



City of Richmond

Department of Codes Enforcement

239 West Main Street

(859)-625-6404

PLAN SUBMISSION APPLICATION GUIDE

FOR

COMMERCIAL BUILDING CONSTRUCTION

RICHMOND BUILDING CODE ENFORCEMENT

239 West Main Street
Richmond, Kentucky 40475
Ph. 859-625-6404
Fax: 859-625-6401
www.richmond.ky.us

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

NOTE: IF YOU ARE PLANNING TO VISIT YOUR LOCAL BUILDING INSPECTOR, PLUMBING INSPECTOR, HEALTH DEPARTMENT OR OUR OFFICE IN RICHMOND, PLEASE CALL FOR AN APPOINTMENT FIRST. THIS WILL ENABLE US TO SERVE YOU MORE EFFICIENTLY. SEE PHONE NUMBERS ON PAGE 19.

PREFACE

This guide had been developed over the years by the Richmond Division of Codes to answer most general questions that arise regarding the process of obtaining building or plumbing permits. The City of Richmond has revised it to more readily assist the users here in Richmond. 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 859-625-6404 or if it is a plumbing State Division of Plumbing at (502) 573-0397.

FIRST STEP: When planning a new construction project in Richmond please contact PLANNING and ZONING at City Hall to ensure the proposed construction site is properly zoned and approval is granted for any variations. In many cases, substantial delays can be experienced if rezoning or zoning appeals are necessary.

SECOND STEP: Determine if the state Building Department has building code enforcement responsibility. Although Richmond has been granted "expanded Jurisdiction", some specialized projects may still need State approval. The State is still responsible for those projects that involve a license such as day cares and hospitals. See contact info below.

Plan Submission Process for the Department of Codes.

SUBMITTING TO RICHMOND BUILDING CODES

- SEND: One (1) set of plans (S, A, M, E, P) (plans will not be returned) (See page 3)
One (1) digital copy
One (1) Development Plan with approved signatures
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. JERRI'S Cajun Crabhouse @ LUNCEFORD Shopping Center.**
One (1) Brief description of the work that is proposed under this permit.

If further information is needed, contact:

Division of Codes Enforcement-Building Inspections
239 West Main Street, Richmond, Kentucky 40475
Phone: 859-625-6404
Fax: 859-625-6401

Office hours are 08:00 am to 4:30 pm

Plumbing Plan Submission

All plumbing plans for commercial and multi-family (Apartments) 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

****ANY FOOD SERVICE REQUIRES ONE ADDITIONAL PLUMBING PLAN TO BE INCLUDED**

All Plumbing plans shall **first** be submitted directly to **Madison County Health** Departments for approval.

214-216 Boggs Lane
P.O. Box 1208
Richmond, KY 40476-1208
859-623-7312

All plans must be submitted to Madison County 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 /	Food Storage	Frozen Food	Mobile Home Parks	Mobile Home &
Sewage Disposal	Facility	Lockers		RV Parks

After the above requirements are completed, submit plans to:

**State 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:
 - Y Type of Construction (Chapter 6 KBC)
 - Y Use Group (Chapter 3 KBC)
 - Y List all installed fire protection systems
 - Y List all design options
 - Y Building Code Information/details
- 2) Site Plan & Site Survey (106.2, KBC)
- 3) Complete building plans showing use of all areas. Show all buildings in close proximity.
- 4) Mixed or not mixed use for Occupancy.
- 5) Incidental or accessory use areas.
- 6) All egress paths for occupancy.
- 7) If area increases are requested, show all computations as per KBC
- 8) All appropriate wall, floor and foundation section details.
- 9) Complete door schedule including hardware schedule.
- 10) Complete window and glazing schedule
- 11) Complete interior finish schedule with documentation of maximum flame spread ratings.
- 12) Complete Specifications (MAY BE SEPARATE DOCUMENT OR LOCATED IN THE PLANS)
- 13) All fire rated assemblies and documentation of the required rating. (Also identify on plans)

