_

**PROJECT LOCATED WITHIN CITY LIMITS?**  Yes  No COUNTY \_\_\_\_\_

**OWNER (INDIVIDUAL & COMPANY)** \_\_\_\_\_ PHONE ( ) - Ext

MAILING ADDRESS: \_\_\_\_\_  
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

**EMAIL:** \_\_\_\_\_

**ARCHITECT (NAME & FIRM)** \_\_\_\_\_ PHONE ( ) - Ext

AS THE ARCHITECT LISTED ABOVE, I AM RESPONSIBLE FOR CONSTRUCTION CONTRACT ADMINISTRATION  Yes  No

MAILING ADDRESS: \_\_\_\_\_  
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

**EMAIL:** \_\_\_\_\_

**NOTE: DESIGN CERTIFICATION REQUIRED.** All buildings or structures requiring professional design (Architect or Engineer) by Section 122 of the 2007 KBC shall include a statement from the design professional in responsible charge indicating the Seismic Design Category for this specific site and the applicability of seismic bracing requirements for architectural, mechanical and electrical components and a statement to that effect shall be included with the initial construction documents submitted to the building code official having jurisdiction. This does not apply for Plumbing submission only.

**ENGINEER (NAME & FIRM)** \_\_\_\_\_ PHONE ( ) - Ext

MAILING ADDRESS: \_\_\_\_\_  
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

**EMAIL:** \_\_\_\_\_

**PROJECT CONTRACTOR** \_\_\_\_\_ PHONE ( ) - Ext

MAILING ADDRESS: \_\_\_\_\_  
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

**EMAIL:** \_\_\_\_\_

BUILDING INFORMATION							
NUMBER OF BUILDINGS IN THIS SUBMITTAL:		USE OF BUILDING(S) i.e...restaurant, office, classroom, storage or other ( please specify )					
BUILDING(S) IN THIS PROJECT IS / ARE:	<input type="checkbox"/> NEW FREESTANDING BUILDING	<input type="checkbox"/> NEW ADDITION TO EXISTING STRUCTURE	<input type="checkbox"/> RENOVATION ONLY	<input type="checkbox"/> RENOVATION & ADDITION			
TOTAL AREA IN NEW BLDG. OR ADDITION:	FT <sup>2</sup>	NUMBER OF LEVELS (INCLUDING BASEMENT):	BASEMENT	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
TOTAL AREA IN EXISTING BLDG.:	FT <sup>2</sup>	DATE CONSTRUCTION TO BEGIN:	ESTIMATED COMPLETION DATE:				

TYPE OF PLAN SUBMITTALS			
BUILDING PLAN SUBMITTALS (Check the type of evaluations requested at this time)		SHOP DRAWING PLAN SUBMITTALS (Check the type of evaluations requested at this time)	
<b>BUILDING PLAN REVIEW (BCE)</b>	<b>PLUMBING PLAN REVIEW</b>	Suppression System (Sprinkler, CO <sup>2</sup> , Etc.)	Range Hood System
Full Building Review <input type="checkbox"/>	Plumbing Review <b>ONLY</b> <input type="checkbox"/>	Alarm Systems <input type="checkbox"/>	Fuel Tank <input type="checkbox"/>
Expedited Site & Foundation Review <input type="checkbox"/>	Water Supply Review <input type="checkbox"/>	Boiler System <input type="checkbox"/>	Elevator <input type="checkbox"/>
Partial Building Review (Shell) <input type="checkbox"/>	Waste Water Review <input type="checkbox"/>	Bleacher Seating <input type="checkbox"/>	Swimming Pool <input type="checkbox"/>
	Other (please specify) <input type="checkbox"/>		Prefabricated Truss <input type="checkbox"/>
<b>SUBMIT ONLY ONE SET FOR BCE</b>		<b>SUBMIT 3 SETS OF PLANS FOR PLB</b>	
<b>SUBMIT ONLY ONE SET OF PLANS FOR THE ABOVE</b>			

**THE INFORMATION IN THIS SECTION IS FOR THE DIVISION OF PLUMBING (TO BE COMPLETED BY PERSON SUBMITTING PLANS)**

**DESIGN CAPACITY OF BUILDING:** NO. OF MALES \_\_\_\_\_ NO. OF FEMALES \_\_\_\_\_ **ARE RESTROOMS ACCESSIBLE TO PUBLIC?**  Yes  No

**SEWAGE DISPOSAL:** TYPE:  Municipal  Private **ARE RESTROOMS ACCESSIBLE TO DISABLED?**  Yes  No

**WATER SUPPLY:**  PUBLIC  DRILLED WELL  CISTERN  HAULED WATER  ROOF WATER  SPRING  STREAM

IF PRIVATE, INDICATE THE TYPE AND THE DESIGN: \_\_\_\_\_

BY WHOM: \_\_\_\_\_

NAME	TITLE	REGISTRATION NUMBER
<b>THIS SECTION TO BE COMPLETED BY THE LOCAL HEALTH DEPARTMENT OFFICIAL</b> ( Must be completed prior to sending <b>Plumbing Plans</b> to Frankfort )		
<b>THIS AREA FOR OFFICE USE ONLY</b>		
REVIEWED BY:		
NAME		
TITLE		DATE
APPROVED BY (COUNTY OR DISTRICT HEALTH DEPARTMENT)		

