

COMMERCIAL / ZONING BUILDING PERMIT APPLICATION

A. Site Address _____ City _____

Project / Subdivision Name _____ Lot Number _____ Lot Size / Acreage _____

| B. Identification | Name | Address | City/State/Zip | Phone (Primary and Secondary) |
|------------------------|------|---------|----------------|-------------------------------|
| Owner / Applicant | | | | |
| Contractor / Installer | | | | |

Email Address: _____

C. Describe Existing Use/Conditions _____

D. Describe Proposed Work: _____

| E. Improvement Type (Check <input checked="" type="checkbox"/> applicable) | | Group Use | Construction Type |
|--|---|---|-----------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Assembly | <input type="checkbox"/> 5B |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Hood Fire Suppression | <input type="checkbox"/> Business | <input type="checkbox"/> 5A |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fire Alarm Free-Standing | <input type="checkbox"/> Factory / Industrial | <input type="checkbox"/> 4B |
| <input type="checkbox"/> Tenant Finish | <input type="checkbox"/> Use Group Change | <input type="checkbox"/> Institutional | <input type="checkbox"/> 3B |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Sign | <input type="checkbox"/> Mercantile | <input type="checkbox"/> 2B |
| <input type="checkbox"/> Range Hood | <input type="checkbox"/> HVAC Residential | <input type="checkbox"/> Residential | <input type="checkbox"/> 1B |
| <input type="checkbox"/> Other : | | <input type="checkbox"/> Storage | <input type="checkbox"/> 1A |

F. Encroachment Permit Number: _____
 # _____ County / State _____
 Mixed Use _____
 Temporary / Misc.: _____

| G. Subcontractors: | Company Name | Certification No. |
|--------------------|--------------|-------------------|
| Electrical: | | State # _____ |
| Mechanical: | | State # _____ |

H. Utilities

| | | | | | | |
|--|---------------------------------|----------------------------------|--------------------------------------|-----------------------|-----------------------------|----------------------------|
| Type of Heating | <input type="checkbox"/> Gas | <input type="checkbox"/> Oil | <input type="checkbox"/> Electric | Insulation Pkg. | <input type="checkbox"/> | Other _____ |
| Type of Water | <input type="checkbox"/> Public | <input type="checkbox"/> Well | <input type="checkbox"/> Central Air | Yes | <input type="checkbox"/> No | Dimensions (x) |
| Type of Sewage | <input type="checkbox"/> Public | Private Permit # _____ | | 1 st Floor | <input type="checkbox"/> | \$ _____ PERMIT FEE |
| Code Used: 2018 Kentucky Building Code | | I. Construction Cost \$ _____ | | 2 nd Floor | <input type="checkbox"/> | |
| | | | | TOTAL | <input type="checkbox"/> | |

The owner of this building and undersigned permit applicant do hereby covenant and agree to comply with all the applicable regulations pertaining to building and buildings and to construct the proposed building or structure or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the above information and statements given on this application, drawings and specifications are to the best of their knowledge true and correct. Failure of this office to note all violation in the review of plans and specifications does not relieve the contractors of the responsibility of complying with applicable codes and regulations. The Building Official reserves the right to enter the construction premises at will during reasonable working hours.

APPLICANT'S SIGNATURE _____ PRINT NAME _____ DATE _____

ZONING APPROVAL **DATE** **ZONE**

Notes: _____



Hardin County
Planning and Development Commission
 150 N. Provident Way, Suite 225
 Elizabethtown, KY 42701
 Phone: 270-769-5479 | Fax: 270-769-5591

Owner: _____

Location: _____

BUILDING
AFFIDAVIT PURSUANT TO KRS 198B.060(10)

I, _____ representing
 _____ (company name), do hereby affirm pursuant to KRS 198B.060(10), that all contractors and subcontractors employed, or that will be employed, on any activity covered by the building permit for above location issued to this applicant by Hardin County Planning and Development Commission 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). I also understand that failure to comply with KRS 198B.060(10), upon such finding by a court of competent jurisdiction, shall result in fines, an amount not to exceed four thousand dollars (\$4,000) or an amount equal to the sum of all uninsured and unsatisfied claims brought under the provisions of KRS 342 and unemployment insurance claims for which no wages were reported as required by KRS 341, whichever is greater.

 Contractor Signature

SUBSCRIBED AND SWORN to before me by above named applicant on this the _____ day of
 _____, 20 _____.