- 14) Details showing **all** accessibility features
- 15) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
- 16) Statement indicating shop drawing will be submitted for all fire protection systems
- 17) Fire Suppression Design Criteria (See Page 17& 18 of this application Guide)
- 18) Electrical Plans (Show location of all exit lighting and means of egress lighting)
- 19) Mechanical Plans showing all duct, registers and grill sizes. Show all proposed equipment and duct placement. Show location and sizing of all exhaust units and vents.
- 20) All design loads for the building.
- 21) Complete information for all special occupancy requirements (Atrium, high rise and covered mall)
- 22) Complete information for all special structures (sky lights, roof, panels, awnings, etc.)
- 23) 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)
- 24) Signed and Sealed plans (when required by KRS 322/323) (see page 7)
- 25) Sequence of operations for all special systems (smoke control, elevator recall, etc.)
- 26) Details showing all stair features. (Interior and Exterior)
- 27) Material Safety Data Sheets (MSDS) if required.
- 28) Signs details, these will be permitted separately.

PLAN REQUIREMENTS

- 1) **GENERAL:**
Submit one (1) complete set of plans (to the Richmond Building Codes Department) and three (3) plumbing sets of plans (to Madison County Health Department) 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 # 22**
- 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:**
 - (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. See sheet ----below for submittal requirements.
 - (7) **SEISMIC DESIGN DATA & LETTER OF SPECIAL INSPECTIONS:** (See Page# 8)
 - (8) **FIRE SUPPRESSION DESIGN CRITERIA:** (See Pages 15 and 16)
 - (9) **PLAN APPLICATION OR APPLICATION FORM:** One (1) copy of this sheet must be completed and attached to each set of drawings. (See Pages 11 and 12)
 - (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 13 and 14.

(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
- (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 (Page 13) 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 call 859-625-6404.

CONSTRUCTION DOCUMENTS REQUIRED FOR KY ENERGY CODE.

The IECC requires that the levels of efficiency used to demonstrate compliance with the code be clearly identified on the plans or compliance documentation. A complete set of building plans with the efficiency requirements clearly labeled will greatly assist the inspector in performing his or her job in the field.

Information about the following types of systems should be included on the plans:

- D Building envelope, e.g., wall and roof systems.
- D Mechanical system, e.g., system type, size and performance efficiency.
- D Lighting system, e.g., detailed lighting schedule depicting ballast type and connected lighting power.
- D Service water heating, e.g., water heater efficiency rating, pipe insulation.

Envelope-related information can be presented in a number of ways:

- D *On the drawings.* Include elevations that indicate window, door and skylight areas, and sections that show insulation position and thickness.
- D *On sections and in schedules.* List R-values of insulation on sections and include *U-factors*, SHGC, visible light transmittance and air infiltration on fenestration and opaque door schedules.
- D *Through notes and callouts.* Note that all exterior joints are to be caulked, gasketed, weather stripped or otherwise sealed. Provide air infiltration data for windows and doors.
- D *Through supplementary worksheets or calculations.* Provide area-weighted calculations where required, such as for projection factors and heat capacity. You may include these calculations on the drawings, incorporate as additional columns in the schedule or submit completed code compliance worksheets provided by the jurisdiction.

Mechanical information can be presented in a number of ways:

- D *On the drawings.* Provide an HVAC layout with equipment location; air distribution ductwork and sizes; air intake and exhaust locations; piping layout; fan and pump type and location; control diagrams indicating type of HVAC control and the units that it controls.
- D *In schedules.* List heating and cooling equipment capacity and efficiency; fan horsepower and airflow capacity; outside air volume; duct insulation R-values; pipe insulation thicknesses; and k-values (thermal conductivity per inch).
- D *Through notes and callouts.* Note that the building owner is to be given operation and maintenance literature, and that control systems are to be tested to ensure that elements are calibrated and in good working order.
- D *Through supplementary worksheets or calculations.* Provide calculations such as for heating and cooling design loads.

