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

PUBLIC PROTECTION CABINET

DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION

PLAN SUBMISSION APPLICATION GUIDE

FOR

BUILDING CONSTRUCTION

DIVISION OF BUILDING CODE ENFORCEMENT
502-573-0373

101 Sea Hero Road Suite 100
Frankfort, Kentucky 40601-5405
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 PROBLEM OCCURS, THIS OFFICE IS AVAILABLE TO ASSIST YOU.

Page 2 ……. ..……. ……Table of Contents

Page 3 ……. ...……. ……..Preface

Page 3 ……. ……. ……..Plan Submission Process

Page 4 ……. ...……. ……Plumbing Plan Submission

Page 5 ……. ...……. ……...Building Plan Checklist

Page 6…….. ...……. ……..Plan Requirements

Page 7…….. …….. ….Architects and Engineers Requirements

Page 8 ……. …….. ...Requirements for the Physically Disabled

Page 8 ..... …… ...…… …....……Seismic Design

Page 9 & 10 ..…….. ...…… …….....…… Partial Permits

Page 11 ...…… Rangehood Submittal Requirements

Page 12 & 13 ..……... ...…… …….....Application Form

Page 14 & 15……... ...…… ……...Fee Schedule

Page 16 & 17 …… ...…… ……..Fire Suppression Design Criteria Form

Page 18 ……... ...…… ……Local Review

Page 19 ……... ...…… …….....Important telephone Numbers

Page 20 …….. ...…… ……License Requirements

Page 21 …….. ...…… Codes Used in Kentucky for Various Years

Page 22 ……... ...…… ……..Codes Currently Used in Kentucky

Page 23 ……... ...…… ……...Affidavit of Assurances

Page 24……... ……Before You Build Checklist

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 18.**

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 Code 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 & 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 2007 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 Department is responsible for all buildings other than single family dwellings. Page 17 of this Guide describes the types of projects to be reviewed locally or by this Office. If you are unaware of a local code enforcement program, call this office to confirm.

After determining whether the Department 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 Department 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 project under the jurisdiction of the Department. More specific questions can be directed to one of several plan review technicians located in the Division of Plumbing or Division of Building Code Enforcement.

Plan Submission Process for the Department of Housing, Buildings & Construction

SUBMITTING TO DIVISOIN OF BUILDING CODES ENFORCEMENT

SEND: One (1) complete 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.**

If further information is needed, contact:
Division of Building Codes Enforcement
101 Sea Hero Road. Suite 100
Frankfort Kentucky 40601-5405
(502) 573-0373

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.

Plumbing Plan Submission

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**	**Leslie**	**Robertson**
Anderson	**Fleming**	**Letcher**	**Rockcastle**
Ballard	**Franklin**	**Livingston**	**Russell**
Barren	**Fulton**	**Logan**	**Scott**
Bell	**Floyd**	**Lyon**	**Shelby**
Bourbon	**Garrard**	**McCracken**	**Simpson**
Boyd	**Graves**	**McCreary**	**Spencer**
Breathitt	**Green**	**Madison**	**Taylor**
Butler	**Harlan**	**Magoffin**	**Trigg**
Caldwell	**Harrison**	**Marshall**	**Trimble**
Calloway	**Hart**	**Mason**	**Warren**
Carlisle	**Henry**	**Mercer**	**Wayne**
Carroll	**Hickman**	**Metcalf**	**Whitley**
Casey	**Jackson**	**Montgomery**	**Wolfe**
Clark	**Jefferson**	**Muhlenberg**	**Woodford**
Clay	**Jessamine**	**Nelson**	
Clinton	**Knott**	**Nicholas**	
Crittenden	**Knox**	**Owsley**	
Cumberland	**Lawrence**	**Perry**	
Edmonson	**Lee**	**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
Office
Department of Housing, Building & Construction
101 Sea Hero Road, Ste. 100
Frankfort, Kentucky 40601-5405

Please call Tim House or 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.