1. A Plan Submission Application Guide (PSAG) describing the plan submission procedures is available on our website at dhbc.ky.gov. Our telephone numbers are: Building Codes 502/573-0373 or Plumbing 502/573-0397. Local Boards of Health should also be aware of these procedures.
2. KRS Chapters 322 & 323 should be consulted to determine the requirements for a Registered Design Professional such as an Architect and / or Engineer
3. **PLUMBING:** Plumbing installations shall be made in conformance with the State Plumbing Code. The plumbing systems shall be shown in plan view and elevation view (Riser Diagram). These plans shall indicate the location of all fixtures, water distribution system and soil, waste & vent pipe systems. The size and material of all soil, waste & vent piping shall be clearly stated on the plans.
4. Check the regulations that may be applicable to the building type, such as: Kentucky Food Services Regulation, Kentucky Youth Camp Regulation, Kentucky Retail Food Market Regulation, etc.

**SPECIAL PERMITS ARE REQUIRED FOR WATER SUPPLY AND WASTE WATER DISCHARGE PROJECTS**

Applications and fees are required to be submitted to the Department of Housing, Buildings and Construction or the Division of Water of the Natural Resources Cabinet for the following facilities:

1. **WASTE WATER DISCHARGE PROJECTS**
  - a. Private packaged treatment plant with surface discharge.
  - b. Sanitary sewer extension that includes a manhole or lift station.
  - c. Extension or addition to a sanitary sewer district with no building structures involved.
  - d. Individual pre-treatment facilities.
2. **WATER SUPPLY PROJECTS**
  - a. Private water supply to individual structure (**Excluding Single Family Dwellings**).
  - b. Addition to city or county water districts.
  - c. Water supply treatment plants

**TO OBTAIN SPECIAL APPLICATION FORMS AND TO DETERMINE IF A FEE IS REQUIRED, CONTACT THE NATURAL RESOURCES/ DIVISION OF WATER IN FRANKFORT @ 502/564-3410**

If this project involves a plumbing system or plan related to a structure (building) approval, submit one(1) complete plan set and four(4) plumbing plan sets to the following:  
NOTE: One of the plumbing plan sets will be forwarded to the Division of Water.

DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION  
500 Mero Street  
FRANKFORT, KENTUCKY 40601-1987

**502/573-0397**

If this project **does not** involve a plumbing system or a structure (building) approval, submit four(4) plumbing plan sets and appropriate fee to:

DIVISION OF WATER  
300 Sower Blvd  
FRANKFORT, KENTUCKY 40601  
**502/564-3410**



**PUBLIC PROTECTION CABINET**  
**Department of Housing, Buildings and Construction**  
**Division of Building Codes Enforcement**  
 500 Mero Street  
 Frankfort, Kentucky 40601-1987

**2018 KBC PLAN REVIEW FEE WORKSHEET**

*(PLAN REVIEW FEES ARE NOT REQUIRED FOR PROJECTS THAT INVOLVE PLUMBING ONLY)*

**FEE PAID BY:** \_\_\_\_\_ **PH.** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY/ STATE/ ZIP:** \_\_\_\_\_

**FOR:**

**BUSINESS NAME:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**STREET NAME:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **COUNTY** \_\_\_\_\_

(Please indicate if inside the city limits, **YES** or **NO** )

**CALCULATING YOUR FEE**

When calculating the total (gross) area, please use the outside dimensions of the structure. Include the area of all usable floor space, mezzanine levels, basements and all areas within horizontal projection of the roof.

**NEW CONSTRUCTION OR CHANGE OF USE:**

Cost per square foot: \_\_\_\_\_ X total area \_\_\_\_\_ = **FEE** \$ \_\_\_\_\_  
 (SEE FEE SCHEDULE)

Fast Track Fee for site and foundation only (add 50% but not less than \$400.00) = **FEE** \$ \_\_\_\_\_

**ADDITIONS TO EXISTING BUILDINGS:**

Cost per square foot: \_\_\_\_\_ X total area of addition \_\_\_\_\_ = **FEE** \$ \_\_\_\_\_  
 (SEE FEE SCHEDULE)

Fast Track Fee for site and foundation only (add 50% but not less than \$400.00) = **FEE** \$ \_\_\_\_\_

**ALTERATIONS OR REPAIRS:**

**.0030** X cost of alterations \$ \_\_\_\_\_ or same as **NEW CONSTRUCTION**, whichever is less = **FEE** \$ \_\_\_\_\_

**TOTAL FEE FOR THIS SECTION** \$ \_\_\_\_\_

The minimum fee for review of plans under this section shall be two hundred and eighty-five dollars. (**\$285**).

**Include** the following specialized fees only when the plans for the specialized system accompany payment.  
 See **FEE SCHEDULE** on reverse side for specialized fees.

Sprinkler Fee _____	Clean Agent Suppression Fee _____
Fire Detection Fee _____	Commercial Range Hoods _____
Standpipe Fee _____	Dry Chemical Systems _____
CO <sup>2</sup> Suppression Fee _____	Haz. Materials Tank Fee _____
Foam Suppression Fee _____	<b>TOTAL SPECIALIZED FEES</b> _____

When submitting plans, please include one copy of the worksheet, the required number of plans and your check, *rounded to the nearest dollar*, made payable to the **Kentucky State Treasurer**. To ensure proper credit, the **name** and **location** of the project must be indicated on the check and plans.



