HBC 50-06
ORIG. 09/05, REV 11/13

PUBLIC PROTECTION CABINET

DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION

PLAN SUBMISSION APPLICATION GUIDE

FOR

BUILDING CONSTRUCTION

DIVISION OF BUILDING CODES ENFORCEMENT
502-573-0373

101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5412
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 104.0 of the 2013 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 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.

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 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

SEND: One (1) complete set of architectural plans
One (1) set of specifications if available
One (1) application form completed in full by identifying 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 @ Southbay Shopping Center.**

PROCEDURE FOR SUBMITTING CORRECTED ARCHITECTURAL PLANS

One (1) Set of Architectural Plans and cover letter identifying project by *Name and Case Number* shall be submitted to the attention of the Plan Reviewer.

If further information is needed contact:
Division of Building Codes Enforcement
101 Sea Hero Road,. Suite 100
Frankfort, Kentucky 40601-5412
(502) 573-0373

IF YOUR 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:

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

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

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

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
101 Sea Hero Road, Ste. 100
Frankfort, Kentucky 40601-5412

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 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
2) Site Plan & Site Survey (Section 107.2.5, 2013 KBC)
3) Complete building plans showing use of all areas
4) All appropriate wall, floor and foundation sections and details
5) Complete door schedule including hardware schedule
6) Complete window and glazing schedule
7) Complete interior finish schedule with documentation of maximum flame spread ratings
8) Complete specifications (may be separate document or located in the plans)
9) List of all fire rated assemblies and documentation of the required rating.
10) Details showing all accessibility features for the physically disabled (see Page 8)
11) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
12) Statement indicating shop drawings will be submitted for all fire protection systems
13) Fire Suppression Design Criteria form (see Pages 15 and 16)
14) Electrical Plans (show location of all exits and means of egress lighting)
15) Mechanical plans (include location and type of equipment and appliances and an air balance schedule)
16) List all design loads for the building
17) Complete information for all special occupancy requirements (atrium, high rise, covered mall, etc...)
18) Complete information for all special structures (sky lights, roof, panels, awnings, etc…)
19) 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)
20) Signed and sealed plans (when required by KRS 322/323)
21) 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) **ARCITECTURAL 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. CONSTUCTION 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 trough 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.

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

8) **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^2, 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) 573-0373.

PROFESSIONAL DESIGN REQUIREMENTS

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

TABLE 122.1
LICENSED DESIGN PROFESSIONAL SEALS

NOTE: Projects involving new *structures*, *additions* or renovations require *licensed 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 [e] (square feet)	CALCULATED [e] *OCCUPANT LOAD*	ARCHITECT	ENGINEER	EITHER	NONE
Assembly	—	100[a]	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 *dwelling units* [g]	50[g]	X	X	—	—
Storage [e]	20,000	—	—	—	X	—
Public works projects	Any	Any	—	—	X	—
SPECIAL USES						
Church buildings [f]	6,000	400	X	X	—	—
Day care	3,500[b]	100[b]	X	X	—	—
Farm Structures	Any size	Any size	—	—	—	X
Mixed uses	Note c	Note c	X	X	—	—
Smaller buildings	Note d	Note d	—	—	—	X
Nonbuilding structures	—	—	—	—	—	X

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 *licensed design professional* services.
e. Projects involving *additions* to existing *buildings* shall include existing *building areas* and/or calculated *occupant loads* when determining requirements for *licensed 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*.

***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

OCCUPANCY	FLOOR AREA IN SQ. FT. PER OCCUPANT
Accessory storage area, 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
Assembly without fixed seats	
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
Daycare	35 net
Dormitories	50 gross
Educational Classroom area Shops and other vocational room areas	 20 net 50 net
Exercise rooms	50 gross
H-5 Fabrication and manufacturing areas	200 gross
Industrial areas[a]	100 gross
Institutional areas Inpatient treatment areas Outpatient areas Sleeping areas	 240 gross 100 gross 120 gross
Kitchens, commercial	200 gross
Library Reading rooms Stack area	 50 net 100 gross
Mall buildings – covered and open	See Section 402.8.2
Locker rooms	50 gross
Mercantile Areas on other floors Basements and grade floor areas Storage, stock and shipping areas	 60 gross 30 gross 300 gross
Parking garages	200 gross
Residential	200 gross
Skating rinks, swimming pools Rinks and pools Decks	 50 gross 15 gross
Stages and platforms	15 net
Accessory storage areas, mechanical equipment room	300 gross
Warehouses	500 gross

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 Section 3409 of the IBC.

