CITY OF SHELBYVILLE

DEPARTMENT OF BUILDING CODE ENFORCEMENT

PLAN SUBMISSION APPLICATION GUIDE

FOR

BUILDING CONSTRUCTION

DIVISION OF BUILDING CODES ENFORCEMENT
502-487-8208

315 Washington Street
Shelbyville, Kentucky 40065
barry@shelbyvillekentucky.com

Kentucky
UNBRIDLED SPIRIT

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 SITUATION EXISTS, THIS OFFICE IS AVAILABLE TO ASSIST YOU.

Page 2 ..... Table of Contents

Page 3 ..... Preface

Page 3 ..... Plan Submission Process

Page 4 ..... Plumbing Plan Submission

Page 5 ..... Building Plan Checklist

Page 6..... Plan Requirements

Page 7..... Architects and Engineers Requirements

Page 8 ..... Requirements for the Physically Disabled

Page 8 ..... Seismic Design

Page 9 & 10..... Partial Permits

Page 11 ..... Range Hood Submittal Requirements

Page 12 & 13..... Application Form

Page 14 ..... Fee Schedule

Page 15 & 16 ..... Fire Suppression Design Criteria Form

Page 17 ..... Local Review

Page 18 ..... License Requirements

Page 19 ..... Codes Used in Kentucky for Various Years

Page 20 ..... Codes Currently Used in Kentucky

Page 21 ..... Affidavit of Assurances

Page 22 ..... Before You Build Checklist

NOTE: **IF YOU ARE PLANNING TO VISIT YOUR LOCAL BUILDING INSPECTOR, PLUMBING INSPECTOR OR HEALTH DEPARTMENT, PLEASE CALL FOR AN APPOINTMENT *FIRST*. THIS WILL ENABLE US TO SERVE YOU MORE EFFICIENTLY.**

PREFACE

This guide had been developed over the years to answer most general questions that arise regarding the process of obtaining building or plumbing permits. 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 Codes Enforcement at (502) 487-8208 or Division of Plumbing at (502) 573-0397.

FIRST STEP: When planning a new construction project for City of Shelbyville please contact Triple S Planning & Zoning authority to ensure the proposed construction site is properly zoned. In many cases, substantial delays can be experienced if rezoning or zoning appeals are necessary. The City of Shelbyville, has no authority over Triple S Planning & Zoning commissions.

SECOND STEP: Determine if the state or local building department has building code enforcement responsibility. Kentucky is unique in that code enforcement responsibilities are divided between state and local jurisdictions with virtually no duplication of code enforcement activities.

Basically, local building code programs review the smaller construction projects and the state reviews the larger ones. Section 104.0 of the 2013 KBC identifies building code enforcement responsibilities. Please refer to Page 17 of this Guide to determine who will review your project. Local jurisdictions may petition the DHBC for additional responsibilities beyond the minimum assigned by law. A listing of those local jurisdictions currently having additional responsibilities can be found on our web-site, www.dhbc.ky.gov or obtained by phoning our office at 502-573-0373.

There are still several city and county governments that do not have building code enforcement programs. In these areas, the DHBC is responsible for all buildings other than single family dwellings. Page 17 of this Guide describes the types of projects to be reviewed locally or by the DHBC. If you are unaware of a local code enforcement program, call this office to confirm.

After determining whether the DHBC or the local code official has jurisdiction, the ***third/ final step*** is to make initial contact with the appropriate code enforcement agency to determine the process for obtaining a building construction permit. Each local agency determines its own permit process and they may vary across the state.
This detailed Plan Submission Application Guide to answer most general questions regarding who, what, when, where and how of obtaining a building construction permit for those projects under the City of Shelbyville's jurisdiction. More specific questions can be directed to the Building Official for the Division of Building Codes Enforcement.

DIVISION OF BUILDING CODES ENFORCEMENT PLAN SUBMISSION PROCESS

SEND: One (1) complete set of architectural plans
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 Joe's Bar-B-Q House @ Southbay Shopping Center.**

PROCEDURE FOR SUBMITTING CORRECTED ARCHITECTURAL PLANS

One (1) Set of Architectural Plans and cover letter identifying project by *Name and Permit Number* shall be submitted to the attention of the Building Official.

If further information is needed contact:

City of Shelbyville
Division of Building Codes Enforcement
315 Washington Street
Shelbyville, Kentucky 40065
(502) 487-8208 or barry@shelbyvillekentucky.com

IF YOUR PROJECT FALLS UNDER LOCAL JURISDICTION, YOU WILL HAVE TO CHECK WITH THE LOCAL AUTHORITY TO FIND OUT HOW MANY SETS OF PLANS AND SPECIFICATIONS ARE REQUIRED.