# 2018 KENTUCKY BUILDING CODE

## SECTION 121 PLAN REVIEW AND INSPECTION FEES

**121.1 General.** A permit to begin work for new construction, alteration, removal or other building operations shall not be issued until the fees prescribed by law shall have been paid to the Department, if applicable, and to the local building department. If an amendment to a permit necessitates an additional fee because of an increase in the estimated cost of the work involved, the permit shall not be approved until the additional fee has been paid.

**121.2 Special fees.** Payment of fees for construction, alteration or removal, and for all work done in connection with or concurrently with the work contemplated by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that may be prescribed by law or ordinance for water taps, sewer connections, electrical permits, erection of signs and display structures, marquees or other appurtenant structures, or fees of inspections or certificates of occupancy or other privileges or requirements established by law.

**121.3 State jurisdiction.** The fees for plan examination and inspection functions required by the Department of Housing, Buildings and Construction shall be as prescribed in Sections 121.3.1 through 121.3.16, as applicable.

**121.3.1 Fee schedule.** The fees shall be paid in accordance with Table 121.3.1

**Table 121.3.1  
OFFICE OF HOUSING FEE SCHEDULE**

OCCUPANCY TYPE	COST PER SQ FOOT
Assembly	16 cents
Business	15 cents
Day care centers	15 cents
Educational	15 cents
High hazard	16 cents
Industrial factories	15 cents
Institutional	16 cents
Mercantile	15 cents
Residential	15 cents
Storage	15 cents
Utility and Miscellaneous	13 Cents
Production greenhouses	10 Cents

**121.3.1.1 Fast track elective.** For permit applicants seeking early site and foundation approval prior to full review of complete set of construction documents, the fee shall be that as calculated from Table 121.3.1 plus 50 percent of the full fee. The additional 50 percent fee shall not be less than \$400 and not more than \$3,000. The entire fee shall be paid at the time of the initial plans submission.

**121.3.2 Submission of plans and fees.** All plans and specifications required to be submitted to the *Department* shall be accompanied by the applicable fee as set forth herein, rounded to the nearest dollar.

**121.3.3 Method of payment.** All fees shall be submitted to the *Department*. Checks shall be made payable to the Kentucky State Treasurer.

**121.3.4 Construction approval.** Approval for construction shall not be issued by the Department until all required fees have been paid.

**121.3.5 New construction.** Departmental plan review fees for new buildings shall be calculated by multiplying the total building area under construction by the cost per square foot of each occupancy type as listed in Table 121.3.1. Total square footage of the building shall be determined by the outside dimensions of the building. Minimum fee for review of plans under this section shall be \$285. The fee for buildings with multiple or mixed occupancies may be calculated by using the cost per square foot multiplier of the predominant use.

**121.3.6 Additions to existing buildings.** Plan review fees for *additions* to existing *buildings*, which do not require the entire building to conform to the *Kentucky Building Code*, shall be calculated in accordance with

Table 121.3.1 by the measurements of the square footage of the *addition*, as determined by the total *building area* of the *addition*. Minimum fee for the review of plans under this section shall be \$285.

**121.3.7 Change in use.** Plan review fees for existing buildings in which the group or occupancy type is changed shall be calculated in accordance with Table 121.3.1 by using the total square footage of the entire building or structure under the new occupancy type as determined by the total building area of that portion affected by the change of use. Minimum fee for review of plans under this section shall be \$285.

**121.3.8 Alterations and repairs.** Plan review fees for *alterations* and repairs not otherwise covered by this fee schedule shall be calculated by multiplying the cost for the *alterations* or repairs by 0.0030; or calculated by multiplying the total area being altered, or repaired by the cost per square foot of each occupancy type as listed in Table 121.3.1, whichever is less. The total square footage shall be determined by the outside dimensions of the area being altered or repaired. The minimum fee for review of plans under this section shall be \$285.

**121.3.9 Specialized fees.** In addition to the above fees, the fees in Table 121.3.9 shall be applied for the specialized plan reviews listed.

**Table 121.3.9  
AUTOMATIC SPRINKLER REVIEW FEE TABLE**

NUMBER OF SPRINKLERS	FEE
4 – 025	\$150
026-100	\$200
101-200	\$250
201-300	\$275
301-400	\$325
401-750	\$375
OVER 750	\$375 plus 30 cents per sprinkler over 750

**121.3.10 Fire detection system review fee.** Up to 20,000 square feet shall be \$275; over 20,000 square feet shall be \$275 plus \$30 for each additional 10,000 square feet in excess of 20,000 square feet.

**121.3.11 Standpipe review fee.** \$275 (combination standpipe and riser plans shall be reviewed under the automatic sprinkler review fee schedule).

**121.3.12 Carbon dioxide suppression review fee.** One to 200 pounds of agent shall be \$275, over 200 pounds of agent shall be \$275 plus 5 cents per pound in excess of 200 pounds.

**121.3.13 Clean agent suppression system review fee.** Up to 35 pounds of agent shall be \$275; over 35 pounds shall be \$275 plus 10 cents per pound in excess of 35 pounds. The fee for gaseous systems shall be 10 cents per cubic foot and not less than \$275.

**121.3.14 Foam suppression system review fee.** 50 cents per gallon of foam concentrate where the system is not part of an *automatic sprinkler system*. Foam suppression system plans that are submitted as part of an *automatic sprinkler system* shall be reviewed under the *automatic sprinkler system* review fee schedule. The fee for review of plans under this section shall not be less than \$275 or more than \$1,500.

