

# Permit Checklist

## **Address**

If you do not already have an address for the location, you will need to obtain this from the BITS office (270-651-2145).

## **Plot Plan**

This is done by a licensed surveyor of your choice. This is to ensure you are within your property setbacks.

In order to be considered for a waiver, you will have to meet one of the following:

- \* Double the setback requirements
- \* Be subdivided prior to 1978 (to validate this, we must have either a deed or the original plat)
- \* Located on 10 acres or more

## **Septic Release**

This is done by the health department (270-651-8321 – option #3 “Environmental”).

If you are going to have sewer, we will need proof of sanitation for the location.

## **Electrician**

As the owner who resides or will reside at the dwelling, you can do the work yourself. If you are having a Kentucky state licensed electrician do the work, they physically must come in office to sign off on that portion of the permit.

## **Plans**

A set of plans must be submitted for review. These do not have to be stamped by an Architect or professionally prepared necessarily, although it is encouraged, but a floor plan noting door and window sizes, hallway widths, stairway widths, and room classification (living, bedroom, garage, etc.) must be submitted for review.

## **Applicable spec sheets and/or drawings**

drawings and/or spec sheets for trusses or other engineered structural items used on this project. This can usually be obtained from the retailer.

## **Signed minimum requirements statement (attached)**

An applicant (owner or contractor) must sign the minimum requirements statement before a permit can be issued.

## Other important numbers:

State HVAC Inspector: 270-348-0752

STATE PLUMBING INSPECTOR’S OFFICE: 270-651-5562

## Minimum Requirements for Permitting

The following is the minimum requirement for information that we must know before issuing a permit. If plans are not provided that address these issues it is the responsibility of the applicant to address them and/or acknowledge the requirement.

A Design Professional (Engineer / Architect) is required when:

1. Commercial Bldg's 10,000 sq. ft. or more or required by the KBC
2. Any Bldg. practice not specifically addressed in the KY Bldg. Codes or that is considered non-conforming. Ex: Log Home
3. Using engineered materials (trusses, lvl's, etc.)
4. Altering any existing engineered materials

Description of use:

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Is this allowed by local Planning & Zoning? (Contact Joint City-County Planning Commission @ 270-659-0661.) \_\_\_\_\_

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RESIDENTIAL AND/OR COMMERCIAL: (this section can apply to residential or commercial permits)

\* I understand the distance to the overhang from any other structures MUST be 10 feet minimum for residential, and 20 feet for commercial Bldgs or fire-rated exterior is required by

Code. \_\_\_\_\_

How many stories in height? \_\_\_\_\_

Square Footage \_\_\_\_\_

1. Roof type - metal - shingle - other (Drip-Edge is required)
2. Roof sheathing Thickness \_\_\_\_\_" (7/16" min. / Less than 5/8" requires H-Clips)
3. Roof - trusses (Require Engineered Drawing) OR  
stick-frame rafters. - Size \_\_\_\_\_ and Spacing \_\_\_\_\_" OC

4. Means of roof venting - Ridge-vent    Box-vents    Unvented
  
5. All Trusses AND Rafters require metal straps/ties or equivalent screws listed for up-lift protection.
  
6. Ceiling joist size \_\_\_\_\_ Span \_\_\_\_\_ and Spacing \_\_\_\_\_ " OC \_\_\_\_\_ Unknown
7. Wall stud size \_\_\_\_\_ Height \_\_\_\_\_ and Spacing \_\_\_\_\_ " OC \_\_\_\_\_ Unknown
8. Floor Joist Size \_\_\_\_\_ Span \_\_\_\_\_ and Spacing \_\_\_\_\_ " OC \_\_\_\_\_ Unknown  
or \_\_\_\_\_ Concrete Slab
  
9. Fire-Rated Wall Locations / Separations and Notes  
  


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10. Hallway / Corridor Widths \_\_\_\_\_
11. Stairways: Width \_\_\_\_\_ (Landings are required at top and bottom of stairways)  
(Graspable handrails required on all stairs)
12. Are there any Spiral, Winder, or un-traditional stairways? \_\_\_\_\_
13. Mark any Fire-Rated doors with \_\_\_\_\_ Minutes or \_\_\_\_\_ Hours where required.
14. A garage must be separated from the living portion of a home by ½" Type X (fire rated) drywall on each side of the separation wall. If a garage has living space above 5/8" Type X drywall or fire rated ceiling tile is required on the ceiling.
15. Egress Windows Required in all sleeping rooms: (3-0/5-0 on grade level and below AND 3-0/5-4 on above grade levels)

16. Mark location of any Tempered / Safety Glazing in Windows where required. (Less than 18" off of floor / more than 9 sq. ft. of glass / Adj. to door / within 60" of a shower/tub and less than 44" off floor / located in a stairway

17. Bldg. exterior siding is \_\_\_\_\_

(if exterior is concrete-masonry block, reinforcement will be placed every \_\_\_\_\_' and core filled every \_\_\_\_\_') (Horizontal reinforcement is also required)

18. Foundation Type: Crawlspace      Basement      Slab      Pole Bldg.      Post and Pier

19. Minimum insulation requirements (Residential): Walls = R-13 / Floor = R-19 / Ceiling = R-38

20. Crawlspaces must be insulated with 6mil plastic on the ground and vented or conditioned.

21. Foundation drains are required for all basements.

22. Exterior grade - sloping away 6" in the first 10' or Drains or swells provided to prevent water from flowing toward bldg.

### COMMERCIAL ONLY: (this section applies to commercial permits only)

All commercial buildings MUST be handicap accessible      (Restrooms, Ramps, Entrances, etc...)

Construction Type \_\_\_\_\_

\_\_\_\_\_

Mixed Occupancy \_\_\_\_\_ And \_\_\_\_\_

Occupant Load \_\_\_\_\_

Are any Special Inspections Required?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Sprinkled      YES      NO

Fire Alarm      YES      NO

1. There MUST be an exit within 75' from any location in the building following the egress path.

2. Mark Exit sign locations

3. # of Exits directly to the outdoors \_\_\_\_\_ Exit door widths \_\_\_\_\_

(Exit doors MUST swing to the outdoors)

(2 exits required for any Bldg. or room with an occupant load of 50 or more )

I, \_\_\_\_\_ (Print Name), the applicant, acknowledge that the information I have provided is true to the best of my knowledge and that, at a minimum, the building standards listed above are expected to be met during inspection. I also understand that this is not an all-encompassing list of requirements and that this project is expected to meet all requirements of the Kentucky Residential or Kentucky Building Code.

I do hereby affirm pursuant to KRS 1988.060(10), that all contractors and subcontractors employed, or that will be employed, on any activity covered by permit for the location listed on the Permit Application issued to this applicant by the Barren County Building Inspector's Office shall be in accordance with the Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341). I also understand that failure to comply with KRS 1988.060(10), upon such finding by a court of competent jurisdiction, shall be fined an amount not to exceed four thousand dollars (\$4,000) or an amount equal to the sum of all uninsured and unsatisfied claims brought under the provisions of KRS 342 and unemployment insurance claims for which no wages were reported as required by KRS 341, whichever is greater.

\_\_\_\_\_  
Applicant Signature

SUBSCRIBED AND SWORN to before me by above named applicant on this the \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State at Large

MY COMMISSION EXPIRES: \_\_\_\_\_