Division of Plumbing Plan Submission Process

All plumbing plans for commercial and multi-family 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 the county Health Departments for approval in the following counties:

Adair
Anderson
Ballard
Barren
Bell
Bourbon
Boyd
Breathitt
Butler
Caldwell
Calloway
Carlisle
Carroll
Casey
Clark
Clay
Clinton
Crittenden
Cumberland
Edmonson
Fayette
Fleming
Fulton
Floyd
Garrard
Graves
Green
Greenup
Harlan
Harrison
Hart
Henry
Hickman
Jackson
Jefferson
Jessamine
Knott
Lawrence
Lee
Leslie
Letcher
Livingston
Logan
Lyon
McCracken
McCreary
Madison
Magoffin
Marshall
Mason
Mercer
Metcalf
Monroe
Montgomery
Muhlenberg
Nelson
Nicholas
Owsley
Perry
Pulaski
Robertson
Rockcastle
Russell
Scott
Shelby
Simpson
Spencer
Taylor
Trigg
Trimble
Warren
Wayne
Whitley
Wolfe
Woodford

All plans must be submitted to local Health Department if your project has any of the following:

Food Processing
Grocery
Restaurant
Caterer
Private Water / Sewage Disposal
Boarding Homes
Day Cares
Youth Camps
Micro-Processor Food Storage Facility
Bed & Breakfast
Food Service
Tattoo Shops
Schools
Frozen Food Lockers
Correctional Facility
Hotels / Motel
Beaches
Mobile Food Unit
Mobile Home Parks
Tanning Beds
Pools
Concessions
Food Vending
Mobile Home & RV Parks

Must have approval of the sewer system:

Shelbyville Water and Sewer

After the above requirements are completed, submit plans to:

Shelby County Health Department
615 Eleventh Street
Shelbyville, Kentucky 40065

Please call Amy Tingle at 502-633-9377 if you have questions regarding your plumbing plan submittal.

Office hours are 8:00 am until 4:30 pm EST.

DIVISION OF BUILDING CODES PLAN REVIEW CHECKLIST

THE FOLLOWING IS A LIST OF THE DOCUMENTATION REQUIRED TO BE SUBMITTED FOR A COMPLETE PLAN REVIEW. DRAWINGS SHALL INCLUDE BUT NOT BE LIMITED TO:

1) A title block which includes:
   - Type of Construction (Chapter 6, KBC)
   - Use Group (Chapter 3, KBC)
   - List all installed fire protection systems
   - List all design options
2) Site Plan & Site Survey (Section 107.2.5, 2018 KBC)
3) Complete building plans showing use of all areas
4) All appropriate wall, floor and foundation sections and details
5) Complete door schedule including hardware schedule
6) Complete window and glazing schedule
7) Complete interior finish schedule with documentation of maximum flame spread ratings
8) Complete specifications (may be separate document or located in the plans)
9) List of all fire rated assemblies and documentation of the required rating.
10) Details showing all accessibility features for the physically disabled (see Page 8)
11) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
12) Statement indicating shop drawings will be submitted for all fire protection systems
13) Fire Suppression Design Criteria form (see Pages 15 and 16)
14) Electrical Plans (show location of all exits and means of egress lighting)
15) Mechanical plans (include location and type of equipment and appliances and an air balance schedule)
16) List all design loads for the building
17) Complete information for all special occupancy requirements (atrium, high rise, covered mall, etc...)
18) Complete information for all special structures (sky lights, roof, panels, awnings, etc...)
19) 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. (See Page 8)
20) Signed and sealed plans (when required by KRS 322/323)
21) Sequence of operations for all special systems (smoke control, elevator recall, etc.)

PLAN REQUIREMENTS

1) **GENERAL:**
Submit one (1) complete set of construction documents and three (3) sets of plumbing plans 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. Plans will be reviewed 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 19**

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:
Scale drawings showing foundation, floor plans and elevations, including structural framing details and notes for all walls, floors ceilings and roofs. Electrical, plumbing and mechanical details may be shown on more than one drawing.

d. DETAILS:
1. Section: A cross section trough each 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:**
The COM Check/ RES Check Forms for the necessary calculations can be downloaded from www.energycodes.gov.

7) **SEISMIC DESIGN DATA & LETTER OF SPECIAL INSPECTIONS:** (See Page 8) *(letter only)

8) **FIRE SUPPRESSION DESIGN CRITERIA FORM:**
(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 12 and 13)

10) **PLAN REVIEW FEE:**
This office must require a plan review fee to cover plan review and field inspection services provided by the City of Shelbyville, Building Official. 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 14 and 15.

11) **AFFIDAVIT OF ASSURANCES:**
One (1) copy of this form must be completed and submitted with drawings. (See Page 21)

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) & (5d) 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, Standpipe, CO^2, Clean Agent, Dry Chemical, Foam, etc...)
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, Division of Plumbing
g. Pools
h. Bleachers/ Spectator Seating
i. Pre-engineered metal buildings
j. Pre-fabricated wood trusses

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 14) 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, contact your local building official or the Electrical Division at (502) 573-0373.

