

KY Residential Code 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; 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

Does this project fall within Glasgow's Downtown Public Square Historic Overlay District?

If yes, please contact the City of Glasgow Code Enforcement Officer at 270-614-1040

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.

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

1. Any Bldg. practice not specifically addressed in the 2018 KY Residential Codes or that is considered non-conforming. Example: Log Home, storage container building
2. Using engineered materials (trusses, lvl's, etc.) – A spec sheet must be submitted
3. Altering any existing engineered materials

Description of use:

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

I understand the distance to the overhang from any other structures MUST be 10 feet minimum or may require fire-rating exterior as required by Code. _____ (Initial)

How many stories in height? _____

Square Footage _____

1. Roof pitch: _____ (MIN.:Metal = 3:12 / Asphalt Shingle = 2:12 / Standing Seam = ¼:12)
2. Roof type - metal - shingle - other (Drip-Edge is required)
3. Roof sheathing Thickness _____" (7/16" min. / Less than 5/8" requires H-Clips)
4. Roof - trusses (Require Engineered Drawing) OR stick-frame rafters. (Circle One)

If stick framed:

Size _____ and Spacing _____" OC _____ Unknown

5. Means of roof venting - Ridge-vent Box-vents Unvented Unvented

6. All Trusses AND Rafters require metal straps/ties (“Hurricane clips”) or equivalent screws listed for up-lift protection. _____ (Initial)
7. Ceiling joist size _____ Span _____ and Spacing _____” OC _____ Unknown
8. Wall stud size _____ Height _____ and Spacing _____” OC _____ Unknown
9. Floor Joist Size _____ Span _____ and Spacing _____” OC _____ Unknown
or _____ Concrete Slab – Girder Material _____ & Pier Spacing _____
10. Fire-Rated Wall Locations / Separations and Notes

11. 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. _____ (Initial)
12. Hallway / Corridor Widths _____
13. Stairways: Width _____ (Landings are required at top and bottom of stairways)
(Graspable handrails required on all stairs) _____ (Initial)
14. Are there any Spiral, Winder, or non-traditional stairways? _____
15. Mark any Fire-Rated doors with _____ Minutes or _____ Hours where required.
16. 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)
17. 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 / withing 60” of a shower/tub and less than 44” off floor / located in a stairway _____ (Initial)
18. Bldg. exterior siding is _____
(if exterior is concrete-masonry block, reinforcement will be placed every _____’ and core filled every _____’) (Horizontal reinforcement is also required)
19. Foundation Type: Crawlspace Basement Slab Pole Bldg. Post and Pier
- *Basement wall heights in excess of ten (10’) feet may require engineered plans _____ (Initial)

20. Has more than 12 Inches of fill been brought into the building site? If Yes, it will require a compaction test prior to the footing inspection, and a copy of this report must be submitted. _____ (Initial)

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

22. Crawlspace must be insulated with 6mil plastic on the ground and vented or conditioned. _____ (Initial)

23. Foundation drains are required for all basements. _____ (Initial)

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