 NOTARY PUBLIC
 STATE AT LARGE

My Commission Expires: _____

NOTE: Persons claiming exemption to the Worker's Compensation Laws should file a Waiver with the Kentucky Department of Workers' Claims, Division of Security & Compliance, 1270 Louisville Road, Frankfort, Kentucky 40601 (800-554-8601)



KENTUCKY BUILDING CODE PROGRAM (KBC) **COMMERCIAL PROJECT CHECKLIST**

The items below must be provided to this office prior to issuance of building permits or electrical inspections:

REQUIRED BUILDING PERMIT DOCUMENTS

- DEVELOPMENT PLAN** (Approved by HCPDC)
- DEED** for determination of property ownership and compliance with subdivision regulations.
- ENCROACHMENT PERMIT** for New & Existing private access/driveway entrances, etc....
 - **State Highway** access; KY Department of Highways, District 4 Office
 Contact: Jacob Riggs 634 East Dixie Ave., Elizabethtown, KY 42701 (270) 766-5066
 - **County Road** access; Hardin County Road Department
 Contact: Dwight Morgan, Michael Steck or April Ogletree 501 Bacon Creek Rd, Elizabethtown, KY42701 (270) 737-6046
- SEWAGE DISPOSAL SYSTEM**
 - **Private:**
 Hardin County Environmental Services, 580C Westport Rd, Elizabethtown, KY 42701 (270) 769-0312
 - **Public:**
 Hardin County Water District No. 1 1400 Rogersville Road, Radcliff, KY 40160 (270) 351-3222
 Hardin County Water District No. 2 1951 W Park Rd, Elizabethtown, KY 42701 (270) 737-1056
- BUILDING PERMIT APPLICATION** (to be completed at time of application)
- CONSTRUCTION PLANS** (includes COMCHECK, statement of special inspections, geotechnical report, and other data shall be submitted in one set with permit application.)
- BUILDING AFFIDAVIT** and Certificate of Insurance
- BUILDING PERMIT & PLAN REVIEW FEES**

POSSIBLE ADDITIONAL PERMITS REQUIRED

- RANGE HOOD PERMIT** **FIRE ALARM PERMIT** **FIRE SUPPRESSION**
- PLUMBING PERMIT** - Division of Plumbing: Phone: (502) 573-0397
- HVAC PERMIT** - [Division of Heating, Ventilation and Air Conditioning](#): Phone: (502) 573-0395
- ELEVATOR PERMIT** - [Elevator Section](#): Phone: (502) 573-1694
- BOILER PERMIT** - [Boiler Section](#): Phone: (502) 573-1708

REQUIRED ELECTRICAL DOCUMENTS

- ELECTRICAL INSPECTION FEES**
- ELECTRICAL LICENSE** (Electrical Contractors License and Master Electrician License)
- ELECTRICAL AFFIDAVIT** and Certificate of Insurance

It is the responsibility of the applicant to NOTIFY the Hardin County Planning and Development Commission for the required building and electrical inspections.

(KBC 117.0)



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It is State Law that you must contact “Call Before You Dig” (call 811) prior to disturbing any soil in the Commonwealth of KY.

All Commercial construction projects: If it is determined that no inspections have been requested for a project for a period of 180 days or more, the permit will be deemed inactive and will be closed. Any unused fees will be surrendered to the Commission. To reopen & complete the project, a new application and fees will be required.

Addresses for new residential and commercial buildings are assigned by Hardin County 911 and processed through the Hardin County Planning Office as part of the building permit. New address is requested after footer inspection is completed. Typically issued within 2 weeks of request.

If the property is located within a subdivision, it is the **owner’s responsibility** to comply with the recorded subdivision plat (setbacks, drainage & utility easements) and any Subdivision Restrictions which are on file in the Office of the Hardin County Clerk.

Construction plans are required for all new commercial buildings/structures. Plans for review must be to scale, must be on 24” x 36” sheets and must show room dimensions, use of room, walls, doors, and windows. Please allow 20 working days for completion of the plan review see (**Commercial Building Plan Review Requirements Guide**).

If the property lies within the floodplain, has a blue line stream on site or the property contains wetlands or sinkholes; consultation with the County Engineers office is required. For property located in a flood prone area as determined by examination of local flood maps, the Federal Emergency Management Act requires the property owner to file for a “Permit to Construct along a Stream”. Property Owner must contact the Hardin County Engineering Department for assistance in completing the Stream Construction Permit for submittal to the Water Resources Branch of the Environment Protection Cabinet in Frankfort. No building permits or electrical inspections will be issued until the Water Resources Branch has approved the project and compliance with the Hardin County Flood Ordinance has been achieved.

