



City of Richmond

Department of Codes Enforcement
239 West Main Street

PLAN SUBMISSION APPLICATION GUIDE FOR COMMERCIAL BUILDING CONSTRUCTION

CODES, PLANNING, SAFETY, & RISK MANAGEMENT

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THE MAJOR PURPOSE OF THIS APPLICATION GUIDE IS TO PROVIDE INFORMATION AND EXPEDITE THE OVERALL PLAN REVIEW PROCESS

We realize that the procedures described herein will not be suitable for every project. IF A SPECIAL PROBLEM OCCURS, THIS OFFICE IS AVAILABLE TO ASSIST YOU

NOTE: IF YOU ARE PLANNING TO VISIT OUR OFFICE IN RICHMOND, PLEASE CALL FOR AN APPOINTMENT FIRST. THIS WILL ENABLE US TO SERVE YOU MORE EFFICIENTLY.

PREFACE

This guide had been developed over the years by the Richmond Division of Codes, Planning, Safety, & Risk Management to answer most general questions that arise regarding the process of obtaining building permits. If this guide does not fully answer your questions or if you have more specific questions, please feel free to call at 859-625-6404.

FIRST STEP: When planning a new construction project in Richmond please contact us at City Hall to ensure the proposed construction site is properly zoned and approval is granted for any variations. In many cases, substantial delays can be experienced if rezoning or zoning appeals are necessary.

SECOND STEP: Determine if the state Building Department has building code enforcement responsibility. Although Richmond has been granted "expanded Jurisdiction", some specialized projects may still need State approval. The State is now responsible for those projects that involve a license such as day cares, county schools, ECU, hospitals, and ALL State licensed facilities. See contact info below.

Building Code Enforcement
Department of Housing, Building & Construction
101 Sea Hero Road, Ste. 100
Frankfort, Kentucky 40601-5405

SUBMITTING TO RICHMOND BUILDING CODES

- SEND: One (1) digital copy of plans (S, A, M, E, P) (See page 3)
- One (1) Development Plan with approved signatures
 - One (1) set of specifications if available
 - One (1) application form completed in full by identifying the name and address of the building (or tenant business name), owner, architect, engineer, contractor. If the project is within a larger multi-tenant building, **also identify the name of the building, i.e. JERRI'S Cajun Crabhouse @ WILSON Shopping Center.**

THE FOLLOWING IS A COMPREHENSIVE LIST OF THE DOCUMENTATION REQUIRED TO BE SUBMITTED FOR A COMPLETE PLAN REVIEW:

BUILDING PLAN REVIEW CHECKLIST

- 1) A title block which includes:
 - Y Type of Construction (Chapter 6 KBC)
 - Y Use Group (Chapter 3 KBC)
 - Y List all installed fire protection systems
 - Y List all design options
 - Y Building Code Information/details
- 2) Site Plan & Site Survey (106.2, KBC)
- 3) Complete building plans showing use of all areas. Show all buildings in close proximity.
- 4) Mixed or not mixed use for Occupancy.
- 5) Any Incidental use areas.
- 6) All egress paths for occupancy.
- 7) If area increases are requested, show all computations as per KBC 506
- 8) All appropriate wall, floor and foundation section details.
- 9) Complete door schedule including hardware schedule.
- 10) Complete window and glazing schedule