Service water heating-related information can be presented in a number of ways:

- D *On the drawings.* Show a service water heating layout with equipment location; pump type and location; and control diagrams indicating type of control and the units that it controls.
- D *In schedules.* List service water heating equipment capacity and efficiency, pipe insulation thickness and flow rates for shower heads in residential construction.
- D *Through notes and callouts.* For instance, indicate that flow-limiting showerheads and lavatories meet the requirements of the National Energy Policy Act.
- D *Through supplementary worksheets or calculations.* Provide calculations where required, such as to use the exception for combined service water heating and space-heating equipment.

Electrical and lighting information can be presented in a number of ways:

- D *On the drawings.* Provide wiring diagrams with all electric feeders identified by use; lighting control diagrams indicating type of lighting control and the fixtures/circuits controlled; and tandem ballast wiring of one- and three-lamp fixtures.
- D *In schedules.* For instance, list total connected fixture wattage, number of luminaires and ballast power factor on a lighting fixture schedule.
- D *Through notes and callouts.* Indicate the type of lighting controls and operating sequences. Note that the building owner is to be given operation and maintenance literature and that exterior lighting is to be automatically controlled by a photocell, a time clock or a combination of the two and must have a minimum 4-hour power backup.
- D *Through supplementary worksheets or calculations.* Provide calculations where required, such as for interior connected lighting power and exterior lighting wattage and for lighting control points. These calculations can be included on the drawings or incorporated as addenda to project specifications.

It is the plan reviewers' responsibility to verify that the energy code compliance documentation submitted with the plans is completed correctly and that the efficiency levels called out on the plans meet or exceed those provided by code. Field inspectors will use the approved plans and specifications as a reference for inspection.

PROFESSIONAL DESIGN REQUIREMENTS

(SEE KRS 322 & 323 FOR COMPLETE REQUIREMENTS OR SECTION 122.1 OF THE 2013 KBC CODE)

THE FOLLOWING USES OF NEW STRUCTURES, ADDITIONS OR RENOVATIONS WILL REQUIRE THE SERVICES OF EITHER AN ARCHITECT OR AN ENGINEER LICENSED IN KENTUCKY: In addition those identified will require "Special Inspections" as identified in Chapter 17 of the KBC.

**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 in the Kentucky Building Code.

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 1004.1.2, 2013 KBC - MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

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 ^{***} (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 meet the requirements of ANSI A117.1-03 for 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 KBC.

STRUCTURAL LOADS

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

Special inspections are 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 # 8)
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.

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.

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.

D **SOILS REPORT**

The services of an approved geotechnical engineering firm may be required. Foundations and all loading will be based on the recommendation and findings in the report.

D **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)

D **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)

D **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)

D **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)

D **FOUNDATION PLAN**

A foundation plan and details shall be submitted, including anchorage details. This includes final anchor bolt plans from pre-engineered metal buildings,

D **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)

D **Seismic Design Data & Letter of Special Inspection (Sections 1603.1.5 and 1704)**

D **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)

D **FIRE WALLS**

If a fire wall 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)

D **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 area systems as well as full coverage systems. (Section 903.2 and 302.1.1,KBC)

D **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 of Stories
- e) Use group Classification: and (delete)
- f) Type of suppression system (Full coverage of limited area).

D **FFF**

The architectural plan review fee shall be paid in full before any release for construction can be issued. (Section 121 KBC)

D **FAST TRACK ELECTIVE**

For applicants seeking a quicker footing and foundation review only, the drawings and documents identified above must be submitted by close of business any Wednesday, for a S/F review the following Friday afternoon. Fees shall be calculated from Table 121.3.1 **plus** an additional 50% of the full fee. The additional fee shall not be less than \$400 and not more than \$3000.

SHELL ONLY

The following items are required before a Shell permit is to be issued. Not all items will be applicable on each project. Call our office to verify what information will be required. All drawings shall be dimensioned and drawn to scale.