**121.3.15 Commercial range hood review fee.** \$225 per hood including range hood extinguishing system review when those plans are submitted together.

**121.3.15.1 Commercial range hood extinguishing system review fee.** \$150 per system when the range hood extinguishing system is submitted separate from the range hood system.

**121.3.16 Dry chemical systems review fee (except range hoods).** One to 30 pounds of agent shall be \$275; over 30 pounds of agent shall be \$275 plus 25 cents per pound in excess of 30 pounds.

**121.3.17 Spectator seating system review fee.** Seating systems having up to 1,000 seats shall be \$275; over 1,000 seats shall be \$275 plus \$20 for each additional 200 seats in excess of 1,000 seats. The total number of seats in seating systems without dividing arms shall be calculated at 18 inches per seat as required by Section 1004.1.1 of this code.

**FIRE SUPPRESSION DESIGN CRITERIA**

CASE NUMBER 1: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT OR FACILITY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

**WATER FLOW INFORMATION:** (See work sheet on reverse side)

STATIC: \_\_\_\_\_ PSI

RESIDUAL: \_\_\_\_\_ PSI

WATER FLOW: \_\_\_\_\_ GPM

DURATION: 2 \_\_\_\_\_ MIN

SOURCE OF WATER SUPPLY: 3 \_\_\_\_\_

SOURCE OF WATER FLOW DATA: 4 \_\_\_\_\_

DATE AND TIME OF WATER FLOW TEST: 5 \_\_\_\_\_

ANTICIPATED WATER DEMAND: 6 \_\_\_\_\_ PSI

\_\_\_\_\_ GPM

CLASSIFICATION OF HAZARD(S): 7 \_\_\_\_\_

\_\_\_\_\_

OCCUPANCY OF BUILDING: 8 \_\_\_\_\_

SPECIFIC TYPES OF SUPPRESSION SYSTEM(S): \_\_\_\_\_

\_\_\_\_\_

NFPA STANDARD(S) FOLLOWED IN DESIGN: 9 \_\_\_\_\_

**EXPLANATORY NOTES:**

1. CASE NUMBER: (if known)
2. DURATION: The length of time that the water source is capable of providing adequate water during a fire condition
3. SOURCE OF WATER SUPPLY: Tank, Lake, etc.
4. SOURCE OF WATER FLOW DATA: Person or persons who conducted test.
5. DATE AND TIME OF WATER FLOW TEST: Water flow test shall have been conducted within the past six months.
6. ANTICIPATED WATER DEMAND: Minimum water and pressure required to operate this system.
7. HAZARD CLASSIFICATION: Light; Ordinary Group 1, 2, 3; Extra Hazard Group 1, 2.
8. OCCUPANCY OF BUILDING: Mercantile, Restaurant, Office, School, Industrial Plant, etc.
9. NFPA STANDARD(S) FOLLOWED IN DESIGN: 13, 14, 22, 24, 230 etc.

I \_\_\_\_\_, verify that the fire suppression design criteria is in accordance with all applicable codes and standards adopted by the Commonwealth and that the water flow information noted above is true and accurate. I further acknowledge that I have reviewed the anticipated water demand for this system and find the actual water flow and pressure adequate to serve this system. It is understood that I will be responsible for the approval of the final shop drawings prior to their submittal to the Division of Building Codes Enforcement:

COMPANY: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

AFFIX SEAL AND SIGNATURE HERE

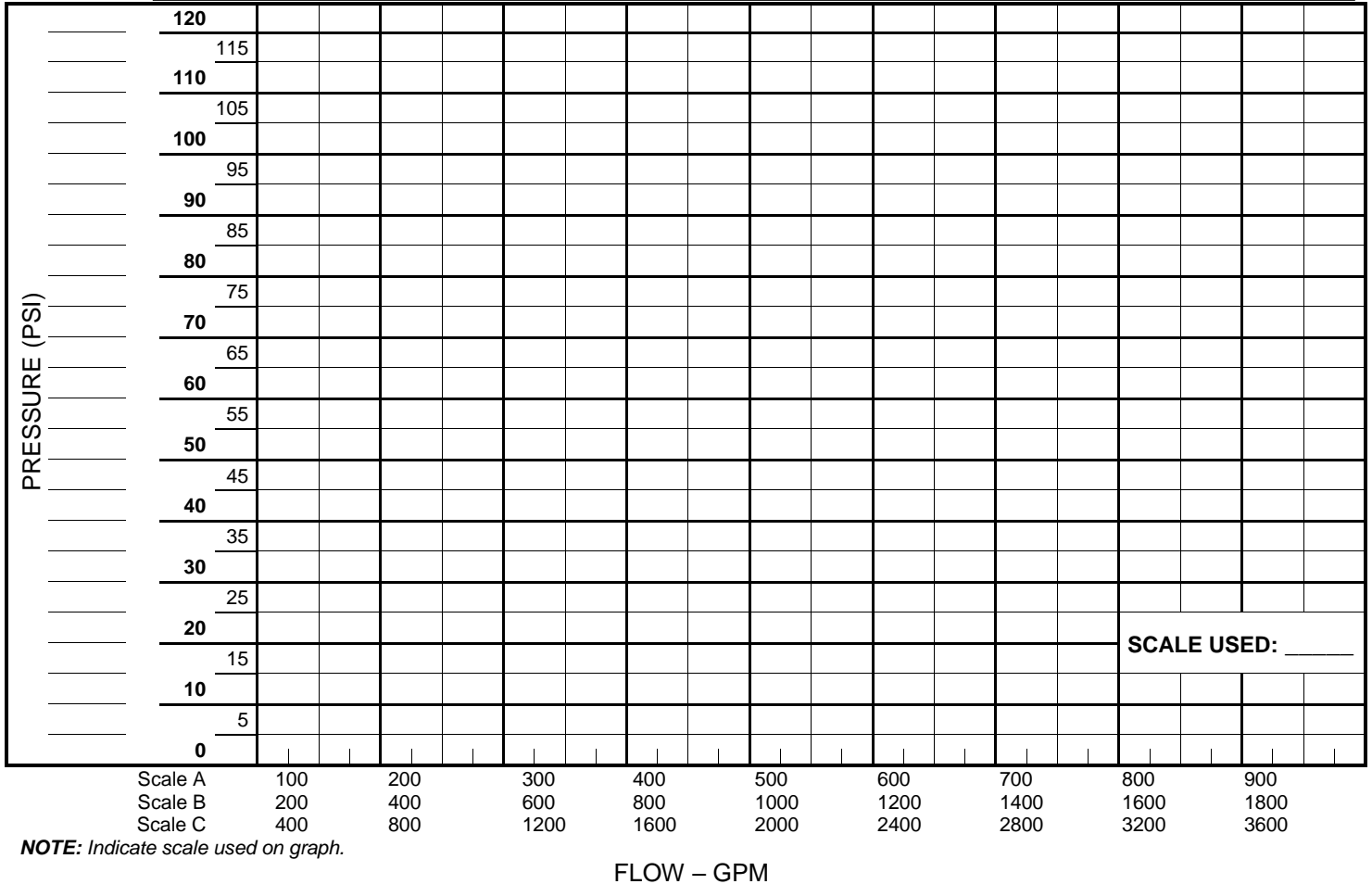


### FIRE FLOW TEST DATA SHEET

STATIC PRESSURE (psi)	RESIDUAL PRESSURE (psi)	PITO PRESSURE (psi)	FLOW (gpm)	HYDRANT NOZZLE COEFFICIENT	HYDRANT #	HYDRANT BUTT #	FLOW OPENINGS (inches)	REMARKS

**INSTRUCTIONS:**

1. Sketch the site showing road(s), building(s), water main(s) and location of test hydrants.
2. Record the test data in the table provided.
3. Plot the graph and determine required design data.
4. Transpose data on the Fire Suppression Design Criteria cover sheet (reverse side). **SKETCH TEST LOCATION HERE**



**NOTE:** Indicate scale used on graph.

FLOW - GPM

LOCAL AND STATE RESPONSIBILITY FOR PLAN REVIEW AND INSPECTION OF NEW AND EXISTING BUILDINGS RELATED TO THE KENTUCKY BUILDING CODE				KRS 198B.060 KBC CHAPTER 1, SECTIONS 104.1 AND 104.2		
Use Group (Occupancy)	Local Authority has assumed no responsibility <sup>6</sup>		Local authority has assumed minimum responsibility <sup>2, 3, 4, 6</sup>		Local Authority has assumed full responsibility <sup>1, 6, 7, 9</sup>	
	(Obtain Local Permit Only)	State Review	Local Review	State Review	Local Review	State Review
R-4 Residential – Single Family	Local Option	No	Local Option	No	Local Option	None
R-1 Residential – Hotels, Motels	NA	All	Up to 3 Stories and 20,000 sq. ft. or less	More than 3 Stories or more than 20,000 sq. ft.	All	None
R-2 Residential – Multi Family R-3	NA	All	Up to 3 Stories and 20,000 sq. ft. or less	More than 3 Stories or more than 20,000 sq. ft.	All	None
B Business Offices	NA	All	100 persons or less	101 Persons or more	All	None
M Mercantile – Retail Stores	NA	All	100 persons or less	101 persons or more	All	None
F-1 Factory – Industrial F-2 Factory	NA	All	100 persons or less	101 Persons or more	All	None
S-1 Storage Moderate S-2 Storage Low	NA	All	Up to 3 Stories and 20,000 sq. ft. or less.	More than 3 Stories or more than 20,000 sq. ft.	All	None
A-1 Assembly – Theaters A-2 Restaurants, Bars A-3 Recreation Centers A-4, A-5	NA	All	100 persons of less	101 Persons or more	All	None
A-3 Assembly – Churches	NA	All	6,000 sq. ft. or less or 400 persons of less	6,001 sq. ft. or more and 401 persons or more	All	None
E Educational – Schools	NA	All	None	All	All	None
E Daycare 1-1 Institutional – Nursing Homes 1-2 Hospitals 1-3 Institutional – Jails, Prisons	NA	All	None	All	None	All
H High Hazard	NA	All	None	All	None	All
State Owned Buildings (Also State Leased)	NA	All	None	All	None	All
Industrialized Building Systems (Units Constructed In Factory)	NA	All	None	All	None	All
Mixed Use	NA	All	100 persons of less	101 Persons or more	All <sup>8</sup>	None

**FOOTNOTES:**

1. Check for special agreements with local officials or the DHBC.
2. RENOVATIONS to existing building that exceed the requirements for local review responsibility will be reviewed by DHBC.
3. ADDITIONS to existing buildings will require state review if the existing size plus the addition exceed the allowable size for local review.
4. See page 7 of this guide or Table 1004.1.2 of the KBC to determine occupant load.
5. Contact DHBC at (502) 573-0373 to determine occupant load and review requirements.
6. For work which is exempt from permit requirements, see Kentucky Building Code, Section 105.2
7. Expanded jurisdiction contracts may vary from jurisdiction to jurisdiction. Please contact local authority or the DHBC if you have questions.
8. Unless any of the uses involved are identified as state review even though local authority has assumed full responsibility.
9. Louisville Metro has assumed jurisdiction for all high hazard facilities.