PROFESSIONAL DESIGN REQUIREMENTS

(SEE KRS 322 & 323 FOR COMPLETE REQUIREMENTS OR SECTION 122.1, KBC)

TABLE 122.1
LICENSED DESIGN PROFESSIONAL SEALS

NOTE: Projects involving new *structures*, *additions* or renovations require *licensed design professional* services when the *building* size or calculated *occupant load* exceeds the limits indicated by Table 122.1.

GROUP CLASSIFICATION OR SPECIAL USE	BUILDING SIZE [e] (square feet)	CALCULATED [e] *OCCUPANT LOAD*	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	—
Public works projects	Any	Any	—	—	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	—	—
Smaller buildings	Note d	Note d	—	—	—	X
Nonbuilding structures	—	—	—	—	—	X

a. Assembly uses having 700 square feet to 1,500 square feet may actually have calculated *occupant load* exceeding 100 *persons* depending on the specific use of assembly *areas*.

b. Net *floor area* occupied by clients is 35 square feet per client and calculated *occupant load* is actually client load.

c. *Buildings* having two or more different uses require both architect and engineer when the combined calculated occupant *load* exceeds 100 *persons*, unless the mixed uses are exclusively factory, high hazard or storage.

d. Smaller *buildings* of any use having total *area* or calculated *occupant load* less than *specified* for that use do not require *licensed design professional* services.

e. Projects involving *additions* to existing *buildings* shall include existing *building areas* and/or calculated *occupant loads* when determining requirements for *licensed design professional* services. Use the actual *occupant load* if it is greater than the calculated *occupant load*.

f. No architect or engineer is required unless the church *building* size reaches 6,000 total square feet or a calculated *occupant load* of 400 *persons*.

g. The number of *dwelling units* shall be the determining factor. However, for a dormitory or boarding home, the *occupant load* shall be determined by *area* or actual *occupant load*.

***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, KBC (below).**

Table 1004.1.2
MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

OCCUPANCY	FLOOR AREA IN SQ. FT. PER OCCUPANT
Accessory storage area, mechanical equipment room	300 gross
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
Exhibit Gallery and Museum	30 net
Assembly with fixed seats	See Section 1004.4
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
Daycare	35 net
Dormitories	50 gross
Educational Classroom area Shops and other vocational room areas	 20 net 50 net
Exercise rooms	50 gross
H-5 Fabrication and manufacturing areas	200 gross
Industrial areas[a]	100 gross
Institutional areas Inpatient treatment areas Outpatient areas Sleeping areas	 240 gross 100 gross 120 gross
Kitchens, commercial	200 gross
Library Reading rooms Stack area	 50 net 100 gross
Mall buildings – covered and open	See Section 402.8.2
Locker rooms	50 gross
Mercantile Areas on other floors Storage, stock and shipping areas	 60 gross 300 gross
Parking garages	200 gross
Residential	200 gross
Skating rinks, swimming pools Rinks and pools Decks	 50 gross 15 gross
Stages and platforms	15 net
Warehouses	500 gross

ACCESSIBILITY REQUIREMENTS FOR PHYSICALLY DISABLED

All new buildings and facilities, including temporary structures and their associated sites and facilities, shall be accessible to persons with disabilities, including, but not limited to OCCUPANTS, EMPLOYEES, STUDENTS, SPECTATORS, PARTICIPANTS, AND VISITORS. (Section 1103.1, KBC) REVIEW SECTION 1103.2, 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 IBC.

STRUCTURAL LOADS

1603.1.5 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
7. Seismic Design Category

STRUCTURAL TEST AND SPECIAL INSPECTIONS

1704.2 KBC 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 shall be included. The special inspectors shall be provided by the owner and shall be qualified and approved for the inspection of the work.

EXCEPTIONS:

1. Special inspections are not required for work for which a design professional is not required by Section 122.1, KBC. (refer to page 7)
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, KBC and occupancies in Group U that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1, KBC.
4. Unless otherwise required by the building official, special inspections are not required for buildings assigned to Category I per Table 1604.5, KBC.

PARTIAL PERMITS

The Building Code Official is authorized to issue a permit for any part of a building or structure before the complete plan package has been submitted. Upon request, the Building Code Official is also authorized to issue partial permits if a complete plan package has been filed but falls short of meeting the requirements for full permit.

The issuance of a partial permit is contingent upon adequate information and details having been filed to demonstrate compliance with all pertinent requirements of the KBC.

SITE / FOUNDATION REVIEW

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.