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) 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 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, CO^2, 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 [e] (square feet)	CALCULATED OCCUPANT LOAD [e]	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 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 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	Suppression System	Site Plan
Additions	Site Survey	Site Survey
	Foundation Plan	Fee

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.*

RANGEHOOD SUBMITTAL REQUIREMENTS

The following is a list of items that are required to be submitted for a complete rangehood review. Please note that this office encourages the rangehood 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 rangehood 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/ per suppression system. ***All code references are from the 2006 International Mechanical Code**

GENERAL

□ Plans include floor plan of area hood is 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 rangehood manufacturer or fabricator 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 Mfg. STD Gauge 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 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 or 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 has a minimum duct velocity of 500 FPM (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
□ Please provide 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 Evolves 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 floor roof

PLAN APPLICATION FORM

ENVIRONMENTAL AND PUBLIC PROTECTION CABINET
DEPARTMENT OF PUBLIC PROTECTION
OFFICE 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:** 10/27/2009 REV.12/2007

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

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

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

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

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.

ENGINEER (NAME & FIRM) PHONE ( ) - Ext

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

PROJECT CONTRACTOR PHONE ( ) - Ext

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

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 ☐

PLUMBING PLAN REVIEW

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

SUBMIT ONLY ONE SET FOR BCE

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 Code 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..

???? HOW MANY SETS OF PLANS TO SUBMIT ????

I. **NUMBER OF PLAN SETS REQUIRED TO BE SUBMITTED:** Of the number of plan sets required, at least one shall be a complete set of construction documents and the remaining sets may consist of plumbing plans only. **Note: When submitting plans for specialized systems such as fire alarm or fire sprinkler systems, only one(1) set of plans is required. Any plan submittal that does not involve plumbing should only have one(1) plan for the Division of Building Code Enforcement.**

NOTE: A plan set consists of 1 plan and 1 plan application form.

NOTE: When copying this form it is not necessary to copy this side.

1) Counties or Cities not listed below - One(1) complete plan set and three (3) plumbing plan sets for a total of four (4) plan sets-----_____

2) a) If in the city limits of Louisville - One(1) complete plan set and five (5) plumbing plan sets for a total of six (6) plan sets----------_____
b) If in Jefferson County and not within Louisville City Limits -
One(1) complete plan set and four(4) plumbing plan sets for total of five (5) sets----------_____

NOTE: ALWAYS CHECK TO SEE IF ARCHITECTURAL REVIEW IS REQUIRED IN FRANKFORT BY THE DIVISION OF BUILDING CODES

TOTAL NUMBER OF PLAN SETS REQUIRED TO BE SUBMITTED----------_____

II. **ADDITIONAL PLAN SETS REQUIRED:**

1) Project has a swimming pool - add one (1) plumbing plan set----------_____

2) Project has a private water supply - add one (1) plumbing plan set----------_____

3) Project has a private sewage disposal system with treated effluent - add one (1) plumbing plan set----------_____

TOTAL NUMBER OF PLAN SETS REQUIRED TO BE SUBMITTED----------_____

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

Department of Housing, Buildings and Construction Division of Building Code Enforcement
Fee Accounts
101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405
502/ 573-0373

ENVIRONMENTAL and PUBLIC PROTECTION CABINET

2007 KBC PLAN REVIEW FEE WORKSHEET

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

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

Date: _____

Check #: _____

Check Amount: $ _____

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:

Cost per square foot: _____X total area _____ = ***FEE*** $_____
(SEE FEE SCHEDULE)

ADDITIONS TO EXISTING BUILDINGS:

Cost per square foot: _____X total area of addition_____ = ***FEE*** $_____
(SEE FEE SCHEDULE)

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 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**. The **name** and **location** of the project must be indicated on the check and plans to ensure proper credit.