- 11) Complete interior finish schedule with documentation of maximum flame spread ratings.
- 12) Complete Specifications (MAY BE SEPARATE DOCUMENT OR LOCATED IN THE PLANS)
- 13) All fire rated assemblies and documentation of the required rating. (Also identify on plans
- 14) Details showing **all** accessibility features
- 15) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
- 16) Statement indicating shop drawings will be submitted for all fire protection systems (Separate Permit)
- 17) Fire Suppression Design Criteria (See Page 17& 18 of this application Guide)
- 18) Electrical Plans (Show location of all exit lighting and means of egress lighting)
- 19) Mechanical Plans showing all duct, registers and grill sizes. Show all proposed equipment and duct placement. Show location and sizing of all exhaust units and vents.
- 20) All design loads for the building.
- 21) Complete information for all special occupancy requirements (Atrium, high rise and covered mall)
- 22) Complete information for all special structures (sky lights, roof, panels, awnings, etc.)
- 23) Earthquake Design Data (Section 1603.1.5) and letter of special inspections, where applicable, by Section 1613 thru 1623 and 1704 of the KBC. (See Page 8)
- 24) Signed and Sealed plans (when required by KBC T122.1) (see page 7)
- 25) Details showing all stair features. (Interior and Exterior)
- 26) Material Safety Data Sheets (MSDS) if required.
- 27) Signs & Details, these will be permitted separately.
- 28) ComChecks showing compliance with the 2012 IECC.

PLAN REQUIREMENTS

(1) GENERAL:

Submit one (1) **digital** set of plans (to the Richmond Building Code Department) ([Accela Information Here](#)) that have been prepared by an individual or design professional for the construction, alteration, or repair of a structure. Make sure they are legible and complete for ensuring compliance with the Kentucky Building Code. Plans containing the following information shall be considered meeting the requirements for plan submittals.

(2) ARCHITECTS AND ENGINEERS REQUIREMENTS: See page # 7

(3) REQUIREMENTS FOR THE PHYSICALLY DISABLED: See Page # 8

(4) CODES CURRENTLY USED IN THE STATE: See Page # 21

(5) ARCHITECTURAL PLANS:

(A) SITE SURVEY:

Copy of site survey bearing signature and seal of a Kentucky Registered Land Surveyor for new buildings and additions.

(B) SITE DIAGRAM:

A site plan indicating the size and location of all new and existing construction on the site and **distances** from these buildings to lot lines. Indicate new building services, utilities, location, size and finished grades.

(C) CONSTRUCTION PLANS:

Scale drawings showing foundation, floor plans and elevations, including structural framing details and notes for all walls, floors ceilings and roofs. Electrical, plumbing and mechanical details may be shown on more than one drawing.

(D) DETAILS:

Section: A cross section through one typical wall showing construction details from footing to and including roof framing. It must demonstrate compliance with the Kentucky Building Code.
 Electrical Details: Indicating lighting, emergency illumination, exit signage, and smoke detectors. (If applicable)

(6) ENERGY CONSERVATION CALCULATIONS: Forms for the necessary calculations are available for ComCheck at www.energycodes.gov.

See sheet ----below for submittal requirements.

(6) LETTER OF SPECIAL INSPECTIONS: (If Applicable

(7) FIRE SUPPRESSION DESIGN CRITERIA: (If Applicable)

(8) PLAN Review Application & Building Permit Application

(9) PLAN REVIEW FEE:

This office requires a plan review fee to cover plan review services provided by the City of Richmond. The Building Department also requires a permit fee. The fee must accompany the plans in the initial submission. Fees will also be required for shop drawings (See '13' below) and should be submitted with their respective drawings. **TO CALCULATE THE FEE, SEE PAGES**

(10) AFFIDAVIT OF ASSURANCES:

One (1) copy of this form must be completed and submitted with drawings.

(11) SHOP DRAWINGS: (Separate Fee)

The following, when required, must be submitted by a registered engineer or a competent installing contractor, or licensed contractor.

(a) Fire Alarm System

(b) Fire Suppression System (Sprinkler, CO², Halon, Standpipe)

(c) Range Hood/Exhaustsystem

(d) Range Hood Extinguishing Systems

(e) Pools

Plans above shall be complete and include all specifications.

(12) ELECTRICAL INSPECTION:

Before permanent electrical service can be provided and legal occupancy is issued on a building, the wiring must be approved by a state certified electrical inspector. A fee is required by the inspector. For further information about obtaining an electrical inspector call 859-625-6404

CONSTRUCTION DOCUMENTS REQUIRED FOR KY ENERGY CODE.