❑ **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 on each sheet. (KRS 322/323 and Table 122.1, KBC)

❑ **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 107.2.5, KBC)

❑ **SITE SURVEY**
A plan illustrating the location of property lines and bearing the seal and signature of a land surveyor shall be submitted. (Section 122.1, KBC and KRS 322 and 323)

❑ **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 shop drawing review shall be required for this work. This work shall be performed by a Kentucky licensed sprinkler contractor. (refer to KRS 198B.560)

❑ **FOUNDATION PLAN**
A foundation plan and details shall be submitted, including anchorage details and minimum footing depths. This includes final anchor bolt plans from pre-engineered metal buildings,

❑ **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)

❑ **SEISMIC DESIGN DATA & LETTER OF SPECIAL INSPECTIONS** (Sections 1603.1.5 and 1704, KBC)

❑ **CONSTRUCTION TYPE**
Sufficient construction details (i.e. exterior walls, bearing structure, interior walls and floor/roof assemblies) shall be submitted to confirm the building will comply with the minimum construction required. (Chapters 5 and 6, KBC)

❑ **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 concrete or masonry wall, 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 706, KBC)

❑ **SUPPRESSION SYSTEM**
Fire suppression design criteria form 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)

❑ **ENERGY**
Energy compliance forms shall be submitted for the envelope of the new building or addition. (Section 1301.1.1, KBC)

❑ **AFFIDAVIT OF ASSURANCES**
An affidavit of assurances shall be submitted to document compliance with Kentucky laws for workers' compensation laws. (See Page 21)

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

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

SHELL REVIEW

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

NOTICE: *The construction of interior non- load bearing partitions, interior/exterior stairs or ramps, HVAC and electrical systems, and other areas are not typically reviewed as part of the Shell permit. For review of such components as part of the shell review, plans shall be submitted in detail with the shell package.*

ALL ITEMS FROM SITE/ FOUNDATION LIST

STRUCTURAL PLANS

All drawings pertinent to the erection of the buildings' structural system shall be submitted. These drawings shall consist of, but are not limited to, exterior/interior load bearing walls, floor/ceiling assemblies, roof structure, all pre-engineered /prefabricated systems (steel buildings, wood floor/roof trusses, and laminated systems, etc... require the seal and signature of a Kentucky licensed engineer) and pole barn/ post and frame designs (all designs that do not meet the prescriptive design for conventional framing are required to be sealed and signed by a Kentucky licensed design professional).

FIRE WALLS

If a firewall is provided or required, a floor plan shall be provided that identifies the location. A full height section (drawn to scale) shall be submitted illustrating the method and materials for construction. (Section 706, KBC)

EXTERIOR WALLS

A complete set of construction details illustrating method and materials for the construction of all exterior walls including fire ratings and opening sizes, locations, and fire ratings.

FULL BUILDING REVIEW

FLOOR PLAN(S)

A floor plan illustrating location of interior partitions, means of egress including exit access, exit, and exit discharge and identification of rooms shall be submitted.

MECHANICAL/ ELECTRICAL/ PLUMBING PLANS

A complete set of mechanical, electrical and plumbing plans shall be submitted.

DOOR SCHEDULE

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

FIRE BARRIER/ FIRE PARTITION AND ALL OTHER FIRE-RESISTANCE RATED 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. (Chapter 7, KBC)

ENERGY CONSERVATION CALCULATIONS

These calculations are required on all new buildings and additions. Com or Res Check may be utilized. A free software download is available at www.energycodes.gov. Energy calculations shall include envelope, interior and exterior lighting and mechanical compliance.

RANGEHOOD SUBMITTAL REQUIREMENTS

The following is a list of items that are required to be submitted for a complete range hood review. Please note that this office encourages the range hood contractor and hood suppression contractor to coordinate with one another and submit all required drawings in one submittal. The advantage to this coordination will result in one range hood fee of $225.00 per hood. If suppression drawings and rangehood drawings are submitted separately this office requires a fee assessment of $225.00 per hood plus $150.00 per suppression system. ***All code references are from the 2015 International Mechanical Code**

GENERAL

- □ Plans include floor plan of area hood is to be installed
- □ Plans indicate type, dimensions, and location of all cooking appliances to be covered
- □ Plans include shop drawings of hood and duct

TYPE I HOODS

- □ Shop drawings from the range hood manufacturer or fabricator of factory built UL 710/ UL 710B hoods are exempt from certain IMC requirements including exhaust quantities
- □ Documentation/details that the Type I hood is designed to automatically activate exhaust fan via a heat sensor or other approved means
- □ Documentation/details that the Type I hood is constructed of minimum #18 gage steel or minimum #20 US STD gauge stainless steel
- □ Documentation/details that joints on hoods are liquid tight welds
- □ Provide drawing illustrating clearance to combustibles to hood (18" minimum, exception T 308.6)
- □ For canopy hoods document the height and overhang of hood over cooking surface
- □ For non-canopy hoods document that the hood is a Minimum of 3 feet above the cooking surface

EXHAUST QUANITITIES

(For non-UL 710 hoods or site fabricated hoods)

Provide calculations on the minimum exhaust quantities based on the type of cooking appliance