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

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 statues 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** (Sections 1603.1.5 and 1704, 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 3403, 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)

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. 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 2012 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 308.6)
□ 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 QUANITITIES

(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 ≥ 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 507.11

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 ÷ 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 T308.6)

SUPRESSION 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
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5405
BUILDING CODES: 502/ 573-0373 PLUMBING: 502/ 573-0397

NOTE: Complete all applicable spaces **Today's Date:** REV.2/2012

NAME OF PERSON SUBMITTING PLANS Phone ( ) - Ext

IS THE BCE PLAN REVIEW FEE INCLUDED WITH PLANS? ☐ **Yes** ☐ **No**

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

FAX: **EMAIL:** **SEND APPROVAL LETTER VIA: FAX☐ EMAIL☐ POSTAL☐**

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

FAX: **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

FAX: **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

FAX: **EMAIL:**

PROJECT CONTRACTOR PHONE ( ) - Ext

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

FAX: **EMAIL:**

BUILDING INFORMATION

NUMBER OF BUILDINGS IN THIS SUBMITTAL:		**USE OF BUILDING(S) ie...restaurant, office, classroom, storage or other (please specify)**			
BUILDING(S) IN THIS PROJECT IS / ARE:	☐ NEW FREESTANDING BUILDING	☐ NEW ADDITION TO EXISTING STRUCTURE	☐ RENOVATION ONLY	☐ RENOVATION & ADDITION	
TOTAL AREA IN NEW BLDG. OR ADDITION:	**FT^2**	**NUMBER OF LEVELS** (INCLUDING BASEMENT):		**BASEMENT**	☐ **Yes** ☐ **No**
TOTAL AREA IN EXISTING BLDG.:	**FT^2**	**DATE CONSTRUCTION TO BEGIN:**		**ESTIMATED COMPLETION DATE:**	

TYPE OF PLAN SUBMITTALS

BUILDING PLAN SUBMITTALS
(Check the type of evaluations requested at this time)

BUILDING PLAN REVIEW (BCE)

- Full Building Review ☐
- Expedited Site & Foundation Review ☐
- Partial Building Review (Shell) ☐

PLUMBING PLAN REVIEW

- Plumbing Review ***ONLY*** ☐
- Water Supply Review ☐
- Waste Water Review ☐
- Other (please specify) ☐

SUBMIT ONLY ONE SET FOR BCE SUBMIT 3 SETS OF PLANS FOR PLB

SHOP DRAWING PLAN SUBMITTALS
(Check the type of evaluations requested at this time)

- Suppression System (Sprinkler, CO^2, Etc.) ☐
- Alarm Systems ☐
- Boiler System ☐
- Bleacher Seating ☐
- Range Hood System ☐
- Fuel Tank ☐
- Elevator ☐
- Swimming Pool ☐
- Prefabricated Truss ☐

SUBMIT ONLY ONE SET OF PLANS FOR THE ABOVE

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

THIS SECTION TO BE COMPLETED BY THE LOCAL HEALTH DEPARTMENT OFFICIAL

(Must be completed prior to sending **Plumbing Plans** to Frankfort)

REVIEWED BY:

NAME

TITLE DATE

*APPROVED BY (*COUNTY OR DISTRICT HEALTH DEPARTMENT)

THIS AREA FOR OFFICE USE ONLY

1. A Plan Submission Application Guide (PSAG) describing the plan submission procedures is available upon request. Copies may be obtained by calling or writing to the Department of Housing, Buildings and Construction, Division of Building Codes Enforcement or the Division of Plumbing. 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
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5405

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
18 REILLY ROAD, FRANKFORT OFFICE PARK
FRANKFORT, KENTUCKY 40601
502/564-3410

PUBLIC PROTECTION CABINET
Department of Housing, Buildings and Construction Division of Building Codes Enforcement Fee Accounts
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5412
502/ 573-0373

2013 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: _____

Date: _____

Check #: _____

Check Amount: $ _____

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:

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:

.0025 X cost of alterations $_____or same as ***NEW CONSTRUCTION***, whichever is less = ***FEE*** $_____

TOTAL FEE THIS SECTION $_____

The minimum fee for review of plans under this section shall be two hundred and fifty dollars. (**$250**).

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^2 Suppression Fee	_____	Haz. Materials Tank Fee	_____
Foam Suppression Fee	_____	***TOTAL SPECIALIZED FEES***	_____

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.

2013 KENTUCKY BUILDING CODE
SECTION 121.0 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 are 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 review and inspection functions required by the *Department of Housing, Buildings and Construction* shall be as prescribed in Sections 121.3.1 through 121.3.17, as applicable.

