

THE FOLLOWING IS A COMPREHENSIVE LIST OF THE DOCUMENTATION REQUIRED TO BE SUBMITTED FOR A COMPLETE PLAN REVIEW:

BUILDING PLAN REVIEW CHECKLIST

- 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 (106.2, KBC)
- 3) Complete building plans showing use of all areas
- 4) All appropriate wall, floor and foundation section 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 (See Page 8)
- 11) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
- 12) Statement indicating shop drawing will be submitted for all fire protection systems
- 13) Fire Suppression Design Criteria (See Page 16 & 17 of Application Guide)
- 14) Electrical Plans (Show location of all exits and means of egress lighting)
- 15) List all design loads for the building
- 16) Complete information for all special occupancy requirements (Atrium, high rise and covered mall)
- 17) Complete information for all special structures (sky lights, roof, panels, awnings, etc.)
- 18) Earthquake Design Data (Section 1603.1.5) and letter of special inspections, where applicable, by Section 1613 thru 1623 and 1704 of the building code. (See Page 8)
- 19) Signed and Sealed plans (when required by KRS 322/323)
- 20) Sequence of operations for all special systems (smoke control, elevator recall, etc.)

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.

PLAN REQUIREMENTS

- 1) **GENERAL:**
Submit one (1) complete set of plans and three (3) plumbing sets of 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. Review the plans 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 # 21**
- 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 one 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:**
Forms for the necessary calculations are available on request from Frankfort or Com Check at www.energycodes.gov.
- 7) **SEISMIC DESIGN DATA & LETTER OF SPECIAL INSPECTIONS:** (See Page# 8)
- 8) **FIRE SUPPRESSION DESIGN CRITERIA:**
(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 Office 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) & (5C) 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, CO², Halon, Standpipe)

(c) Fuel Installation- to Hazardous Materials Section, State Fire Marshal's Office (Gasoline, LP, Fuel Oil Tanks, etc.)

(d) Range Hood/Exhaust system (See page 11)

(e) Range Hood Extinguishing Systems

(f) Boilers- to Boiler Section, State Fire Marshal's Office

(g) Pools
- 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 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 OF THE 2007 CODE)

THE FOLLOWING USES OF NEW STRUCTURES, ADDITIONS OR RENOVATIONS WILL REQUIRE THE SERVICES OF EITHER AN ARCHITECT OR AN ENGINEER LICENSED IN KENTUCKY:

TABLE 122.1
DESIGN PROFESSIONAL SEALS

NOTE: Projects involving new structures, additions or renovations require 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 ° (square feet)	CALCULATED 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	—
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	—	x
Smaller buildings	Note d	Note d	—	—	—	x
Nonbuilding structures	—	—	—	—	—	x

*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 (below)

TABLE 10041.1, 2007 KBC - MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT ^a

OCCUPANCY	FLOOR AREA IN SQ. FT. PER OCCUPANT
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
Assembly with fixed seats	See Section 1004.7
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
Dormitories	50 gross
Educational	
Classroom area	20 net
Shops and other vocational room areas	50 net
Exercise rooms	50 gross
H-5 Fabrication and manufacturing areas	200 gross
Industrial areas ^a (use 200 gross for determining jurisdiction and design professional requirements)	100 gross
Institutional areas	
Inpatient treatment areas	240 gross
Outpatient areas	100 gross
Sleeping areas	120 gross
Kitchens, commercial	200 gross
Library	
Reading rooms	50 net
Stack area	100 gross
Locker rooms	50 gross
Mercantile	
Areas on other floors	60 gross
Basements and grade floor areas	30 gross
Storage, stock and shipping areas	300 gross
Parking garages	200 gross
Residential	200 gross
Skating rinks, swimming pools	
Rinks and pools	50 gross
Decks	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, their associated sites and facilities, shall be accessible to persons with disabilities, including, but not limited to OCCUPANTS, EMPLOYEES, STUDENTS, SPECTATORS, PARTICIPANTS, AND VISITORS. [1103.1 IBC] REVIEW SECTION 1103.2 of the IBC and 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

STRUCTURAL TEST AND INSPECTIONS

SPECIAL INSPECTIONS

The *special inspections* required by Sections 1704. The special inspectors shall be provided by the owner and shall be qualified and approved for the inspection of the work described herein.

EXCEPTIONS:

1. Special inspections are not required for work for which a design professional is not required by Section 122.1. (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 and occupancies in Group U that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1.
4. Unless otherwise required by the building official, special inspections are not required for buildings assigned to Category I per Table 1604.5.

1704.1.1 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.

PARTIAL PERMITS

The Building Code Official is authorized to issue a permit for any part of a building or structure before the plan complete package has been submitted. Upon request, the Building Code Official is also authorized to issue partial permits if an entire 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 Code.

SITE / FOUNDATION

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 (KRS 322/323 and Table 122.1 of the 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 106.2 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 106.2 KBC)
- ❑ **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 letter of approval or disapproval 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. 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 Inspection (Sections 1603.1.5 and 1704)**
- ❑ **CONSTRUCTION TYPE**
Sufficient construction details (i.e. exterior walls, interior bearing structure and floor/roof assembly) shall be submitted to confirm the building will comply with the minimum construction required. (Chapters 5 and 6 KBC)
- ❑ **FIRE WALLS**
If a fire all 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 wall designed with a noncombustible material, 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 705. KBC)
- ❑ **SUPPRESSION SYSTEM**
Fire suppression design criteria shall be submitted when the project requires a sprinkler system involving more than 10 sprinklers. This applies to limited are systems as well as full coverage systems. (Section 903.2 and 302.1.1, KBC)
- ❑ **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 footing and foundation review only. The drawings and documents identified above submitted by close of business any Wednesday, for a S/F review the following Friday afternoon. 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.

SHELL

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.

THE FOLLOWING ITEMS FROM SITE AND FOUNDATION PERMIT LIST

Architect/Engineer Additions	Suppression System Site Survey Foundation Plan	Site Plan Site Survey Fee
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FOOR PLAN(S)

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

DOOR SCHEDULE

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

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 and all pre-engineered /prefabricated systems (steel building, wood floor/roof trusses, laminated systems, and pole barn, and post and frame designs etc.)

EXTERIOR WALLS

A complete set of construction details illustrating method and materials for the construction of all exterior walls.

FIRE WALLS

If a firewall is provided or required, the floor plan shall identify the location. A full height section (drawn to scale) shall be submitted illustrating the method and materials for construction. (Section 705, KBC)

FIRE BARRIER/FIRE PARTITION 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. (Section 706 and 708 KBC)

ENERGY CONSERVATION CALCULATIONS

Forms for the necessary calculations are available upon request from Frankfort. 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, lighting and mechanical.

NOTICE: *The construction of interior non- load bearing partitions, interior/exterior stairs or ramps, HVAC and electrical systems, and other areas are not reviewed as part of the Shell permit.*