THE FOLLOWING ITEMS FROM SITE AND FOUNDATION PERMIT LIST

1. Architect/Engineer
2. Suppression System (If required)
3. Site Plan (Show all surrounding buildings/structures)
4. Soils Report
5. Site Survey
6. Foundation Plan
7. Payment of all Fees

1. CODE DATA:

- a. Occupancy
- b. Construction Type (IIA, VB etc.....)

2. FLOOR 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.

3. DOOR SCHEDULE

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

4. STRUCTURAL PLANS

All drawings pertinent to the erection of the buildings' structural system shall be submitted. These drawings shall consist of, but 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.)

5. EXTERIOR WALLS

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

6. 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)

7. 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)

8. FIRE BARRIER/FIRE PARTITION Penetrations

9. ENERGY CONSERVATION CALCULATIONS

These calculations are required on all new buildings and additions. Com Check may be utilized. A free software download is available at www.energycodes.gov. Energy calculations shall include envelope, lighting and mechanical. Or use the worksheet posted on the KY website.

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



PLAN REVIEW APPLICATION FORM

City of Richmond
Department of Codes Enforcement
239 West Main Street, Richmond, KY 40475
(859) 625-6404 (859) 625-6401 fax



NAME OF PERSON SUBMITTING PLANS _____ **EMAIL** _____ **PHONE #** _____

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

BUSINESS & PROJECT NAME: _____
(Or tenant name if multi-tenant building)

PROJECT LOCATION: _____
NO./ STREET, HWY or ROAD (Please do not indicate P.O. Box or Postal Routes) CITY ZIP CODE COUNTY

OWNER (INDIVIDUAL & COMPANY): _____ **PHONE ()** _____ - _____

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

ARCHITECT (NAME & FIRM) _____ **PHONE ()** _____ - _____

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 Sect. 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 Section 1705 (STATEMENT OF SPECIAL INSPECTIONS) 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 ()** _____ - _____

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

PROJECT CONTRACTOR: _____ **PHONE ()** _____ - _____

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: _____ FT² **NUMBER OF LEVELS (INCLUDING BASEMENT)** _____ **BASEMENT** YES NO

TOTAL AREA IN EXISTING BLDG.: _____ FT² **DATE CONSTRUCTION TO BEGIN:** _____ **ESTIMATED COMPLETION DATE:** _____

TYPE OF PLAN SUBMITTALS

BUILDING PLAN SUBMITTALS (Check the type of evaluations requested at this time)	SHOP DRAWING PLAN SUBMITTALS (Check the type of evaluations requested at this time)
<p align="center"><u>BUILDING PLAN REVIEW</u></p> <p>Full Building Review <input type="checkbox"/></p> <p>Expedited Site & Foundation Review <input type="checkbox"/></p> <p>Expedited Tenant Fit-up Review <input type="checkbox"/></p> <p>Partial Evaluation (please specify) <input type="checkbox"/></p>	<p>Suppression System (Sprinkler, CO², Etc.) <input type="checkbox"/></p> <p>Alarm Systems <input type="checkbox"/></p> <p>Boiler System <input type="checkbox"/></p> <p>Bleacher Seating <input type="checkbox"/></p> <p>Range Hood System <input type="checkbox"/></p> <p>Fuel Tank <input type="checkbox"/></p> <p>Elevator <input type="checkbox"/></p> <p>Swimming Pool <input type="checkbox"/></p> <p>Prefabricated Truss <input type="checkbox"/></p>



PLAN REVIEW FEE WORKSHEET



City of Richmond

Department of Codes Enforcement

239 West Main Street, Richmond, KY 40475

(859) 625-6404 (859) 625-6401 Fax

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

COMPANY: _____

MAILING ADDRESS: _____

CITY/ STATE/ ZIP: _____

FOR:

BUSINESS NAME: _____

PROJECT NAME: _____

STREET NAME: _____

CITY: _____

Date: _____

Check #: _____

Amount: \$ _____

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:

.0030 X cost of alterations \$ _____ or same as **NEW CONSTRUCTION**, whichever is less = **FEE \$** _____

FAST TRACK:

50% of fee. The fee shall be not less than **\$400** and not more than **\$3,000** = **FEE \$** _____

TOTAL FEE THIS SECTION \$ _____

The minimum fee for review of plans under this section shall be two hundred dollars. (**\$285**).