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

TABLE 121.3.1

OCCUPANCY TYPE	COST PER SQ FOOT
Assembly	14 cents
Business	13 cents
Day care centers	13 cents
Educational	13 cents
High hazard	12 cents
Industrial factories	12cents
Institutional	14 cents
Mercantile	13 cents
Residential	13 cents
Storage	11 cents
Utility and Miscellaneous	11 cents

121.3.1.1 Fast-track elective. For *permit* applicants seeking early *site* and foundation approval prior to full review of the 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 plan submission to the *Department*.

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 of Housing, Buildings and Construction* in check form 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. The plan review fees of the *Department* 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. The total square footage shall be determined by the outside *dimensions* of the *building*. The minimum fee for review of plans under this section shall be $250. The fee for *buildings* with multiple or mixed occupancies may be calculated 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 measurement of the square footage of the addition, as determined by the outside dimensions of the addition. The minimum fee for review of plans under this section shall be $250.

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 outside *dimensions*. Minimum fee for review of plans under this section shall be $250.

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 0.0025; 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 $250.

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

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

121.3.12 Carbon dioxide suppression system 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. $0.50 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 review fee schedule. The fee for review of plans under this section shall not be less than $275 nor 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 1 to 1000 seats shall be $275; over 1000 seats shall be $275 plus $20 for each *additional* 200 seats in excess of 1000 seats. The total number of seats in seating systems without dividing arms shall be calculated at 18 inches per seat as required by Section 1004.4 of this code.

121.3.18 Consumer Fireworks Retail Fee. For tents, temporary structures, or buildings used for the retail sales of consumer fireworks, the fees shall be:

121.3.18.1 Temporary Tents and Structures: $125

121.3.18.2 Store: $250

121.3.18.3 Permanent Building: 13 cents per square foot.

121.4 Local jurisdiction. Each local government shall adopt its own schedule of reasonable fees for *building permits* and the performance of functions under this code. The fees shall be designed to cover fully the cost of the service performed but shall not exceed the cost of the service performed.

