

# 1&2 FAMILY RESIDENTIAL APPLICATION FOR CONSTRUCTION INFORMATION

## A. Submittal Documents

Construction Plans are reviewed for compliance with applicable Kentucky Building Codes and therefore need to adequately show the location, nature, and extent of the proposed work. All information listed below is required; omission will result in denial of the permit application. If you have any questions, please contact Katlin Cappel, by phone 859-625-6404 or by email, [kcappel@richmond.ky.us](mailto:kcappel@richmond.ky.us)

**Plan Submittal Requirements** – Where required per table below, plans shall be drawn to a scale on minimum sheet size of 8 ½” x 11”. Additional information may be required depending on unique circumstances determined on a case-by-case basis. **If any construction plans change, a new set of plans will be required for review.**

**\*Prior to issuance of new construction permit, silt fence/ construction area should be ready to inspect.**

<b><i>If project includes: (New or modification to existing)</i></b>	<b><i>The following drawings/documents are required:</i></b>
1. Construction that increases building footprint including new buildings, additions, porches, decks. (Does not include uncovered stoop/landing, steps, window wells, etc)	A site plan showing size and location of new construction and existing structures (buildings, retaining walls, decks, etc) on the site and the front, rear, and side distances from lot lines (setbacks).  *Accessory structures only require permits if 200sqft or larger
2. Elevation Drawings	Exterior building elevations showing all sides of structure exterior finishes, and egress components – doors, windows.
3. Deck* or front porch	Site plan per item #1. Connections to main building, framing, stairs, railings.  *Permit only required for deck if 200sqft or larger, deck is being covered, or is thirty (30) inches above grade at any point.
4. Foundation footings	Footing size, depth and location and size of reinforcing steel (include all grade beams and piers)
5. Foundation walls	Foundation wall thickness, location and size of reinforcing steel
6. Masonry fireplaces/chimneys	Foundation, masonry construction, clearances to surrounding wood framing
7. Walls	Wall construction – interior and exterior walls - including framing stud size & spacing, insulation and finishes

8. Floor layout	Floor plans showing each floor of the building affected by the new work including all interior and exterior walls, door and window locations, dimensions, room labels, smoke detector locations.
9. Stairs	Stair details, tread & riser dimensions, handrail & guardrail details.
10. Structural floors or ceilings	Framing joist size, span and spacing. Decking and finish materials
11. New structural elements such as beams and headers, vaulted ceiling beam	Size and spacing. If design is an alternate to those required by code, then design criteria and calculations shall be provided
12. Trusses and other pre-engineered structural items	These items shall be designed in accordance with approved engineering practice and shall demonstrate compliance with the code. Design or shop drawings shall be prepared by a design professional appropriate to the proposed item and shall be submitted and approved prior to installation.
13 Roof	Rafter size, span and spacing, ridge beam size, decking and finish materials. Ventilation (how many vents, etc).
14. Exterior building “envelope”	Prescriptive or Performance. KY prescriptive method package or ResCheck to determine compliance with Energy Efficiency
15. Duplexes or Townhouses	Separation wall details, in addition to other information described above.
16. In-Ground Swimming Pool	Site Plan as described in item #1, a copy of the Manufacturer’s installation instructions
17. Solar Panels	If panels will be added to roof, a Kentucky licensed engineer’s letter will be required for all truss roof structures (if not a truss roof, please contact the building department). Installation instructions (including wind and snow loads, module details, etc.)

## **B. Related Permit Information**

**Property Owner Permits** - To obtain a property owner building permit you must be the owner of record of the property and must be inhabiting the property.

**Other Permits Required** - Building permits are issued for the structure only. Any other work such as Electrical, HVAC or Plumbing require separate permits. Please contact the Madison County Health Department for permits required for plumbing.

**Reverse plans** – A set of building plans may be submitted that are clearly marked with a statement that the submitted drawings will be “Built on the site reversed.” The site plan shall show the actual placement and orientation of the structure on the site.

**Required Inspections** – For each alteration permit, there are at least two (2) inspections required – a “rough-in” or “framing” inspection and a final inspection. In the case of new construction, a minimum of five (5) inspections are required – Footer, Slab/Foundation, Envelope, Framing/Rough-In, and Final. A poured wall inspection will be required, where applicable, making the inspection total six (6). It is the responsibility of the permit holder to contact this department and request an inspection when the work is ready. The work must “pass” an inspection before proceeding to the next stage.

Before permits for pool additions will be issued, a preconstruction meeting with the homeowner will be required.

**Certificate of Occupancy/Acceptance** – A Certificate is issued by this Department only upon passing a “Final” inspection. This must be issued before any occupant can move into the structure.