- □ Extra Heavy Duty appliances
- □ Heavy Duty appliances
- □ Medium Duty appliances
- □ Light Duty appliances (Type I & II Hoods)
- □ Non-canopy

MAKE UP AIR (TYPE I & II HOODS)

- □ Makeup air quantities and method of introduction Please note amount ≥ 90% of exhaust air quantity
- □ Provide manufacturer's specifications for the makeup unit Including supply amount ranges.
- □ Demonstrate that make up air is tempered to within 10 degrees of conditioned spaced

GREASE FILTERS

- □ Provide manufacturer's specifications on the grease filters demonstrating that they are listed installed at an angle of 45 degrees and installed a minimum height above the cooking surface based on the type of cooking and Table 507.11

DUCTS SERVING TYPE I HOODS

- □ Document that the duct is constructed of Min. # 16 STD steel or Min. # 18 STD Stainless Steel
- □ Document that all joints in duct are liquid tight welds and that duct is welded to hood
- □ Demonstrate that the hood meets the minimum duct velocity (Sq. ft. of duct ÷ exhaust quantity)
- □ Shaft enclosure details if duct is required to be enclosed in a shaft
- □ Documentation illustrating that duct is a minimum of 40 inches above roof surface or 10 feet above adjoining grade
- □ Manufacturer's specifications on the up-blast fan to be installed illustrating that the supply ranges meet the minimum exhaust quantities
- □ Provide drawing illustrating clearance to combustibles from the duct (18 min. exception T308.6)

SUPRESSION SYSTEMS

- □ Suppression drawings for the hood signed and sealed by a KY rangehood contractor and layout suppression contractor
- □ Drawing illustrating a manual and automatic means of activating the sprinkler system
- □ Location of manual pulls illustrating the location is a minimum of 10 feet from hood not to exceed 20 feet mounted 42 minimum to 48 inches' maximum above the floor
- □ Documentation that fuel sources for the cooking appliances shall automatically disconnect upon activation of suppression system and be capable of manual reset
- □ Location of a Class K fire extinguisher when cooking involves the use of animal oils or fats

TYPE II HOODS

- □ Documentation that the Type I hood is constructed of minimum #22 Mfg. STD gauge steel or minimum #24 US STD gauge stainless steel
- □ Documentation that joints on hoods are liquid tight welds
- □ Documentation that exhaust terminations are not within 10 foot of air intake openings or shall be 2 feet above air intake opening if outlet is within 10 feet

Type II Ducts and Plenums

- □ Documentation that ducts and plenums are constructed of rigid metallic material
- □ Bracing in accordance with Chapter 6

Dishwasher Appliances Exhaust Quantities

Roof Guards:

- □ If required, document the location and details of roof guards for fans that are within 10 feet of roof edge and more than 30 inches above grade or roof

PLAN APPLICATION FOR
CITY OF SHELBYVILLE
DIVISION OF BUILDING CODE ENFORCEMENT
315 WASHINGTON STREET
SHELBYVILLE, KY. 40065
Phone 502-487-8208 FAX 502-633-4292

NOTE: Complete all applicable spaces **Today's Date:**

NAME OF PERSON SUBMITTING PLANS Phone ( ) *IS THE BCE PLAN REVIEW FEE INCLUDED WITH PLANS?* ☐ Yes ☐ No

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

FAX: **EMAIL:** **Estimated Construction Cost;**

BUSINESS & PROJECT NAME:
(Or tenant name if multi-tenant building) *PLEASE NOTE IF PROJECT IS INSIDE OR OUTSIDE LIMITS OF CITY NOTED BELOW*

PROJECT LOCATION: KY
NUMBER/STREET, HWY OR ROAD (Please do not indicate P.O. Box or Postal Routes) CITY STATE ZIP CODE

IF PROJECT IS EXISTING, PLEASE NOTE PREVIOUS NAME:

PROJECT LOCATED WITHIN CITY LIMITS? ☐ Yes ☐ No COUNTY

OWNER (INDIVIDUAL & COMPANY) PHONE ( )
MAILING ADDRESS: NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

FAX: **EMAIL:**

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

FAX: **EMAIL:**

NOTE: DESIGN CERTIFICATION REQUIRED. All buildings or structures requiring professional design (Architect or Engineer) by Section 122 of the 2013 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 seismic bracing requirements for architectural, mechanical and electrical components 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

FAX: **EMAIL:**

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

FAX: **EMAIL:**

BUILDING INFORMATION

NUMBER OF BUILDINGS IN THIS SUBMITTAL:		**USE OF BUILDING(S) i.e...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:	Sq. ft.	**NUMBER OF LEVELS** (INCLUDING BASEMENT):		**BASEMENT**	☐ Yes	☐ No	
TOTAL AREA IN EXISTING BLDG.:	Sq.ft.	**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)
BUILDING PLAN REVIEW (BCE)	**Construction Type:**	Suppression System (Sprinkler, CO^2, Etc.) ☐
Full Building Review ☐		Alarm Systems ☐
Site & Foundation Review ☐	**Use Group & Occupancy Classification:**	Range Hood System ☐
Partial Review (Shell Only) ☐		Bleacher Seating ☐
		Swimming Pool ☐
SUBMIT ONLY ONE SET FOR BCE		*SUBMIT ONLY ONE SET OF PLANS FOR THE ABOVE*

