

Electronic Plan Submittal

HBC.plans@ky.gov

New submittals and Re-submittals- Do NOT send re-submittals directly to the plan reviewer

- Plan size sheets should be in one (1) PDF, do not send individual sheets in multiple PDF's.
- Plumbing riser and site utility sheet should be in one (1) separate PDF
- Plans size sheets exceeding 150 sheets may be broken down into multiple PDF's by discipline (i.e. Civil, Architectural, Structural, MEP)
- Plan size sheets should all be the same orientation
- Plans shall not be locked or protected
- Plan size sheets should have a blank box in the title block area of each sheet for the BCE approval stamp
- PDF's larger than 10 MB may be transferred in a cloud transfer, no zip folders will be accepted
- PDF's should be titled to describe the contents of the file (i.e. plan application form, civil set, etc...) and multiple sheet sets shall be indexed with the page title/number
- Forms and other smaller sheets should be a separate PDF

Once the plans have been logged in and assigned a case number, you may call and pay the fee with a credit card. If you prefer to pay with a check or money order, you may mail it in with a copy of the application. Checks shall be made payable to **Kentucky State Treasurer**. Plans will not be approved until the fee is paid.

If the plans are disapproved, they will be emailed back to the applicant with the mark-ups shown on the plans. **No letter will be sent at this phase.**

Once the plans are approved, the approved set will be emailed to the applicant. It will be the responsibility of the applicant to ensure that a permanent set of the approved plans is supplied to the construction site. **An approval letter will be sent** in order to obtain any required local permit.