



Hardin County
Planning and Development Commission
150 N. Provident Way, Suite 225
Elizabethtown, KY 42701
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Commercial Building Plan Review Requirements Guide

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 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. Schedule an appointment with the Commercial/Non-residential Building Inspector for preliminary review of project, jurisdiction and final plans.
3. 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.
4. The building inspector will review the building plan for conformance with the applicable standards in the KBC and IBC.
5. 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.
6. 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.
7. 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.
8. Any changes made during construction must be agreed to in writing by the building inspector prior to the changes being made on the jobsite.



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.)

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	<input type="checkbox"/> Insulation Pkg.	<input type="checkbox"/> Other _____
Type of Water	<input type="checkbox"/> Public	<input type="checkbox"/> Well	<input type="checkbox"/> Central Air	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of Sewage	<input type="checkbox"/> Public	Private Permit # _____		1 st Floor	Dimensions (x)

Code Used: 2018 Kentucky Building Code	I. Construction Cost	2 nd Floor	\$ _____ PERMIT FEE
	\$ _____	TOTAL	

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: _____