Include the following specialized fees only when the plans for the specialized system accompany payment.
See **FEE SCHEDULE** on page 2 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 _____

When submitting plans, please include one copy of the worksheet, the required number of plans and your check made payable to the **City of Richmond**. The **name** and **location** of the project must be indicated on the check and plans to ensure proper credit.

**2013 KENTUCKY BUILDING CODE
SECTION 121.0 PLAN REVIEW AND INSPECTION FEES**

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.

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.

Richmond 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.

Fee schedule: The fees shall be paid in accordance with Table 121.3.1

Table 121.3.1

FEE SCHEDULE

Occupancy type	Cost per square foot
Assembly	16 cents
Business	15 cents
Day care centers	15 cents
Educational	15 cents
Storage	15 cents
High hazard	16 cents
Industrial factories	15 cents
Institutional	16 cents
Mercantile	15 cents
Residential	15 cents
Utility and Miscellaneous	13 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 to the Department.

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.

Method of payment: All fees required herein shall be in check form payable to the CITY OF RICHMOND.

Construction approval: Approval for construction shall not be issued by the Department until all required fees have been paid.

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 \$285. The fee for buildings with multiple or mixed occupancies may be calculated by using the cost per square foot multiplier of the predominant use.

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.

Standpipe review fee: \$275 (combination standpipe and riser plans shall be reviewed under the automatic sprinkler review fee schedule).

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 \$285.

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 \$285.

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 0.0030; 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 \$285.

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 – 025	\$150
026 – 100	\$200
101 – 200	\$250
201 – 300	\$275
301 - 400	\$325
401 - 750	\$375
Over 750	\$475 plus 30 cents per sprinkler over 750

Carbon dioxide suppression review fee: One to 200 pounds of agent shall be \$275, over 200 pounds of agent shall be \$275 plus 3 cents per pound in excess of 200 pounds.

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.

Foam suppression system review fee: \$.50 per gallon of foam concentrate 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.

Commercial range hood review fee: \$225 per hood. Includes range hood and suppression system plans.

Commercial range hood extinguishing system review fee. \$150.00 per system when the range hood extinguishing system is submitted separate from the range hood system.

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.

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 the 2013 Kentucky Building Code.



City of Richmond

Department of Codes Enforcement
P.O. Box 250, 239 West Main Street, Richmond, KY 40475
(859) 625-6404