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: _____

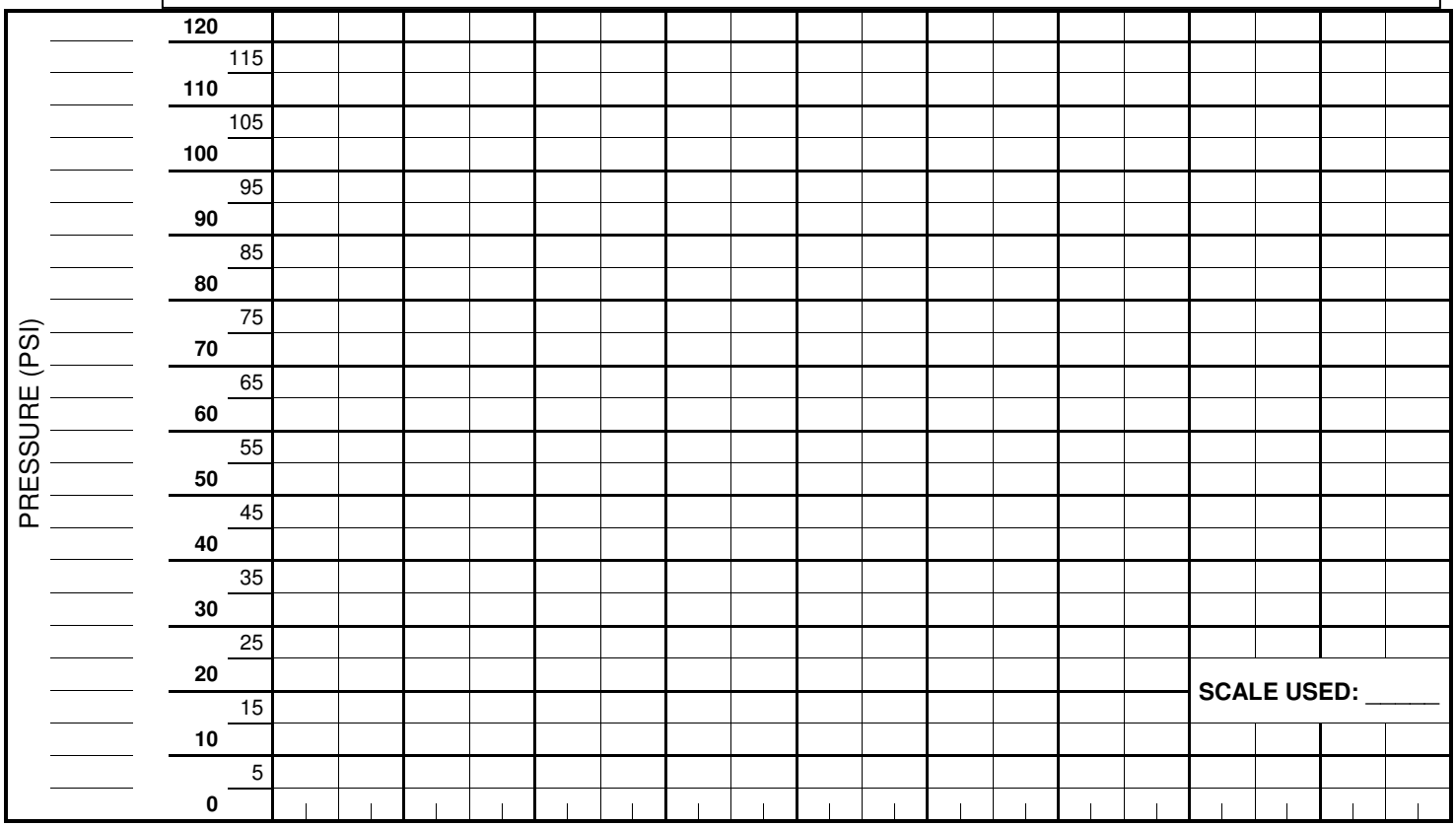
AFFIX SEAL AND SIGNATURE HERE

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***



Scale A	100	200	300	400	500	600	700	800	900
Scale B	200	400	600	800	1000	1200	1400	1600	1800
Scale C	400	800	1200	1600	2000	2400	2800	3200	3600

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					815 KAR 10:020 SECTION 7 KBC CHAPTER 1 SECTIONS 104.1 AND 104.2 KRS 198B	
Use Group (Occupancy)	**Local Authority has assumed no responsibility[6]**		**Local authority has assumed minimum responsibility[2, 3, 4 ,6]**		**Local Authority has assumed full responsibility[1, 6, 7, 9]**	
	(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 or 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[8]	None

FOOTNOTES:

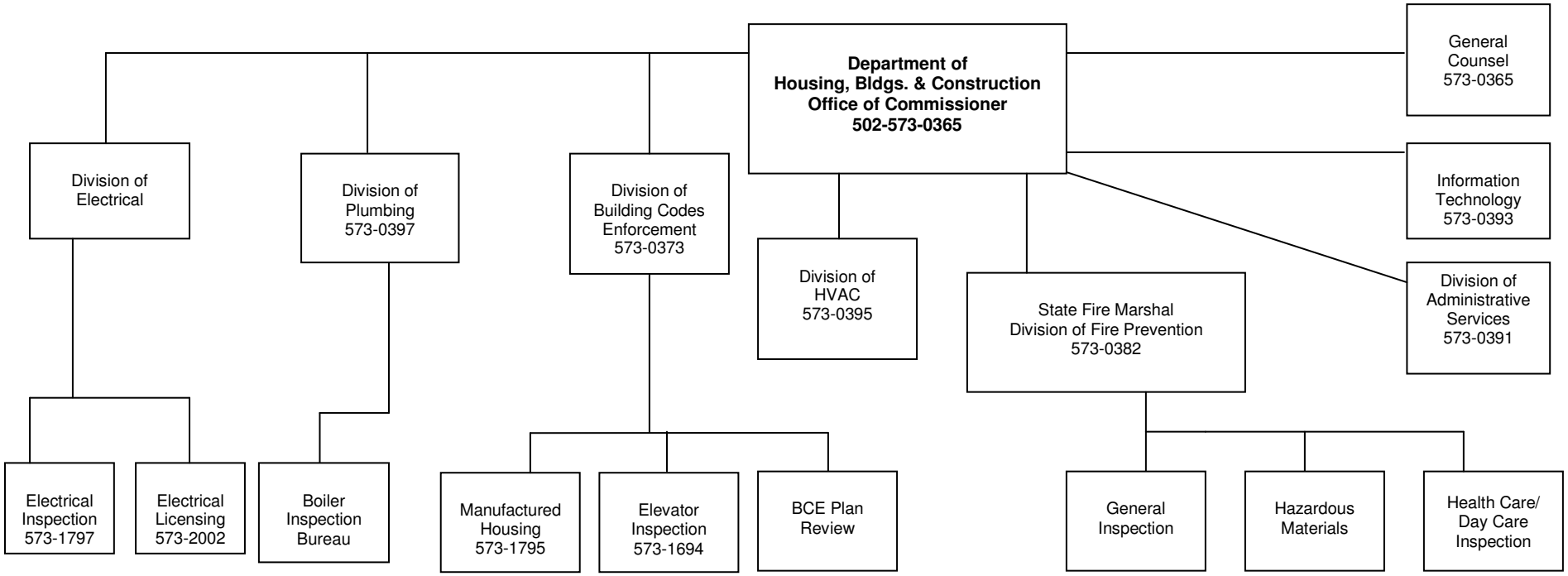
1. Check for special agreements with local officials or the DHBC.
2. RENOVATIONS to existing building that exceed the requirements for local review responsibility will be reviewed by DHBC.
3. ADDITIONS to existing buildings will require state review if the existing size plus the addition exceed the allowable 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.