The 2012 IECC requires that the levels of efficiency used to demonstrate compliance with the code be clearly identified on the plans or compliance documentation. A complete set of building plans with the efficiency requirements clearly labeled will greatly assist the inspector in performing his or her job in the field.

Information about the following types of systems should be included:

- D Building envelope, e.g., slab, wall and roof systems.
- D Mechanical system, e.g., system type, size and performance efficiency.
- D Lighting system, e.g., detailed lighting schedule depicting ballast type and connected lighting power.
- D Exterior Lighting Compliance, e.g., automatically controlled by a photocell, a time clock or a combination of the two and must have a minimum 4-hour power backup.

Envelope-related information can be presented in a number of ways:

- D *On the drawings.* Include elevations that indicate window, door and skylight areas, and sections that show insulation position and thickness.
- D *On sections and in schedules.* List R-values of insulation on sections and include *U-factors*, visible light transmittance and air infiltration on fenestration and opaque door schedules.
- D *Through notes and callouts.* Note that all exterior joints are to be caulked, gasketed, weather stripped or otherwise sealed. Provide air infiltration data for windows and doors.

Mechanical information can be presented in a number of ways:

- D *On the drawings.* Provide an HVAC layout with equipment location; air distribution ductwork and sizes; air intake and exhaust locations; piping layout; fan and pump type and location; control diagrams indicating type of HVAC control and the units that it controls.
- D *In schedules.* List heating and cooling equipment capacity and efficiency; fan horsepower and airflow capacity; outside air volume; duct insulation R-values; pipe insulation thicknesses; and k-values (thermal conductivity per inch).
- D *Through supplementary worksheets or calculations.* Provide calculations such as for heating and cooling design loads.

Electrical and lighting information can be presented in a number of ways:

- D *On the drawings.* Provide wiring diagrams with all electric feeders identified by use; lighting control diagrams indicating type of lighting control and the fixtures/circuits controlled; and tandem ballast wiring of one- and three-lamp fixtures.
- D *In schedules.* List total connected fixture wattage, number of luminaires and ballast power factor on a lighting fixture schedule. Indicate the type of lighting controls and operating sequences.

PROFESSIONAL DESIGN REQUIREMENTS

(SEE KRS 322 & 323 FOR COMPLETE REQUIREMENTS OR SECTION 122.1 OF THE 2013 KBC CODE)

THE FOLLOWING USES OF NEW STRUCTURES, ADDITIONS OR RENOVATIONS WILL REQUIRE THE SERVICES OF EITHER AN ARCHITECT OR AN ENGINEER LICENSED IN KENTUCKY: In addition those identified will require "Special Inspections" as identified in Chapter 17 of the KBC.

**TABLE 122.1
DESIGN PROFESSIONAL SEALS**

NOTE: Projects involving new structures, additions or renovations require design professional services when the building size or calculated occupant load exceeds the limits indicated by Table 122.1 in the Kentucky Building Code.

GROUP CLASSIFICATION OR SPECIAL USE	BUILDING SIZE ^e (square feet)	CALCULATED OCCUPANT LOAD ^e	ARCHITECT	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 ^g	50 ^g	X	X	—	—
Storage ^e	20,000	—	—	—	X	—
Public Works Projects	Any size	Any size	---	---	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
Nonbuilding structures	—	—	—	—	—	x

*The occupant load shall be calculated using the different occupiable area within the structure to determine the requirement for an architect and engineer. To determine the calculated occupant load, please see the T1004.1.1 (below)

TABLE 1004.1.2, 2018 KBC - MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

OCCUPANCY	FLOOR AREA IN SQ. FT. PER OCCUPANT
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 Cares	35 net
Dormitories	50 gross
Educational	
Classroom area	20 net
Shops and other vocational room areas	50 net
Exercise rooms	50 gross
H-5 Fabrication and manufacturing areas	200 gross
Industrial areas* (use 200 gross for determining jurisdiction and design professional requirements)	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