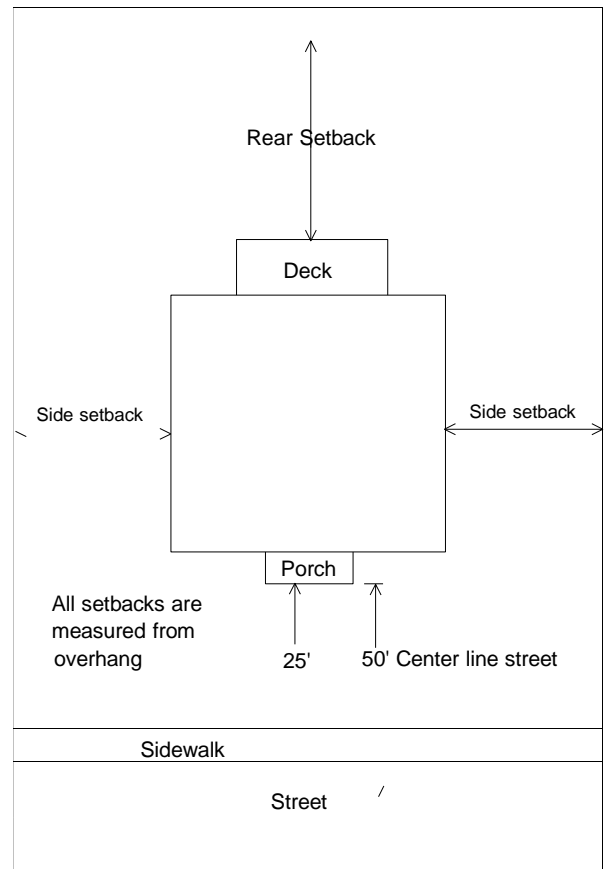
Commercial Building Permit Application

Location of project:		Lot #:	Zone:
Permit Type (circle one): Complete Building / Shell only / Fitup / Remodel / Other _____			
Owner:		Telephone:	
Owner's Address:		City, State & Zip:	
Contractor:		Telephone:	
Contractor's Address:		City, State & Zip:	
Contact Person:		Telephone:	
Email:		Fax:	

Occupancy Classification:	Building Use:
Construction Type:	Sprinkler System: None Full Partial

Total Building Sq. Ft.:	
Lot Sq. Ft.:	
Floodplain: (If yes, provide req'd information)	
Foundation Type:	
No. Stories:	No. of Units:
No. Bedrooms:	Basement: Yes No
No. Baths:	Finished: Full Partial
Heating: Electric Gas Solar Other _____	

Cost of Construction:



All street frontages must meet front setback requirements.

Parking areas and spaces shall comply with approved Development Plan.

It is the contractors responsibility to be familiar with all required inspections, including any special inspections. Schedule inspections at least 24 hours in advance to assure availability of time requested.



City of Richmond

Department of Codes Enforcement

239 West Main Street, Richmond, KY 40475

(859) 625-6404



Commercial Building Permit Application

Subcontractor Information

Excavation

Name / Telephone

Concrete

Name / Telephone

Carpentry

Name / Telephone

Electrical

Name / Telephone

Plumbing

Name / Telephone

Mechanical

(Load calculations req'd)

Name / Telephone

Roofing

Name / Telephone

Masonry

Name / Telephone

Drywall

Name / Telephone

Paving

Name / Telephone

Sprinkler

(Plan review req'd)

Name / Telephone

Fire Alarm

(Plan review req'd)

Name / Telephone

Other

Name / Telephone

All Contractors are to obtain a City of Richmond Business License and supply Certificate of Workman's Comp Insurance.

I certify that the above information is true and correct. I agree to comply with all applicable codes and requirements enforced by the City of Richmond.