SUBMIT TO THE ABOVE ADDRESS:

Kentucky UNBRIDLED SPIRIT

SEE FEE SCHEDULE ON REVERSE SIDE

2007 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 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

	Cost per square foot
Assembly	14 cents
Business	13 cents
Day care centers	13 cents
Educational	13 cents
High Hazard	12 cents
Factory / Industrial	12 cents
Institutional	14 cents
Mercantile	13cents
Residential	13 cents
Storage	11cents
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 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 by this code shall be accompanied by the applicable fee as set forth herein, rounded to the nearest dollar.

121.3.3 Method of payment. All fees required herein shall be 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. 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 $250. 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 shall 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 outside dimensions of the addition. Minimum fee for the review of plans under this section shall be $250.

121.3.7 Change in use. Plan review fees for existing buildings in which the use 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
AUTOMATIC SPRINKLER REVIEW FEE TABLE

SPRINKLER HEADS	Fee
004 – 200	$275
201 – 300	$300
301 – 400	$350
401 – 750	$400
Over 750	$400 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 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 per gallon of foam concentrates 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. Includes range hood and suppression system plans.

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 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. DATA 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: _____

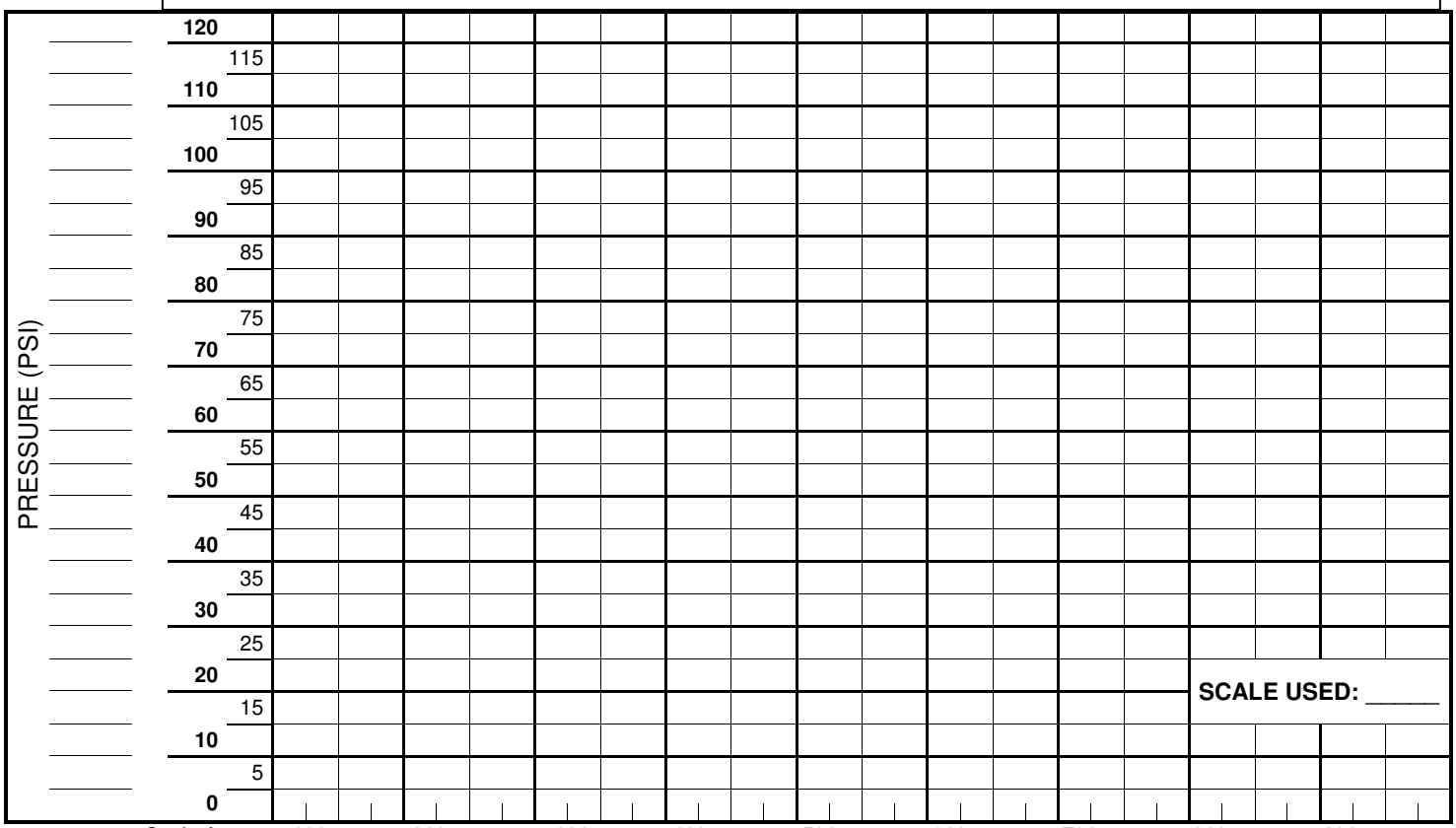
AFFIX SEAL AND SIGNATURE HERE

FIRE FLOW TEST DATA SHEET

STATIC PRESSURE (psi)	RESIDUAL PRESSURE (psi)	PITOT 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]**	
	(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 Less than 20,000 sq. ft.	More than 3 Stories or 20,000 sq. ft. or more	All	None
R-2 Residential – Multi Family R-3	NA	All	Up to 3 Stories and Less than 20,000 sq. ft.	More than 3 Stories or 20,000 sq. ft. or more	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	20,000 sq. ft. or less than 100 persons	More than 20,000 sq. ft. or more than 101 persons	All	None
S-1 Storage Moderate S-2 Storage Low	NA	All	20,000 sq. ft. or less	More than 20,000 sq. ft.	All	None
A-1 Assembly- Theaters, Bars A-2 Restaurants, Recreation A-3 Centers	NA	All	100 persons of less	101 Persons or more	All	None
A-4 Assembly- - Churches	NA	All	6,000 sq. ft. or less and 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 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	Footnote 5	Footnote 5	ALL[8]	None

FOOTNOTES:

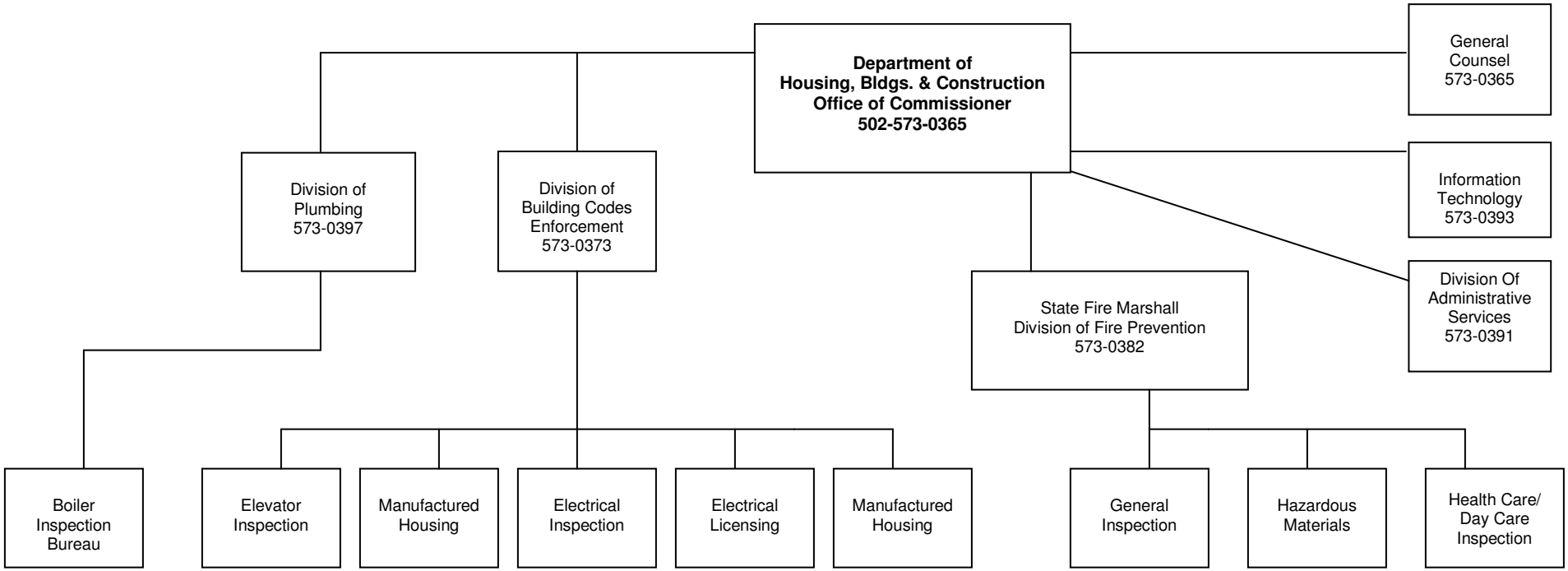
1. Check for special agreements with local officials or the OHBC
2. RENOVATIONS to existing building that exceed requirements for local review responsibility will be reviewed be the State.
3. ADDITIONS to existing buildings will require state review if the existing size plus the addition exceed the allowable size for local review.
4. See page 7 of this guide or Table 1004.1.1 of the KBC to determine occupant load
5. Contact Frankfort at (502) 573-0373 to determine occupant load and review requirements.
6. For work which is exempt for 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 OHBC if you have questions.
8. Unless any of the uses involved are identified as state review even though local authority has assumed full responsibility.

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 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 502-573-0382	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) 573-0382	NEED PERMIT NO. LICENSE REQUIRED	STATE INSPECTOR	CERTIFICATE BY STATE INSPECTOR REQUIRED ANNUALLY
BOILER 502-573-0382	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) 502-573-0382	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 502-573-0373	STATE APPROVAL REQUIRED AT MANUFACTURER'S SITE	STATE INSPECTED AT DEALER LOT	STATE PERMIT ISSUED AT JOB SITE
INDUSTRIALIZED BLDG. SYSTEM/MODULAR MFR. 502-573-0373	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

CODES CURRENTLY ADOPTED BY KENTUCKY

2007 Kentucky Building Code (Based on the 2006 International Building Code)

2006 International Mechanical Code

2006 Kentucky Fire Prevention Code (Standards of Safety)

2006 International Energy Conservation Code

2007 Kentucky Residential Code (Based on the 2006 International Residential Code)

2006 Kentucky Building Code (Day Care Centers – see Section 421 for special requirements)

2008 NFPA 70 National Electrical Code

2006 International Fire Code (IFC) (New construction projects, only when specifically referenced by the body of KBC)

2000 NFPA101-Life Safety Code (Health Care Facilities)

2000 International Fire Prevention Code for Portable Extinguishers (Section 906)

2001 State Boiler Regulation

2002 NFPA 13- Sprinkler Systems

2002 NFPA 13D-Sprinkler Systems – One/Two Family Dwelling

2002 NFPA 13R-Sprinkler systems in Residential Occupancies

2003 NFPA 14-Standpipe, Hose Systems

2002 NFPA 72-Fire Alarm

2003 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities

The above is only representative of the many codes and standards currently used in the Kentucky; and, is for reference only. 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.

Environmental and Public Protection Cabinet
Office of Housing, Buildings and Construction
Division of Building Codes Enforcement
101 Sea Hero Rd
Frankfort, KY 40601

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 Assurance 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 a Waiver with the Kentucky Department of Workers' Claims, Division of Security & Compliance, 657 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