All commercial projects require submission of a Development Plan (site plan prepared by a licensed surveyor/engineer) and approval by the Planning Commission. The building permit will not be issued until the Development Plan has been approved and signed by the Director. Additionally, a set of construction plans must be submitted. The building inspector will review the construction plans for compliance with the current building code. Any required changes to the plans will be noted in the review comments. Please allow 20 working days for completion of the review.

If the property lies within Larue County, all commercial projects require submission of construction plans and a copy of the Zoning Permit issued from the Land of Lincoln Planning and Zoning (Larue County Planning Office) to obtain a building permit.



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Commercial Building Plan Review Requirements Guide

Prior to submitting plans or application all commercial projects must be reviewed with the Commercial/Non-residential Building Inspector. Final plans need to be presented at this meeting. Call 270-769-5479 to schedule an appointment.

All plans submitted must be based on the 2018 Kentucky Building Code, which is based on the 2015 International Building Code with current Kentucky Amendments.

Permits Required: Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.

The following information is required to be submitted when applying for a plan review on a commercial building project.

Application for permit: To obtain a *permit*, the applicant shall first file an application in writing and pay the associated fee. (Need to know the square footage of the building counting all floors and the construction costs for the project.)

Such application shall:

1. Identify and describe the work to be covered by the *permit* for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work. (an approved Development Plan is acceptable).
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by *construction documents* and other information as required in Section 107 2018 KRC.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the *building official*.

APPLICATION FOR BUILDING PLAN REVIEW PROCEDURAL REQUIREMENTS

The following procedures should be followed for any construction activity under the Kentucky Building Code (KBC), which requires the local building official to do a plan review.

1. File an application for Development Plan approval with the Hardin County Planning & Development Commission.
2. File an application for a Building Permit with approved site development plan approval, a complete set of building plans, all other applicable documentation and permit fees paid in full.
3. The building inspector will review the building plan for conformance with the applicable standards in the KBC and IBC.
4. It shall be the goal of the building inspector to receive and return to the owner the completed plan review on the building project within **twenty (20) working days** of the date of submittal. Large commercial projects could take longer.
5. Notification of any modifications shall be made in writing prior to the issuance of a building permit. All modifications shall be incorporated into the construction work.
6. Some modifications may require the submission of corrected plans prior to beginning any construction work. The reviewed and approved set will be kept on file at the Planning Commission office.
7. Any changes made during construction must be agreed to in writing by the building inspector prior to the changes being made on the jobsite.



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CONTENT OF BUILDING PLANS

Required plan information shall be as follows (unless certain items are waived by the Building Inspector):

DRAWINGS SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- 1) All plans shall be drawn to a standard architectural drafting scale. The preferred scale is 1/8" = 1'0 for Floor Plans, and 1/4" = 1'0 for Cross Section drawings. **MINIMUM PLAN SHEET SIZE 24" X 36"**
- 2) A 4" x 4" clear area in the same location on the right quadrant of each sheet.
- 3) A title block, which includes:
 - Type of Construction (Chapter 6, KBC)
 - Use Group (Chapter 3, KBC)
 - Occupant load
 - List all installed fire protection systems
 - List all design options
- 4) Site Plan & Site Survey (Section 107.2.5, KBC)
- 5) Complete building plans showing use of all areas.
- 6) All appropriate wall, floor and foundation sections and details
- 7) Complete door schedule including hardware schedule
- 8) Complete window and glazing schedule
- 9) Complete interior finish schedule with documentation of maximum flame spread ratings
- 10) Complete specifications (may be separate .pdf or located in the plans)
- 11) List of all fire rated assemblies and documentation of the required rating.
- 12) Details showing all accessibility features for the physically disabled.
- 13) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
- 14) Statement indicating shop drawings will be submitted for all fire protection systems
- 15) Fire Suppression Design Criteria form (may be separate .pdf).
- 16) Electrical Plans (show location of all exit signs and means of egress lighting)
- 17) Mechanical plans (include location and type of equipment and appliances and an air balance schedule)
- 18) List all design loads for the building
- 19) Complete information for all special occupancy requirements (atrium, high-rise, covered mall, etc...)
- 20) Complete information for all special structures (skylights, roof, panels, awnings, etc...)
- 21) Earthquake design data (Section 1603.1.5, KBC) and letter of special inspections, where applicable, by Section 1613 through 1623 and 1704 of the KBC.
- 22) Geotechnical Investigation Report as required by Section 1803 of the KBC.
- 23) Signed and sealed plans (when required by KRS 322/323)
- 24) Sequence of operations for all special systems (smoke control, elevator recall, etc.)