Shelbyville Building Code Enforcement
315 Washington Street
Shelbyville, KY. 40065
502-487-8208
barry@shelbyvillekentucky.com

2018 KBC PLAN REVIEW FEE WORKSHEET

(PLAN REVIEW FEES ARE REQUIRED AT TIME OF SUBMITTIAL)

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

COMPANY: _____

MAILING ADDRESS: _____

CITY/ STATE/ ZIP:

(For OFFICIAL USE ONLY)
Date:_____
Check #: _____
Check Amount: $ _____

FOR:

BUSINESS NAME: _____

PROJECT NAME: _____

STREET NAME: _____

CITY:_____ **COUNTY** _____
(Please indicate if inside the city limits, YES **or** NO)

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 OR CHANGE OF USE:
Cost per square foot:_____X total area_____ = ***FEE $***_____
(SEE FEE SCHEDULE)(All permits are assessed a $5.00 Administration fee)

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*** $_____
TOTAL FEE FOR THIS SECTION $_____
The minimum fee for review of plans under this section shall be one hundred dollars. (**$100.00**).

Include the following specialized fees only when the plans for the specialized system accompany payment.
*See **FEE SCHEDULE** on reverse side for specialized fees.*

Sprinkler Fee	_____	Clean Agent Suppression Fee	_____
Fire Detection Fee	_____	Commercial Range Hoods	_____
Standpipe Fee	_____	Dry Chemical Systems	_____
CO^2 Suppression Fee	_____		
Foam Suppression Fee	_____	***TOTAL SPECIALIZED FEES***	_____

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

2018 KENTUCKY BUILDING CODE
SECTION 121.0 PLAN REVIEW AND INSPECTION FEES

121.1 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.

121.2 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.

121.3 State 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.

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

Table 121.3.1
CITY OF SHELBYVILLE FEE SCHEDULE

Occupancy type	Cost per square foot
Assembly	16 cents
Business	16 cents
Day care centers	State Jurisdiction
Educational	16 cents
High Hazard	State Jurisdiction
Factory / Industrial	16 cents
Institutional	State Jurisdiction
Mercantile	16 cents
Residential	16 cents
Storage	16 cents
Utility and Miscellaneous	16 cents

121.3.1.1 Fast track elective. Not Available in City of Shelbyville.

121.3.1 **Submission of plans and fees.** All plans and specifications required to be submitted to the Department of Building Code Enforcement by this code shall be accompanied by the applicable fee as set forth herein, rounded to the nearest dollar.

121.3.2 **Method of payment.** All fees required herein shall be cash or check form payable to the City of Simpsonville.

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

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

121.3.5 **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 $100.

121.3.7 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 $100.

121.3.8 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 $100.

121.3.9 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
04 - 25	$150
26 - 100	$200
101 - 200	$250
201 - 300	$275
301 - 400	$325
401 - 750	$375
Over 750	$375 plus 30 cents per sprinkler over 750

121.3.10 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.

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

121.3.12 Carbon dioxide suppression review fee. One to 200 pounds of agent shall be $275, over 200 pounds of agent shall be $275 plus 5 cents per pound in excess of 200 pounds.

121.3.13 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.

121.3.14 Foam suppression system review fee. $.50 per gallon of foam concentrates 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.

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

121.3.15.1 Commercial range hood extinguishing system review fee. $150 per system when the range hood extinguishing system is submitted separate from the range hood system.

121.3.16 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.

121.3.17 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 this code.

FIRE SUPPRESSION DESIGN CRITERIA

PERMIT NUMBER [1]:_____ DATE:_____

PROJECT OR FACILITY NAME: _____

STREET ADDRESS: _____

CITY: SHELBYVILLE COUNTY: SHELBY

WATER FLOW INFORMATION: (See work sheet on reverse side)

STATIC: _____ PSI

RESIDUAL: _____ PSI

WATER FLOW: _____ GPM

DURATION: [2] _____ MIN

SOURCE OF WATER SUPPLY: [3] _____

SOURCE OF WATER FLOW DATA: [4] _____

DATE AND TIME OF WATER FLOW TEST: [5] _____

ANTICIPATED WATER DEMAND: [6] _____ PSI

_____ GPM

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. PERMIT 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. DATE AND TIME OF WATER FLOW TEST: Water flow test shall have been conducted within the past six months.
6. ANTICIPATEDWATER 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 are 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)	PITO 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

PRESSURE (PSI)

