

COMMERCIAL 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 drawn to scale on paper (no smaller than 8.5"x11") must be submitted that includes the following: Engineer Site Plan or Completed Development Plan including parking, drainage, and setbacks
- 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
- Accessibility details (i.e. show layout of bathrooms, location of grab bars, seating charts, door hardware)
- Location of exit signs and emergency lighting
- Stair details, tread & riser dimensions, handrail & guardrail details
- Floor joist size, span, and spacing
- Girder beam, header size, & spacing
- Roof framing details, rafter & spacing, ridge beam size, ventilation & covering
- Location & size of all decks, porches, retaining walls, etc.
- All trusses must have manufacturer's information (load calculations, bracing requirements, etc.) submitted as part of building plans.
- Energy Efficiency compliance, insulation details, KY prescriptive method package, or ComCheck
- Proof of Workers Comp Insurance and Unemployment Insurance
- Completed Contractor List Form

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 evaluation and septic permit must be used with the application)
- 911 Address Letter
- Road Department Culvert Letter or Entrance/Encroachment Letter
- Floodplain Letter from Floodplain Coordinator
- Electrical Permit
- Plumbing Permit