Mercantile	60 gross
Storage, stock and shipping areas	300 gross
Mall buildings - covered or open	See Section 402.8.2
Parking garages	200 gross
Residential	200 gross
Skating rinks, swimming pools	
Rinks and pools	50 gross
Decks	15 gross
Stages and platforms	15 net
Warehouses	500 gross

ACCESSIBILITY REQUIREMENTS FOR PHYSICALLY DISABLED

All new buildings and facilities, including temporary structures, their associated sites and facilities, shall meet the requirements of ANSI A117.1-09 for persons with disabilities, including, but not limited to OCCUPANTS, EMPLOYEES, STUDENTS, SPECTATORS, PARTICIPANTS, AND VISITORS. [1103.1 IBC] REVIEW SECTION 1103.2 of the IBC and KBC FOR EXCEPTIONS.

When work involves alterations, additions, change of occupancy or alterations affecting an area of primary function, please review Section 3401 of the KBC.

STRUCTURAL LOADS

Earthquake Design Data: Where *earthquake loads* are applicable, the following earthquake design data shall be indicated on the *construction documents*:

1. Seismic use group.
2. Spectral response coefficients S_{DS} and S_{D1} .
3. Site Class
4. Basic seismic-force-resisting system.
5. Design base shear
6. Analysis procedure

STRUCTURAL TEST AND INSPECTIONS

SPECIAL INSPECTIONS

Special inspections are required by Sections 1704. The special inspectors shall be provided by the owner and shall be qualified and approved for the inspection of the work described herein.

EXCEPTIONS:

1. Special inspections are not required for work for which a design professional is not required by Section 122.1. (refer to page #8)
2. Special inspections are not required for building components unless the design involves the practice of professional engineering or architecture as defined by applicable state statutes and regulations governing the professional registration and certification of engineers or architects.
3. Unless otherwise required by the building official, special inspections are not required for occupancies in Group R-3 as applicable in Section 101.2 and occupancies in Group U that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1.
4. Unless otherwise required by the building official, special inspections are not required for buildings assigned to Category I per Table 1604.5.

Building Permit Requirement: The permit applicant shall submit a Statement of *Special Inspections* as a condition for permit issuance. This statement shall include a complete list of materials and work requiring *special inspection* by this section. The inspections to be performed and a list of the individuals, approved agencies and firms intended to be retained for conducting such inspections.

SITE / FOUNDATION

The following items are required before a Site and Foundation Permit is to be issued. Not all items will be applicable on each project. All drawings shall be dimensioned and drawn to scale.

D **SOILS REPORT**

The services of an approved geotechnical engineering firm may be required. Foundations and all loading will be based on the recommendation and findings in the report.

D **ARCHITECT/ENGINEER**

The services of an Architect or Engineer shall be confirmed. When their services are required, the plans shall bear the seal and signature of the Architect and /or Engineer (KRS 322/323 and Table 122.1 of the KBC)

D **SITE PLAN**

A site plan showing the location of the building and its distance to property lines and other buildings on the same property and finished grades shall be submitted. (Section 106.2 KBC)

D **SITE SURVEY**

A plan illustrating the location of property lines and bearing the seal and signature of a land surveyor shall be submitted. (Section 106.2 KBC)

D **NOTICE:**

Information for the installation of underground sprinkler supply lines shown on the site plan is not covered under a site and foundation permit. A separate letter of approval or disapproval shall be required for this work. This work shall be performed by a Kentucky licensed sprinkler contractor. (refer to Krs 198B.560)

D **FOUNDATION PLAN**

A foundation plan and details shall be submitted, including anchorage details. This includes final anchor bolt plans from pre-engineered metal buildings,

D **FLOOR PLANS**

A floor plan of the building with sufficient information to identify all areas and the Use Group shall be submitted. (Chapter 3, KBC)

D **Seismic Design Data & Letter of Special Inspection**

(Sections 1603.1.5 and 1704)

D **CONSTRUCTION TYPE**

Sufficient construction details (i.e. exterior walls, interior bearing structure and floor/roof assembly) shall be submitted to confirm the building will comply with the minimum construction required. (Chapters 5 and 6 KBC)

D **FIRE WALLS**

If a fire wall is provided, the location of this wall shall be identified on the foundation and floor plans. A full height section through the wall shall be submitted.