Signature – owner or agent

date

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: _____

RESIDUAL: _____

WATER FLOW: _____

DURATION: ² _____

SOURCE OF WATER SUPPLY: ³ _____

SOURCE OF WATER FLOW DATA: ⁴ _____

DATE AND TIME OF WATER FLOW TEST: ⁵ _____

ANTICIPATED WATER DEMAND: ⁶ _____

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: _____

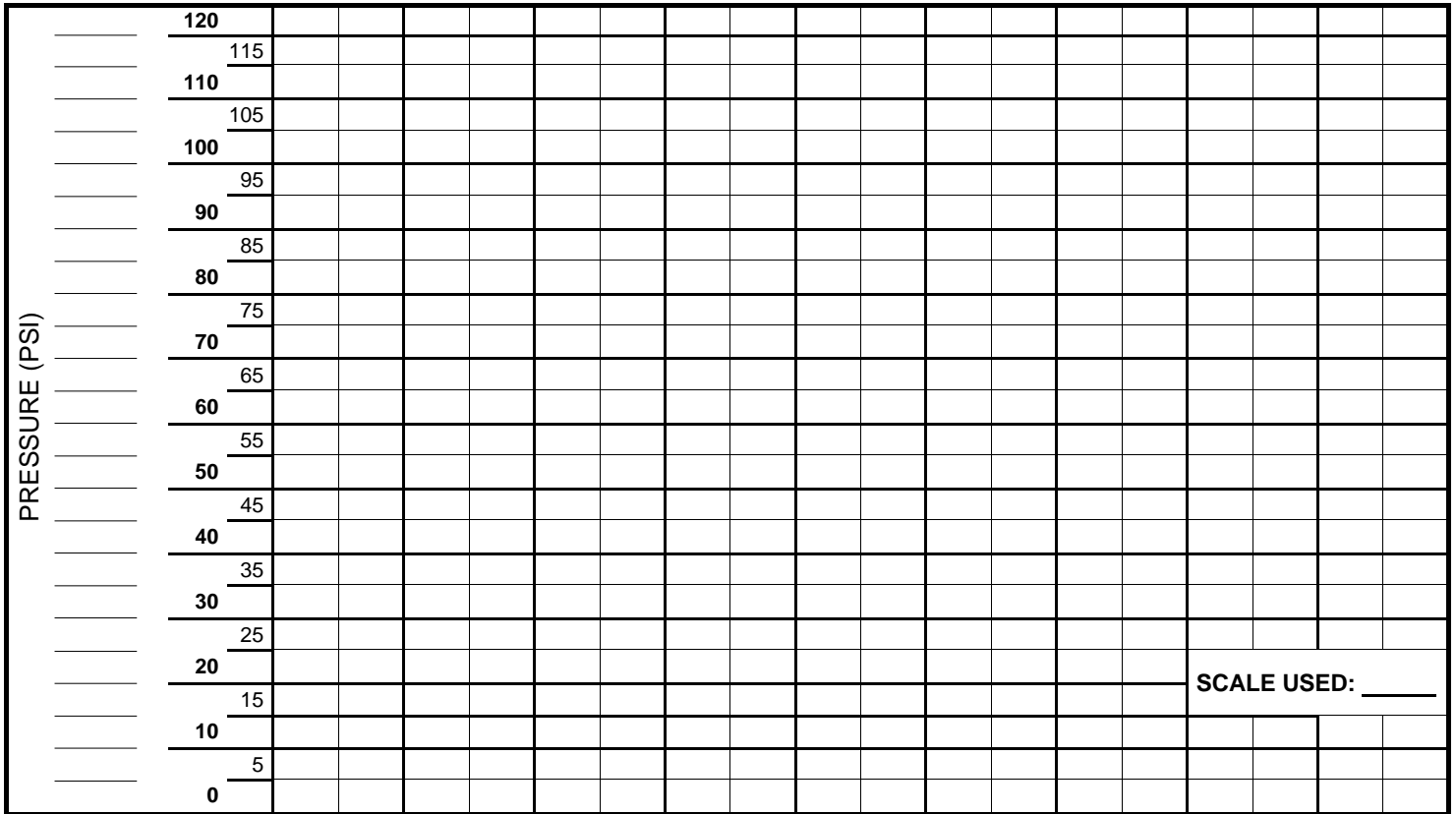
AFFIX SEAL AND SIGNATURE HERE

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

OTHER USEFUL TELEPHONE NUMBERS

State 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

Richmond Numbers

Kentucky Utilities	800-981-0600
Richmond Utilities	859-623-2323
Richmond Electrical Inspector	859-625-6404
Richmond City Hall	859-623-1000
Richmond Fire Marshal	859-623-1164
Call before you dig	811

LICENSE REQUIREMENTS

TRADE	INSTALLATION CONTRACTOR	INSPECTION BY:	PERMIT/CERTIFICATES ISSUED:
GENERAL ERECTION AND CONSTRUCTION	NO LICENSE REQUIRED	RICHMOND 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	RICHMOND JURISDICTION	CERTIFICATE OF APPROVAL
ELECTRICAL 502-573-0382	STATE LICENSE REQUIRED	RICHMOND JURISDICTION	ELECTRICAL CERTIFICATE BY INSPECTOR
MECHANICAL (HVAC) 502-573-0395	STATE LICENSE REQUIRED	RICHMOND 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	RICHMOND INSPECTOR	ALARM CERTIFICATE BY CERTIFIED INSPECTOR
SWIMMING POOL CONTRACTOR 502-573-0373	NO LICENSE REQUIRED	RICHMOND 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	RICHMOND 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 RICHMOND- IN-PLANT INSP. BY APPROVED 3 rd PARTY	CONSTRUCTION PERMITS AND OCCUPANCY CERTIFICATE
<p style="color: red;">For establishing these businesses in the city of Richmond , it is mandatory to have a city business license PLEASE CONTACT:</p>		<p style="color: red;">City of Richmond Finance Division (New Business) 239 West Main Street Richmond, Kentucky 40475 859-623-1000</p>	