DEAPARTMENT 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 NO. 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 502-573-0385	NO LICENSE REQUIRED	STATE INSPECTOR	ALARM CERTIFICATE BY CERTIFIED INSPECTOR
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
PAINTING 502-573-0373	NO LICENSE REQUIRED	STATE or LOCAL JURISDICTION	NONE
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 3rd 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 CAPITAL PLAZA TOWER, 24th FLOOR FRANKFORT, KENTUCKY 40601 502-564-4252	

BUILDING AND FIRE SAFETY CODES USD IN KENTUCKY FOR VARIOUS YEARS

Mandatory date	Standard
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) 2nd Edition; BOCA Mechanical Code-1981 Edition; National Electrical Code- 1981 edition
December 1, 1985	1985 Kentucky Building Code (KBC) 3rd edition; BOCA Mechanical Code-1984 edition; national Electrical code-1981 edition
January 1, 1988	1988 Kentucky Building code (KBC) 4th 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) 5th Edition; BOCA Mechanical Code-1990 Edition; National Electrical Code-1990 Edition
July 1, 1994	1994 Kentucky Building Code (KBC) 6th Edition; BOCA Mechanical Code-1993; National electrical Code-1993 Edition
July 1, 1997	1997 Kentucky Building Code (KBC) 7th Edition; BOCA Mechanical Code-1993 Edition; National Electrical Code 1996
January 1, 2002	2002 Kentucky Building Code (KBC) 8th Edition; International Mechanical Code 2002 Edition, National Electrical Code 2002 Edition
July 6, 2007	2007 Kentucky Building Code (KBC) 9th Edition; International Mechanical Code 2006 Edition, National Electrical Code 2005 Edition
January 1, 2014	2013 Kentucky Building Code (KBC) 10th Edition; 2012 International Mechanical Code; 2011 NFPA 70, National Electrical Code

CODES CURRENTLY ADOPTED BY KENTUCKY

2013 Kentucky Building Code (Based on the 2012 International Building Code)

2013 Kentucky Residential Code (Based on the 2012 International Residential Code)

2012 International Mechanical Code

2012 International Fire Code (New construction projects, only when specifically referenced by the body of KBC)

2009 International Energy Conservation Code

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

2013 Kentucky State Plumbing Law, Regulations & Code (815 KAR Chapter 20)

State Boiler Regulation (KRS 236, 815 KAR 15)

2012 NFPA 1 Fire Prevention Code (as directed by 815 KAR 10:60 Kentucky Standards of Safety)

2010 NFPA 13- Standard for the Installation of Sprinkler Systems

2010 NFPA 13D- Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes

2010 NFPA 13R- Sprinkler Systems in Residential Occupancies Up to and Including Four Stories in Height

2010 NFPA 14-Standpipe, Hose Systems

2009 NFPA 54- National Fuel Gas Code

2011 NFPA 70 National Electrical Code

2010 NFPA 72- National Fire Alarm and Signaling Code

2000 NFPA 101- Life Safety Code (Health Care Facilities)

GB-03-01- (not updated yet, this is still based on the 2007 KBC), SEAoK- Special Inspection Guidelines http://seaok.org

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, contact the Department of Housing, Buildings and Construction, Division of Building Codes Enforcement at (502) 573-0373 or refer to Chapter 35 of the KBC.

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, 1270 Louisville Road, 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)		502-573-0393
❑ 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)		502-573-0382
❑ FUEL TANK (STATE)		502-573-0382

Before you can legally occupy.....

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

☐	Plumbing	502-573-0397
☐	Electrical	502-573-0382
☐	Sprinkler (Above ground and Underground)	(From Installing Contractor)
☐	Fire Alarm	(From Installing Contractor)
☐	Hazardous Process and Storage Approval	502-573-0382
☐	Flame spread Rating Report	(From Supplier)
☐	Rangehood Extinguishing system Test/Report	(From Installing Contractor)
☐	Elevator Approval	502-573-0382
☐	Boiler	502-573-0382
☐	Fuel Tank	502-573-0382