FIRE WALL- A wall designed with a noncombustible material, specified fire rating and structurally independent to allow collapse of construction on either side without causing collapse of the wall itself. A fire wall shall be continuous from footer to or through roof. (Section 705. KBC)

D **SUPPRESSION SYSTEM**

Fire suppression design criteria shall be submitted when the project requires a sprinkler system involving more than 10 sprinklers. This applies to limited area systems as well as full coverage systems. (Section 903.2 and 302.1.1, KBC)

D **ADDITIONS**

If the proposed structure is an addition to an existing structure, information confirming the following shall be submitted for the existing building: (Section 3403 KBC)

- a) Construction Type;
- b) Fire wall location, construction and fire rating;
- c) Building Area
- d) Number of Stories
- e) Use group Classification: and (delete)
- f) Type of suppression system (Full coverage of limited area).

D **FEE**

The architectural plan review fee shall be paid in full before any release for construction can be issued. (Section 121 KBC)

D **FAST TRACK ELECTIVE**

For applicants seeking a quicker footing and foundation review only, the drawings and documents identified above must be submitted by close of business any

business any Wednesday, for a S/F review the following Friday afternoon. Fees shall be calculated from Table 121.3.1 **plus** an additional 50% of the full fee. The additional fee shall not be less than \$400 and not more than \$3000.

SHELL ONLY

The following items are required before a Shell permit is to be issued. Not all items will be applicable on each project. Call our office to verify what information will be required. All drawings shall be dimensioned and drawn to scale.

THE FOLLOWING ITEMS FROM SITE AND FOUNDATION PERMIT LIST

1. Architect/Engineer
2. Suppression System (If required)
3. Site Plan (Show all surrounding buildings/structures)
4. Soils Report
5. Site Survey
6. Foundation Plan
7. Payment of all Fees

1. CODE DATA:

- a. Occupancy
- b. Construction Type (IIA, VB etc.....)

2. FLOOR PLAN(S)

A floor plan illustrating location of interior partitions, means of egress, exit access, exit, and exit discharge and identification of rooms shall be submitted.

3. DOOR SCHEDULE

This schedule shall identify door size, hardware, and fire ratings.

4. STRUCTURAL PLANS

All drawings pertinent to the erection of the buildings' structural system shall be submitted. These drawings shall consist of, but not limited to, exterior/interior load bearing walls, floor/ceiling assemblies, roof structure, and all pre-engineered /prefabricated systems (steel building, wood floor/roof trusses, laminated systems, and pole barn, and post and frame designs etc.)

5. EXTERIOR WALLS

A complete set of construction details illustrating method and materials for the construction of all exterior walls.

6. FIRE WALLS

If a firewall is provided or required, the floor plan shall identify the location. A full height section (drawn to scale) shall be submitted illustrating the method and materials for construction. (Section 705, KBC)

7. FIRE BARRIER/FIRE PARTITION ASSEMBLIES

If such a fire rated assembly is required or provided, the floor plan shall identify its location. A full height section shall be submitted illustrating method and materials for construction. (Section 706 and 708 KBC)

8. FIRE BARRIER/FIRE PARTITION Penetrations

9. ENERGY CONSERVATION CALCULATIONS

These calculations are required on all new buildings and additions. Com Check may be utilized. A free software download is available at www.energycodes.gov. Energy calculations shall include envelope, lighting and mechanical. Or use the worksheet posted on the KY website.