# DEPARTMENT OF HOUSING BUILDINGS AND CONSTRUCTION

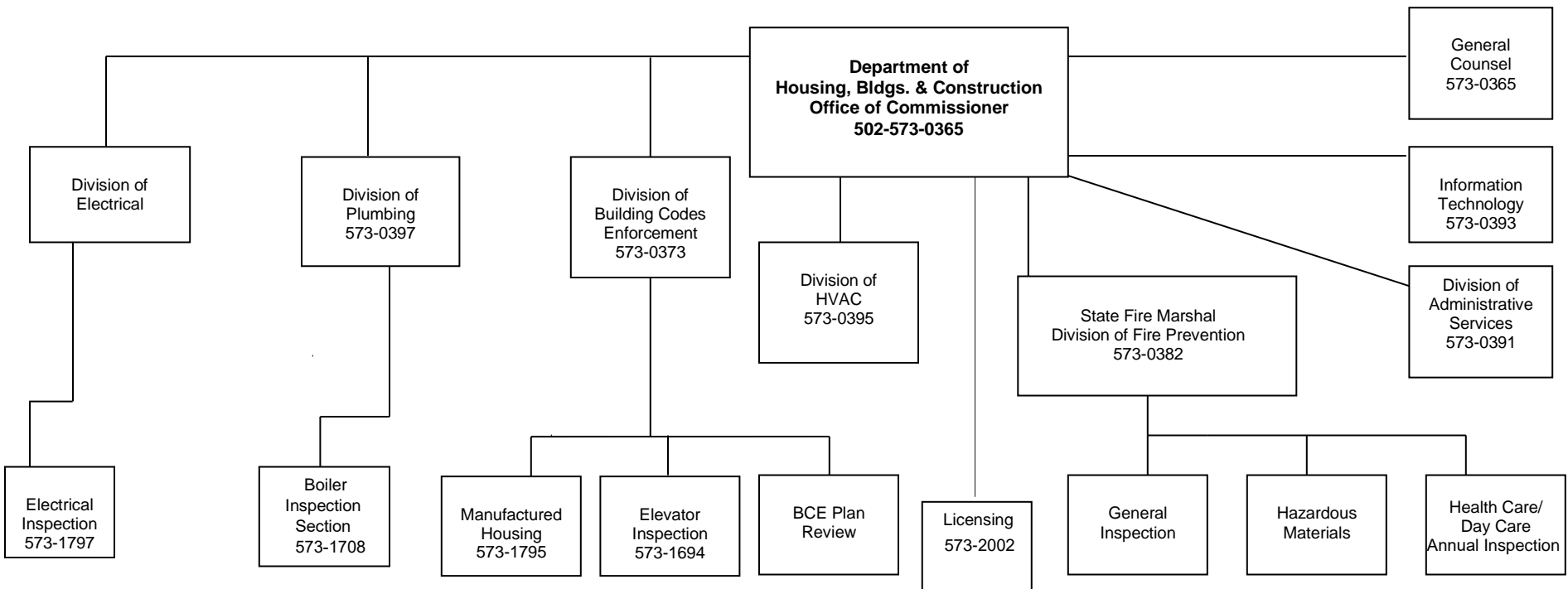
## OTHER USEFUL TELEPHONE NUMBERS

Architects Board.....	606-277-3312
Asbestos Abatement.....	502-564-6895
Corrections Cabinet.....	502-564-4726
Department of Education.....	502-564-4770
Economic Development.....	502-564-7670
Engineers Board.....	502-564-2680
Finance Cabinet.....	502-564-4240
Geological Survey.....	606-257-5500
Historic Properties.....	502-564-3000
Housing Corporation.....	502-223-2148
Human Resources.....	502-564-7130
Kentucky Heritage Council.....	502-564-7003
Emissions Control Report.....	502-564-2150
Environmental Impact Report.....	502-564-3035
Swimming Pools.....	502-564-7818
Licensing & Regulation.....	502-564-2800

### Overview

(Important telephone numbers and functions of various divisions)

NOTE: This is information only. This is not an organizational chart.



