

☐ **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; you cannot do this yourself. This is to ensure you are within your property setbacks. This is **NOT** a plat you get from the Clerk's office; it is a new document that shows your proposed building.

To be considered for a waiver from this requirement, you must meet one of the following:

- * Double the setback requirements (To be verified according to BITS mapping and PVA data)
- * 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 have 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**

We require drawings and/or spec sheets for trusses or other engineered structural items used on this project. This can usually be obtained from the retailer. A framing inspection will not be done until the spec sheets have been turned in to this office.

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

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

☐ **Are Development Plans Required for Planning & Zoning? (Applicable inside city limits)**

- ☐ Is more than one acre being disturbed which requires Planning and Zoning approval?
- ☐ **(Cave City)** Is less than one acre but more than 20,000 sq. ft. being disturbed or increasing impervious area by more than 5,000 sq. ft.?
- ☐ **(Glasgow)** Is less than one acre but more than 10,000 sq. ft. being disturbed or increasing impervious area by more than 3,400 sq. ft.?
- ☐ **(Park City)** Is less than one acre but more than 25,000 sq. ft. being disturbed or increasing impervious area by more than 5,000 sq. ft.?

☐ **Has entrance / culvert location & size been approved by the road/street department?**

County Road Dept: 270-678-2832

State Road Dept: 270-746-7898

Other Important #'s: HVAC Inspector: 270-348-0752

Plumbing Inspector: 270-651-5562

This must be **ENTIRELY** filled out by the applicant. If you don't have the information mark "unknown". Initial next to the line items marked in red showing that you acknowledge the requirement:

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.

The Kentucky Building Code requires a Design Professional (Engineer / Architect) when:

GROUP CLASSIFICATION OR SPECIAL USE	Building Size Square Footage	CALCULATED ^c OCCUPANT LOAD	ARCHITECT ^b	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	50 ^a	X	X	—	—
Storage ^c	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
Non-building structures	—	—	—	—	—	X

For SI: 1 square foot = 0.093 m².

Occupancy Class: _____

Construction Type _____

Occupant Load _____

Mixed Occupancy _____ And _____

Bldg. Height _____

of Stories: _____

Square Footage of Bldg _____

Square Footage under Review _____

Description of use:

Is this allowed by local Planning & Zoning? (Contact Joint City-County Planning Commission @

270-659-0661.) _____

The following table is used when calculating the Building Occupancy (Source: 2018 KBC):

FUNCTION OF SPACE	OCCUPANT LOAD FACTOR^a
Accessory storage areas, 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
Day care	35 net
Dormitories	50 gross
Educational	
Classroom area	20 net
Shop and other vocational room areas	50 net
Exercise rooms	50 gross
Group H-5 Fabrication and manufacturing areas	200 gross
Industrial areas ^b	100 gross
Institutional areas	
Inpatient treatment areas	240 gross
Outpatient areas	100 gross
Sleeping areas	120 gross
Kitchens, commercial	200 gross
Library	
Reading rooms	50 net
Stack area	100 gross
Locker rooms	50 gross
Mall buildings—covered and open	See Section 402.8.2
Mercantile	60 gross
Storage, stock, shipping areas	300 gross
Parking garages	200 gross
Residential	200 gross
Skating rinks, swimming pools	
Rink and pool	50 gross
Decks	15 gross
Stages and platforms	15 net
Warehouses	500 gross

Sprinkled YES NO

Fire Alarm YES NO

Are any Special Inspections Required? Yes _____ No _____ Chapter 17 of the KBC

Is a Geotech Report Required? Yes _____ No _____

COMCheck Provided? Yes _____ No _____ - If "No" see Item # 17

I understand the distance to the overhang from any other structures MUST be 20 feet for commercial Bldgs or fire-rated exterior is required by Code. _____ (Initial)

IF any of the following items are addressed in the plans you may disregard.

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 _____ Unknown
4. Means of roof venting - Ridge-vent Box-vents Unvented
5. All Trusses AND Rafters require metal straps/ties ("Hurricane clips") or equivalent screws listed for up-lift protection. _____ (Initial)
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 – Girder Material _____ & Pier Spacing _____
9. Fire & Smoke Walls / Barriers / Partitions

10. Fire separation wall(s) require marking/identification above a suspended ceiling _____ (Initial)
11. Hallway / Corridor Widths _____

12. Stairways: Width _____ (Landings are required at top and bottom of stairways)
(Graspable handrails required on both sides of all stairs) _____ (Initial)
13. Are there any Spiral, Winder, or un-traditional stairways? _____
14. Mark any Fire-Rated doors with _____ Minutes or _____ Hours where required.
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) _____ (Initial) _____ (N/A if no sleeping rooms)
16. Bldg. exterior siding is _____
(if exterior is concrete-masonry block, reinforcement will be placed every _____' and core
filled every _____') (Horizontal reinforcement is also required)
17. Foundation Type: Crawlspace Basement Slab Pole Bldg. Post and Pier
18. Minimum insulation requirements: Walls = R-13 / Floor = R-19 / Ceiling = R-38
_____ (Initial)
19. Crawlspaces must be insulated with 6mil plastic on the ground and vented or conditioned.
_____ (Initial)
20. Foundation drains are required for all basements. _____ (Initial)
21. Exterior grade - sloping away 6" in the first 10' or Drains or swells provided to prevent
water from flowing toward bldg. _____ (Initial)
22. All commercial buildings MUST be handicap accessible (Restrooms, Ramps, Entrances,
etc...) _____ (Initial)
23. There MUST be an exit within 75' from any location in the building following the egress
path. _____ (Initial)
24. Mark Exit sign locations
25. # of Exits directly to the outdoors _____ Exit door widths _____
26. (Exit doors MUST swing to the outdoors) _____ (Initial)
27. 2 exits required for any Bldg. or room with an occ. load of 50 or more) _____ (Initial)

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: _____