NOTICE: The construction of interior non-load bearing partitions, interior/exterior stairs or ramps, HVAC and electrical systems, and other areas are not permitted as part of the Shell permit for construction.

CODES CURRENTLY ADOPTED BY KENTUCKY

2018 Kentucky Building Code (Based on the 2015 International Building Code)

2018 Kentucky Residential Code (Based on the 2015 International Residential Code)

2015 International Mechanical Code

2015 International Fire Code (New construction projects, only when specifically referenced by the body of KBC)

2009 International Energy Conservation Code (for use with residential buildings only - see definition in IECC)

2012 International Energy Conservation Code (for use with commercial buildings only)

2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities

Kentucky State Plumbing Law, Regulations & Code (815 KAR Chapter 20)

State Boiler Regulation (KRS 236, 815 KAR 15)

2013 NFPA 13 - Installation of Sprinkler Systems

2013 NFPA 13D - Installation of Sprinkler Systems in One-and Two-Family Dwellings and Manufactured Homes

2013 NFPA 13R - Installation of Sprinkler Systems in Residential Occupancies Up to and Including Four Stories in Height

2013 NFPA 14 - Installation of Standpipe and Hose Systems

2012 NFPA 54 - National Fuel Gas Code

2017 NFPA 70 - National Electrical Code (effective October 1, 2014)

2013 NFPA 72 - National Fire Alarm and Signaling Code

2012 NFPA 101 - Life Safety Code (Health Care Facilities)

2015 International Existing Building Code

The above is for reference only and is only representative of the many codes and standards currently used in Kentucky. For specific applications not listed above, contact the Department of Housing, Buildings and Construction, Division of Building Codes Enforcement at (502) 573-0373 or refer to Chapter 35 of the KBC.

BEFORE YOU BUILD

CHECKLIST OF POSSIBLE PERMITS AND PLAN REQUIREMENTS BEFORE CONSTRUCTION BEGINS

🔧	PLUMBING PERMIT (STATE ISSUED)	502-573-0397
🔧	ACCESSIBILITY (STATE & LOCAL)	859-625-6404
🔧	FLOOD CONTROL PERMIT (STATE & LOCAL)	859-623-1000 (Zoning)
🔧	RICHMOND ZONING / SITE PLAN REQUIREMENTS	859-623-1000
🔧	EARTHQUAKE ZONE REQUIREMENTS (STATE & LOCAL)	502-573-0373
🔧	ENVIRONMENTAL IMPACT REPORT (STATE)	502-564-3035
🔧	EMISSIONS CONTROL REPORT (STATE)	502-573-3382
🔧	ARCHITECTS AND ENGINEERS REQUIREMENTS (STATE & LOCAL)	
	ARCHITECTS BOARD	859-246-2431
	ENGINEER'S SOCIETY	502-573-2680
🔧	PLAN APPROVAL	859-625-6404
🔧	CONSTRUCTION PERMIT	859-625-6404
🔧	FUEL TANK (STATE)	502-573-0382

Before you can legally occupy.....

CHECKLIST OF POSSIBLE CERTIFICATES REQUIRED BEFORE LEGAL OCCUPANCY CAN BE ISSUED:

🔧	Plumbing	502-573-0397
🔧	Electrical	859-625-6404
🔧	Sprinkler (Above ground and Underground)	(From Installing Contractor)
🔧	Fire Alarm	(From Installing Contractor)
🔧	Hazardous Process and Storage Approval	502-573-0382 (State) , 859-625-6404 (Richmond)
🔧	Flame spread Rating Report	(From Supplier)
🔧	Ranghood Extinguishing system Test/Report	(From Installing Contractor)
🔧	Elevator Approval	502-573-0382
🔧	Boiler	502-573-0382
🔧	Fuel Tank	502-573-0382
🔧	Approved Site	859-623-1000