120 115 110 105 100 95 90 85 80 75 70 65 60 55 50 45 40 35 30 25 20 15 10 5 0

SCALE USED: _____

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

LOCAL AND STATE RESPONSIBILITY FOR PLAN REVIEW AND INSPECTION OF NEW AND EXISTING BUILDINGS RELATED TO THE KENTUCKY BUILDING CODE, footnote 1			815 KAR 10:020 SECTION 7 KBC CHAPTER 1 SECTIONS 104.1 AND 104.2 KRS 198B			
Use Group (Occupancy)	**Local Authority has assumed no responsibility[6]**		**Local authority has assumed minimum responsibility[2, 3, 4 ,6]**		**Local Authority has assumed full responsibility[1, 2, 6, 7, 9]**	
	(Obtain Local Permit Only)	State Review	City of Shelbyville.	City Of Shelbyville	Local Review	State Review
R-4 Residential – Single Family	Yes	NA	All	Yes	Yes	None
R-1 Residential – Hotels, Motels	NA	NA	Up to 3 Stories and 20,000 sq. ft. or less	More than 3 Stories or more than 20,000 sq. ft.	All	None
R-2 Residential – Multi Family R-3	NA	NA	Up to 3 Stories and 20,000 sq. ft. or less	More than 3 Stories or more than 20,000 sq. ft.	All	None
B Business Offices	NA	NA	100 persons or less	101 Persons or more	All	None
M Mercantile – Retail Stores	NA	NA	100 persons or less	101 persons or more	All	None
F-1 Factory – Industrial F-2 Factory	NA	NA	100 persons or less	101 Persons or more	All	None
S-1 Storage Moderate S-2 Storage Low	NA	NA	Up to 3 Stories and 20,000 sq. ft. or less.	More than 3 Stories or more than 20,000 sq. ft.	All	None
A-1 Assembly – Theaters A-2 Restaurants, Bars A-3 Recreation Centers A-4, A-5	NA	NA	100 persons of less	101 Persons or more	All	None
A-3 Assembly – Churches	NA	NA	6,000 sq. ft. or less or 400 persons of less	6,001 sq. ft. or more or 401 persons or more	All	None
E Educational – Schools	NA	NA	All	NA	All	None
E Daycare 1-1 Institutional – Nursing Homes 1-2 Hospitals 1-3 Institutional – Jails, Prisons	Yes	YES	None	All	None	All
H High Hazard	Yes	YES	None	All	None	All
State Owned Buildings (Also State Leased)	NO	YES	None	All	None	All
Industrialized Building Systems (Units Constructed In Factory)	All	NA	All	All	All	None
Mixed Use	NA	NO	100 persons of less	101 Persons or more	All[8]	None

FOOTNOTES:

1. City of Shelbyville, has expanded jurisdiction of all projects except: High Hazard, Institutional and State Owned Buildings.
2. Check for special agreements with local officials or the DHBC.
3. RENOVATIONS to existing building, plan review submittals to City of Shelbyville.
4. ADDITIONS to existing buildings, plan review submittals to City of Shelbyville.
5. See page 7 of this guide or Table 1004.1.2 of the KBC to determine occupant load.
6. Contact Shelbyville Building Official 502-487-8208 to determine occupant load and review requirements.
7. For work which is exempt from permit requirements, see Kentucky Building Code, Section 105.2
8. Expanded jurisdiction contracts may vary from jurisdiction to jurisdiction. Please contact Shelbyville Building Official or the DHBC if you have questions.
9. Unless any of the uses involved are identified as state review even though local authority has assumed full responsibility.