## LICENSE REQUIREMENTS

TRADE	INSTALLATION CONTRACTOR	INSPECTION BY:	PERMIT/CERTIFICATES ISSUED:
GENERAL ERECTION AND CONSTRUCTION 502-573-0373	NO STATE LICENSE REQUIRED	STATE or LOCAL JURISDICTION	CONSTRUCTION PERMITS OCCUPANCY CERTIFICATE
PLUMBING 502-573-0397	STATE LICENSE REQUIRED	STATE or LOCAL JURISDICTION	CERTIFICATE OF APPROVAL
SPRINKLERS/SUPPRESSION 502-573-0385	STATE LICENSE REQUIRED	STATE or LOCAL JURISDICTION	CERTIFICATE OF APPROVAL
ELECTRICAL 502-573-2002	STATE LICENSE REQUIRED	STATE or LOCAL JURISDICTION	ELECTRICAL CERTIFICATE BY INSPECTOR
MECHANICAL (HVAC) 502-573-0395	STATE LICENSE REQUIRED	STATE or LOCAL JURISDICTION	INSTALLATION PERMIT REQUIRED
ELEVATORS 502-573-1694	NEED PERMIT STATE LICENSE REQUIRED	STATE INSPECTOR	CERTIFICATE BY STATE INSPECTOR REQUIRED ANNUALLY
BOILER 502-573-1708	STATE LICENSE REQUIRED	STATE INSPECTOR	INSTALLATION PERMIT/OPERATING CERTIFICATE
FIRE ALARM 502-573-0373	NO LICENSE REQUIRED	STATE OR LOCAL INSPECTOR	ALARM CERTIFICATE BY CERTIFIED INSTALLER
SWIMMING POOL CONTRACTOR 502-573-0373	NO LICENSE REQUIRED	STATE or LOCAL JURISDICTION	CONSTRUCTION PERMIT AND OCCUPANCY CERTIFICATE
WELDING (BOILERS) 502-573-1708	LICENSE REQUIRED	STATE or LOCAL JURISDICTION	CERTIFIED BY CONTRACTOR
TANK INSTALLER 502-573-0382	CERTIFIED CONTRACTOR FOR UNDEGROUND TANKS	STATE INSPECTOR	STATE PERMIT ISSUED AT JOB SITE
GLAZING INSTALLER 502-573-0373	NO LICENSE REQUIRED	STATE or LOCAL JURISDICTION	NONE
MOBILE/MANUFACTURED HOUSING PRODUCER 502-573-1795	STATE APPROVAL REQUIRED AT MANUFACTURER'S SITE	STATE INSPECTED AT DEALER LOT	STATE PERMIT ISSUED AT JOB SITE
INDUSTRIALIZED BLDG. SYSTEM/MODULAR MFR. 502-573-1795	MANUFACTURER OBTAINS MODEL PLAN APPROVAL	SITE INSPECTED BY STATE – IN-PLANT INSP. BY APPROVED 3 <sup>rd</sup> PARTY	CONSTRUCTION PERMITS AND OCCUPANCY CERTIFICATE
FOR ESTABLISHING THESE BUSINESSES IN THE COMMONWEALTH OF KENTUCKY, IT IS ADVISABLE TO CONTACT:		CABINET FOR ECONOMIC DEVELOPMENT BUSINESS INFORMATION CLEARINGHOUSE FRANKFORT, KENTUCKY 40601 502-564-4252	

**BUILDING AND FIRE SAFETY CODES USD IN KENTUCKY FOR VARIOUS YEARS**

<b>Mandatory date</b>	<b>Standard</b>
March 15, 1963	Standards of safety Adopted the national Building Code (NBC) 1955 Edition with 1957 and 1963 Amendments: National Electrical Code 1962 Edition (Local Building Codes may be more restrictive)
January 14, 1972	Standards of Safety Adopted the National Building Code (NBC) 1967 Edition: National Fire Codes (NFC) Volume 1 thru 10, 1970-71 Edition; National Electrical Code-1968 edition (Local Building Codes may be more restrictive)
November 7. 1973	Standards of Safety Adopted the National Building Code (NBC) 1967 Edition; National Fire Codes (NFC Volumes 1-10, 1962-73 Edition: National Electrical Code –1971 Edition (Local Building Codes may be more restrictive)
November 20, 1974	Standards of Safety (806 KAR 50:010) National Building Codes (NBC) 1967 Edition; National Fire Codes (NFC) Volumes 1 thru 10, 1973-74 Edition; National electrical Code – 1971 Edition (Local Building Codes may be more restrictive.
April 6, 1977	Standards of Safety (806 KAR 50:010) National Building Codes (NBC) 1975 Edition; National Fire codes (NFC) Volumes 1 thru 16, 1976 Edition (Local Building Codes may be more restrictive)
February 15, 1980	1980 Kentucky Building Code (KBC) First Edition; BOCA Mechanical Code 1981 Edition; National electrical Code-1981 Edition
May 7, 1980	Standards of Safety (806 KAR 10:015) National Fire Code (NFC) 1979 Edition; National Electrical Code-1978 Edition
February 3, 1983	1983 Kentucky Building Code (KBC) 2 <sup>nd</sup> Edition; BOCA Mechanical Code-1981 Edition; National Electrical Code- 1981 edition
December 1, 1985	1985 Kentucky Building Code (KBC) 3 <sup>rd</sup> edition; BOCA Mechanical Code-1984 edition; national Electrical code-1981 edition
January 1, 1988	1988 Kentucky Building code (KBC) 4 <sup>th</sup> Edition; BOCA Mechanical Code-1987 Edition; National Electrical Code-1987 Edition
September 11, 1990	Kentucky Fire Prevention Code: Standards of Safety
January 1, 1991	1991 Kentucky building Code (KBC) 5 <sup>th</sup> Edition; BOCA Mechanical Code-1990 Edition; National Electrical Code-1990 Edition
July 1, 1994	1994 Kentucky Building Code (KBC) 6 <sup>th</sup> Edition; BOCA Mechanical Code-1993; National electrical Code-1993 Edition
July 1, 1997	1997 Kentucky Building Code (KBC) 7 <sup>th</sup> Edition; BOCA Mechanical Code-1993 Edition; National Electrical Code 1996
January 1, 2002	2002 Kentucky Building Code (KBC) 8 <sup>th</sup> Edition; International Mechanical Code 2002 Edition, National Electrical Code 2002 Edition
July 6, 2007	2007 Kentucky Building Code (KBC) 9 <sup>th</sup> Edition; International Mechanical Code 2006 Edition, National Electrical Code 2005 Edition
January 1, 2014	2013 Kentucky Building Code (KBC) 10 <sup>th</sup> Edition; 2012 International Mechanical Code; 2014 NFPA 70, National Electrical Code (Effective Oct 1, 2014)
January 1, 2019	2018 Kentucky Building Code (KBC); 2015 International Mechanical Code; 2017 NFPA 70, National Electrical Code

