

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. Building plans may be submitted concurrently for review or may be submitted after obtaining site development plan approval. Two (2) complete sets of building plans should be submitted along with all information listed below for content of building plans.
2. The building inspector will review the building plan for conformance with the applicable standards in the KBC (the KRC for residences). The building inspector is normally in the office from 8:00 to 8:45 AM, Monday through Friday, to answer any questions you may have regarding the information shown on your building plans.
3. 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 fifteen (15) working days of the date of submittal. Large commercial projects could take longer. The plan review and any comments will not be returned to the applicant until the plan review fee has been paid.
4. 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. Some modifications may require the submission of corrected plans prior to beginning any construction work. One (1) set of stamped, approved plans will be returned to you at the time the building permit is issued. The remaining set will be kept on file at the Planning Commission office.
5. 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 PLAN

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

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.
2. A Title Block shall be placed on the plan and shall contain the following: plan name, name and address of the developer, development address, building use, total square feet including all floors in the building.
3. A footprint of the building showing the building size with dimensions, all exterior walls and overhangs, exterior porches, interior rooms, exit doors and windows, and the distance to each nearest property line from the building exterior walls.

4. The building use and the total square feet contained in the building shall be noted on the drawing. The use of each separate room shall be noted within that room on the drawing.
5. Wall details, which shall include a scaled cross section indicating the thickness, insulation, layers of finish materials, and interior/exterior treatments. This shall go from bottom of footing to top of roof if an exterior wall, and from top of floor to bottom of ceiling joist if an interior wall.
6. A roof detail shall include a cross section indicating depth and size of roof as if viewed through attic.
7. A foundation and footing detail shall include a cross section including depth and size and psi of concrete to be used shall be indicated on the drawing.
8. A basement detail shall include the elevation of the basement and the amount of basement that will be showing above finished grade level.
9. Location and type of heating system.
10. Location of plumbing and service entrance.
11. A complete electrical plan showing outlets, lights, exit signs, exit lights, location of emergency lights, location of smoke detectors, location of main panel, and location of service entrance.
12. Any other relevant information such as stair details, decks & guard railings, handrails, sprinkler information, handicapped requirements, window and door sizes and details.