



RESIDENTIAL PLAN REVIEW CHECKLIST

- Completed and Signed Application
- Minimum of two (2) sets of plans, drawn to scale, must be submitted. Upon issuance of the permit, one stamped set of plans will be returned.
- A site plan or survey, showing setbacks, drawn to scale on paper (no smaller than 8.5"x11") must be submitted that includes the following: Engineer Site Plan (Exception—5 acre lots may be hand drawn)
- Elevation plans showing front, sides, and rear of structure (must reflect structure height)
- Footing size, depth, and location of rebar if required (include all grade beams and piers)
- Foundation wall thickness and location of rebar, if required
- Wall framing details, stud size, spacing & covering
- Floor plans showing each floor of the building including all interior and exterior walls, door and window locations and dimensions. Show location of required emergency escape windows.
- Stair details, tread & riser dimensions, handrail & guardrail details (stairs require minimum 6'8" headroom)
- Floor joist size, span, and spacing
- Girder beam, header size, & spacing
- Roof framing details, rafter & spacing, ridge beam size, ventilation & covering
- Vaulted ceiling detail (if applicable)
- Location & size of all decks, porches, retaining walls, etc.
- Smoke detector and carbon monoxide locations
- All trusses must have manufacturer's information (load calculations, bracing requirements, etc.) submitted as part of building plans.
- Dwelling unit separation details (duplexes & townhouses)
- Energy Efficiency compliance, insulation details form, KY prescriptive method package, or ResCheck
- Proof of Workers Comp Insurance and Unemployment Insurance
- Completed Contractor List Form
- Electric Permit

Approval Requirements

In some instances, approvals from departments aside from Building Inspection are required. These approvals must be obtained prior to issuance of a building permit.

- Health Department: Property that uses a septic tank system must obtain prior approval from the Health Department. (A copy of the site permit and septic permit must be used with the application) Kate Hinton @ 859.234.0241 from Tues-Thursday, 8:00am-9:30am
- 911 Address Letter, See Lauren Denniston or Stevie Gross @ PVA Office.
- Road Department Culvert Letter and/or Entrance Letter, County @ (859)234-7132.
- Floodplain Letter from Floodplain Coordinator, Michael Nelson @ (859)588-8073.
- Plumbing Permit or Farmstead Exemption. See Kate Hinton

DO NOT START CONSTRUCTION UNTIL BUILDING PERMIT HAS BEEN ISSUED