## **CODES CURRENTLY ADOPTED BY KENTUCKY**

2018 Kentucky Building Code (Based on the 2015 International Building Code)

2018 Kentucky Residential Code (Based on the 2015 International Residential Code)

2015 International Mechanical Code

2015 International Fire Code (New construction projects, only when specifically referenced by the body of KBC)

2012 International Energy Conservation Code (for use with commercial buildings only)

2009 International Energy Conservation Code (for use with residential buildings only- see definition in IECC)

2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities

Kentucky State Plumbing Law, Regulations & Code (815 KAR Chapter 20)

State Boiler Regulation (KRS 236, 815 KAR 15)

2013 NFPA 13 - Installation of Sprinkler Systems

2013 NFPA 13D - Installation of Sprinkler Systems in One-and Two-Family Dwellings and Manufactured Homes

2013 NFPA 13R – Installation of Sprinkler Systems in Residential Occupancies Up to and Including Four Stories in Height

2013 NFPA 14 – Installation of Standpipe and Hose Systems

2012 NFPA 54 - National Fuel Gas Code

2017 NFPA 70 - National Electrical Code (effective October 1, 2014)

2013 NFPA 72 - National Fire Alarm and Signaling Code

2012 NFPA 101 - Life Safety Code (Health Care Facilities)

2015 International Existing Building Code

The above is for reference only and is only representative of the many codes and standards currently used in Kentucky. For specific applications not listed above, refer to Chapter 35 of the KBC and IBC.

Case Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

City/County: \_\_\_\_\_

**AFFIDAVIT OF ASSURANCES  
PURSUANT OF KRS 198B.060 (10)**

Comes the Applicant, (Please Print Name) \_\_\_\_\_  
and states pursuant to KRS 198B.060(10), that all contractors and subcontractors employed or that will be employed on any activity under the above referenced project shall be in compliance with the Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341).

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CONTRACTOR, OWNER OR OWNER'S AGENT

The foregoing Affidavit of Assurances was acknowledged and sworn to before me by \_\_\_\_\_, Applicant, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
KENTUCKY STATE AT LARGE

MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_.

Note: This Affidavit of Assurances shall be submitted for any project under State jurisdiction and where there is no local building official. Persons claiming exemption to the Workers' Compensation Laws should file an Affidavit of Exemption with the Kentucky Department of Workers' Claims, Division of Security & Compliance, Frankfort, Kentucky 40601. (800-554-8601).

# BEFORE YOU BUILD

## CHECKLIST OF POSSIBLE PERMITS AND PLAN REQUIREMENTS BEFORE CONSTRUCTION BEGINS

- PLUMBING PERMIT (STATE ISSUED) 502-573-0397
- ACCESSIBILITY (STATE & LOCAL) 502-573-0373
- FLOOD CONTROL PERMIT (STATE & LOCAL) 502-564-2979
- EARTHQUAKE ZONE REQUIREMENTS (STATE & LOCAL) 502-573-0373
- ENERGY CALCULATIONS (STATE & LOCAL) 502-573-0373
- ENVIRONMENTAL IMPACT REPORT (STATE) 502-564-3035
- EMISSIONS CONTROL REPORT (STATE) 502-573-3382
- ARCHITECTS AND ENGINEERS REQUIREMENTS (STATE & LOCAL)
  - ARCHITECTS BOARD 859-246-2431
  - ENGINEER'S SOCIETY 502-573-2680
- PLAN APPROVAL (STATE & LOCAL) (Page 3, 4 and 17) 502-573-0373
- CONSTRUCTION PERMIT (STATE & LOCAL) (Page 3,4,9 and 10) 502-573-0373
- HAZARDOUS PROCESS AND STORAGE (STATE & LOCAL) 502-573-1702
- FUEL TANK (STATE) 502-573-1702

## Before you can legally occupy.....

### CHECKLIST OF POSSIBLE CERTIFICATES REQUIRED BEFORE LEGAL OCCUPANCY CAN BE ISSUED:

- Plumbing 502-573-0397
- Electrical 502-573-1797
- Sprinkler (Above ground and Underground) (From Installing Contractor)
- Fire Alarm (From Installing Contractor)
- Hazardous Process and Storage Approval 502-573-1702
- Flame spread Rating Report (From Supplier)
- Rangehood Extinguishing system Test/Report (From Installing Contractor)
- Elevator Approval 502-573-1694
- Boiler 502-573-1708
- Fuel Tank 502-573-1702
- HVAC 502-573-0395