LICENSE REQUIREMENTS

TRADE	INSTALLATION CONTRACTOR	INSPECTION BY:	PERMIT/CERTIFICATES ISSUED:
GENERAL ERECTION AND CONSTRUCTION 502-487-8208	Shelbyville Business License Required**	LOCAL JURISDICTION	CONSTRUCTION PERMITS OCCUPANCY CERTIFICATE
PLUMBING 502-573-0397	STATE LICENSE REQUIRED	STATE or LOCAL JURISDICTION	CERTIFICATE OF APPROVAL
SPRINKLERS/SUPPRESSION 502-487-8208	STATE LICENSE REQUIRED	LOCAL JURISDICTION	CERTIFICATE OF APPROVAL
ELECTRICAL 502-829-0054	STATE LICENSE REQUIRED	STATE or LOCAL JURISDICTION	ELECTRICAL CERTIFICATE BY INSPECTOR
MECHANICAL (HVAC) 502-573-0395	STATE LICENSE REQUIRED	STATE JURISDICTION	INSTALLATION PERMIT REQUIRED
ELEVATORS 502-573-1694	NEED PERMIT STATE LICENSE REQUIRED	STATE INSPECTOR	CERTIFICATE BY STATE INSPECTOR REQUIRED ANNUALLY
BOILER 502-573-1708	STATE LICENSE REQUIRED	STATE INSPECTOR	INSTALLATION PERMIT/OPERATING CERTIFICATE
FIRE ALARM 502-487-8208	NO LICENSE REQUIRED	LOCAL INSPECTOR	ALARM CERTIFICATE BY CERTIFIED INSPECTOR
SWIMMING POOL CONTRACTOR 502-487-8208	NO LICENSE REQUIRED	LOCAL JURISDICTION	CONSTRUCTION PERMIT AND OCCUPANCY CERTIFICATE
WELDING (BOILERS) 502-573-1708	LICENSE REQUIRED	STATE or LOCAL JURISDICTION	CERTIFIED BY CONTRACTOR
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 502-573-1795	STATE APPROVAL REQUIRED AT MANUFACTURER'S SITE	STATE INSPECTED AT DEALER LOT	STATE PERMIT ISSUED AT JOB SITE
INDUSTRIALIZED BLDG. SYSTEM/MODULAR MFR. 502-573-1795	MANUFACTURER OBTAINS MODEL PLAN APPROVAL	SITE INSPECTED BY STATE – IN-PLANT INSP. BY APPROVED 3rd PARTY	CONSTRUCTION PERMITS AND OCCUPANCY CERTIFICATE
FOR ESTABLISHING THESE BUSINESSES IN THE COMMONWEALTH OF KENTUCKY, IT IS ADVISABLE TO CONTACT: **All Contractors and Sub-contractors must obtain a Business License From the City of Shelbyville.		CABINET FOR ECONOMIC DEVELOPMENT BUSINESS INFORMATION CLEARINGHOUSE CAPITAL PLAZA TOWER, 24th FLOOR FRANKFORT, KENTUCKY 40601 502-564-4252	

BUILDING AND FIRE SAFETY CODES USD IN KENTUCKY FOR VARIOUS YEARS

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) 2nd Edition; BOCA Mechanical Code- 1981 Edition; National Electrical Code- 1981 edition
December 1, 1985	1985 Kentucky Building Code (KBC) 3rd edition; BOCA Mechanical Code- 1984 edition; national Electrical code-1981 edition
January 1, 1988	1988 Kentucky Building code (KBC) 4th 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) 5th Edition; BOCA Mechanical Code- 1990 Edition; National Electrical Code-1990 Edition
July 1, 1994	1994 Kentucky Building Code (KBC) 6th Edition; BOCA Mechanical Code- 1993; National electrical Code-1993 Edition
July 1, 1997	1997 Kentucky Building Code (KBC) 7th Edition; BOCA Mechanical Code- 1993 Edition; National Electrical Code 1996
January 1, 2002	2002 Kentucky Building Code (KBC) 8th Edition; International Mechanical Code 2002 Edition, National Electrical Code 2002 Edition
July 6, 2007	2007 Kentucky Building Code (KBC) 9th Edition; International Mechanical Code 2006 Edition, National Electrical Code 2005 Edition
January 1, 2014	2013 Kentucky Building Code (KBC) 10th Edition; 2012 International Mechanical Code; 2014 NFPA 70, National Electrical Code (Effective Oct 1, 2014)
January 1, 2019	2018 Kentucky Building & Residential Code (KBC / KRC) Based on 2015 International Code. 2015 International Mechanical Code. 2017 NFPA 70 National Electrical Code

CODES CURRENTLY ADOPTED BY KENTUCKY

2018 Kentucky Building Code (Based on the 2015 International Building Code)

2018 Kentucky Residential Code (Based on the 2015 International Residential Code)

2015 International Mechanical Code

2012 International Fire Code (New construction projects, only when specifically referenced by the body of KBC)

2012 International Energy Conservation Code (Effective Oct 1, 2014)

2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities

2013 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

2017 NFPA 70 National Electrical Code (Effective Oct 1, 2014)

2010 NFPA 72- National Fire Alarm and Signaling Code

2012 NFPA 101- Life Safety Code (Health Care Facilities)

GB-03-01- Structural Engineers Association of Kentucky SEAoK- Special Inspection Guidelines 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.

Permit 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 Assurances 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 (LOCAL)	502-487-8208
❑	FLOOD CONTROL PERMIT (STATE & LOCAL)	502-564-2979
❑	EARTHQUAKE ZONE REQUIREMENTS (STATE & LOCAL)	502-573-0373
❑	ENERGY CALCULATIONS (LOCAL)	502-487-8208
❑	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 (LOCAL)	(Page 3, 4 and 17)	502-487-8208
❑	CONSTRUCTION PERMIT (LOCAL)	(Page 3,4,9 and 10)	502-487-8208
❑	HAZARDOUS PROCESS AND STORAGE (STATE & LOCAL)		502-573-0382
❑	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	502-573-0382
☐	Sprinkler (Above ground and Underground)	(From Installing Contractor)
☐	Fire Alarm	(From Installing Contractor)
☐	Hazardous Process and Storage Approval	502-573-0382
☐	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