



Hardin County
Planning and Development Commission
150 N Provident Way, Ste 225
Elizabethtown, KY 42701

RE: Minimum Requirements for Construction Plans submitted for review: Effective 1 January 2022

The Kentucky Building Code Program of the Hardin County Planning and Development Commission desires to take this opportunity to inform the local building community of upcoming minimum requirements for construction plans submitted to our office for plan review.

This office requires a plan review for all new single family dwellings with over 2000 square feet of roofed area. It has been brought to our attention that many of the plans currently being submitted do not provide sufficient information for proper review or are not being presented in the proper format. To resolve these issues it has become necessary to establish minimum plan requirements effective January 1, 2022.

As of January 1, 2022 all plans submitted for plan review must comply with the following:

- 1. All plans must be drawn to scale. The scale must be indicated on the plans. The preferred scale is $\frac{1}{4}$ inch = 1 foot.**
- 2. MINIMUM PLAN SHEET SIZE 24" X 36"**
- 3. Each sheet must be labeled with a sheet number: Example: "Sheet 1 of 3"**
- 4. A title block shall be provided on the plan; the title block must include the project name, project location (PVA Map number, subdivision name and lot number or address), and builder's name, address, and phone number.**
- 5. The building's use and total square feet contained in the building shall be noted.**
- 6. A footprint of the building which includes building size, all exterior walls, decks/porches, attached garage, basement, interior space layout, doors, and windows.**
- 7. The use, dimensions, and area of each separate room shall be labeled.**
- 8. The building elevations for all sides shall be shown.**
- 9. A foundation and footer detail which shall include a cross-section indicating depth and size.**
- 10. Basement layout showing all walls, all spaces labeled as to use, dimension, area, and labeled as finished or unfinished.**

Basement Finish Plan Reviews

- 1. Has to be on at least 8 $\frac{1}{2}$ " x 11" paper or bigger.**
- 2. Must be to scale at $\frac{1}{4}$ " = 1' or $\frac{3}{16}$ " = 1' (No smaller).**
- 3. Will not accept $\frac{1}{8}$ " scale = 1'.**
- 4. Have all rooms with dimensions (Length x Width) labeled what their use will be.**
- 5. Label all areas either FINISHED or UNFINISHED.**
- 6. Include stairs when calculating total roofed area.**
- 7. Any bedrooms located in basement must show location and size of the egress window.**

Any changes made after the plan review has been issued must be agreed to in writing by this office prior to changes being made. This includes any *framed* basement walls or finished area in the basement not shown on the original plans. Any framed walls or finished basement area(s) not submitted with original plans shall require an additional plan review and additional fees.

We look forward to your cooperation as we seek to make the plan review process more efficient. A faster plan review will get the building permit in your hands more quickly so you can get going on your project!