



**DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION  
DIVISION OF BUILDING CODE ENFORCEMENT  
MANUFACTURED HOUSING SECTION  
101 SEA HERO ROAD, SUITE 100  
FRANKFORT, KENTUCKY 40601-5412  
PHONE (502) 573-1795 FAX (502) 573-1059**

**KIBS MODEL APPLICATION FORM**

This form to be completed by Manufacturer's Representative. Please CHECK ONE:

- Residential Modular Homes (One or Two-Family Dwellings other than HUD Manufactured Home)
- Commercial Modular Units (All Use Groups other than 1 or 2 family dwellings.)

USE: \_\_\_\_\_

**MANUFACTURER INFORMATION**

NOTE: Complete the following information for the manufacturer or indicate your Kentucky assigned KIBS factory number,

(a 3 digit number with A or B suffix assigned by the Office during first model submittal) here: \_\_\_\_\_

MANUFACTURER'S NAME: \_\_\_\_\_

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

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

FACTORY LOCATION: \_\_\_\_\_

NAME OF FACTORY REPRESENTATIVE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**MODULAR BUILDING INFORMATION**

PROPOSED MODEL NAME: \_\_\_\_\_ MODEL #: \_\_\_\_\_

OVERALL BUILDING SIZE: \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

AREA PER FLOOR: \_\_\_\_\_ NUMBER OF FLOOR LEVELS: \_\_\_\_\_

TOTAL AREA IN BUILDING: \_\_\_\_\_

TOTAL NUMBER OF BLDG. MODULES OR UNITS: \_\_\_\_\_ SIZE OF UNITS: \_\_\_\_\_ W x \_\_\_\_\_ L \_\_\_\_\_

**MODEL PLAN SUBMISSION CHECKLIST**

**Note:** Please check each item included with your Model Plan  
**All of this information is required with the Model Plan Submission.**

Cover Letter or Letter of Transmittal  
Plans drawn to minimum scale of  $\frac{1}{8}'' = 1'-0''$   
Title Sheet  
Foundation Plan or Blocking Points Plan  
Floor Plan(s)  
4 Exterior Elevation Views  
Design Loads, Seismic, Wind, Snow, Live & Dead Loads  
Traverse or Cross-section detail  
Door, Window & Hardware Schedules  
Interior Finish Schedules

Framing Plans & Construction Details  
Specifications  
Mechanical (HVAC) Plans & Details  
Electrical Plan(s)  
Energy Calculations  
Plan Review / Inspection Fee (Calculated Per Table 122.3.1 of the 2013 Kentucky Building Code or a Minimum of **\$285.00 whichever fee is greater**) Make check payable to the Kentucky State Treasurer.

Manufacturers Systems Manuals shall not be considered as substitution for the information required on the plan Submittal.

The minimum distance between any commercial Kentucky Industrialized Building and any other building shall be Twenty feet, one inch (20' 1"). Any reduction in this distance shall be approved prior to shipment of the unit.

Please be advised all previous model plan reviews are invalid if the model has not been resubmitted for our review and approval under the new codes.

REDUCTION OF 11/2 INCH PLATE THICKNESS FOR ANCHOR BOLTS IS NOT ACCEPTABLE IN KENTUCKY. USE THICKER PLATE OR ALTERNATE ANCHORING SYSTEM.