CODES CURRENTLY ADOPTED BY KENTUCKY

- 2013 Kentucky Building Code (Based on the 2012 International Building Code)
- 2013 Kentucky Residential Code (Based on the 2012 International Residential Code)
- 2012 International Mechanical Code
- 2012 International Fire Code (New construction projects, only when specifically referenced by the body of KBC)
- 2009 International Energy Conservation Code (for use with the Kentucky Residential Code only)
- 2012 International Energy Conservation Code (for use with the Kentucky Building Code only)
- 2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities
- Kentucky State Plumbing Law, Regulations & Code (815 KAR Chapter 20)
- State Boiler Regulation (KRS 236, 815 KAR 15)
- 2012 NFPA 1 Fire Prevention Code (as directed by 815 KAR 10:60 Kentucky Standards of Safety)
- 2010 NFPA 13-Standard for the Installation of Sprinkler Systems
- 2010 NFPA 13D-Sprinkler Systems in One-and Two-Family Dwellings and Manufactured Homes
- 2010 NFPA 13R-Sprinkler Systems in Residential Occupancies Up to and Including Four Stories in Height
- 2010 NFPA 14-Standpipe, Hose Systems
- 2009 NFPA 54-National Fuel Gas Code
- 2011 NFPA 70 National Electrical Code
- 2010 NFPA 72-National Fire Alarm and Signaling Code
- 2000 NFPA 101-Life Safety Code (Health Care Facilities)
- GB-03-01 – Structural Engineers Association Of Kentucky – Special Inspection Guidelines, Third Edition, March 2007 <http://seaok.org>

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

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 Exemption 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 an Affidavit of Exemption with the Kentucky Department of Workers' Claims, Division of Security & Compliance, 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)	859-625-6404
☞	FLOOD CONTROL PERMIT (STATE & LOCAL)	859-623-1000 (Zoning)
☞	RICHMOND ZONING	859-623-1000
☞	EARTHQUAKE ZONE REQUIREMENTS (STATE & LOCAL)	502-573-0373
☞	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	859-625-6404
☞	CONSTRUCTION PERMIT	859-625-6404
☞	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	859-625-6404
☞	Sprinkler (Above ground and Underground)	(From Installing Contractor)
☞	Fire Alarm	(From Installing Contractor)
☞	Hazardous Process and Storage Approval	502-573-0382 (State) , 859-625-6404 (Richmond)
☞	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
☞	Zoning Requirements	859-623-1000

History of the Kentucky Codes

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) 2 nd Edition; BOCA Mechanical Code-1981 Edition; National Electrical Code- 1981 edition
December 1, 1985	1985 Kentucky Building Code (KBC) 3 rd edition; BOCA Mechanical Code-1984 edition; national Electrical code-1981 edition
January 1, 1988	1988 Kentucky Building code (KBC) 4 th 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) 5 th Edition; BOCA Mechanical Code-1990 Edition; National Electrical Code-1990 Edition
July 1, 1994	1994 Kentucky Building Code (KBC) 6 th Edition; BOCA Mechanical Code-1993; National electrical Code-1993 Edition
July 1, 1997	1997 Kentucky Building Code (KBC) 7 th Edition; BOCA Mechanical Code-1993 Edition; National Electrical Code 1996
January 1, 2002	2002 Kentucky Building Code (KBC) 8 th Edition, International Mechanical Code 2002 Edition, National Electrical Code 2002 Edition
July 6, 2007	2007 Kentucky Building Code (KBC) 9 th Edition, International Mechanical Code 2006 Edition, National Electrical Code 2005 Edition

revised 01/18/17