



**PUBLIC PROTECTION CABINET**  
**Department of Housing, Buildings and Construction**

101 Sea Hero Road, Suite 100  
Frankfort, Kentucky 40601-5412  
Phone: 502-573-0365  
Fax: 502-573-1057  
[www.dhbc.ky.gov](http://www.dhbc.ky.gov)



## Project Public Funding Disclosure

Projects that are funded by Federal, State and other public funding sources are at times subject to contractual restrictions that depend upon approval by this Department. For these projects, funding is not provided until the project is approved. In the past these projects have not been approved because the shop drawings for the pre-engineered components being utilized in the design can not be delivered until the construction contracts are executed. For this reason, the Department may consider the issuance of conditional release for projects that provide documentation on their funding sources and in which the designer is retained for project oversight thereby assuming the responsibility for the shop drawing approvals process. The designer shall accept the responsibility to submit approved, stamped shop drawings on these systems to this Department. This "Disclosure" is being implemented to document that the project being considered is in fact funded with public monies and that the owner and designer fully acknowledge and understand their responsibility for the submission of the approved shop drawings. All of these documents are to be submitted and approved by the Department *before* work related to the system may begin.

Pursuant to Section 106.3.4 of the building code, the owner is responsible for designating a "Design Professional in Responsible Charge." This designer must be identified and remain responsible for the project throughout the entire construction process. If the Design Professional in Responsible Charge is released from his or her responsibilities, the owner is responsible to assign and engage a new Kentucky registered design professional to complete this project. Notice shall be given by the owner to the Department of any change in the Design Professional in Responsible Charge within 10 days of the change.

# *Project Public Funding Disclosure Form*

Projects funded by Federal, State and other public funding sources are at times subject to contractual restrictions that depend upon approval by this Department. For this reason, the Department will consider the issuance of conditional approval for projects that provide documentation on their funding sources and that demonstrates project administrative control for the pre-engineered building components being utilized in their design. These approvals may be considered when the Kentucky registered "Design Professional in Responsible Charge" (see section 106.4.3 of the KBC) and the owner affirm through the submission of this completed document that the design professional will be responsible for the submission of an approved set of shop drawings for the system(s) being utilized. These shop drawings shall contain the designer's "Approved or Released" shop drawing stamp and his signature. In addition, the completion of this document constitutes an affirmation that the shop drawings will be submitted to this Department for review and approval *before* the installation of this building component.

-----Please complete all of the following-----

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

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

**Address:** \_\_\_\_\_

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

**Owners Name:** \_\_\_\_\_

**Designers Name:** \_\_\_\_\_

**Firm / Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Funding Source(s):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Owners signature:**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Design Professional in Responsible Charge:**

\_\_\_\_\_ **Date** \_\_\_\_\_

*Seal and Signature*



An Equal Opportunity Employer M/F/D