



PLAN REVIEW APPLICATION FORM

City of Richmond
Department of Codes Enforcement
239 West Main Street, Richmond, KY 40475
(859) 625-6404 (859) 625-6401 fax



NAME OF PERSON SUBMITTING PLANS _____ **EMAIL** _____ **PHONE #** _____

MAILING ADDRESS: _____
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

BUSINESS & PROJECT NAME: _____
(Or tenant name if multi-tenant building)

PROJECT LOCATION: _____
NO. / STREET, HWY or ROAD (Please do not indicate P.O. Box or Postal Routes) CITY ZIP CODE COUNTY

OWNER (INDIVIDUAL & COMPANY): _____ **PHONE ()** _____ - _____

MAILING ADDRESS: _____
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

ARCHITECT (NAME & FIRM) _____ **PHONE ()** _____ - _____

AS THE ARCHITECT LISTED ABOVE, I AM RESPONSIBLE FOR CONSTRUCTION CONTRACT ADMINISTRATION. YES NO

MAILING ADDRESS: _____
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

NOTE: DESIGN CERTIFICATION REQUIRED. All buildings or structures requiring professional design (Architect or Engineer) by Sect. 122 of the 2007 KBC shall include a statement from the design professional in responsible charge indicating the Seismic Design Category for this specific site and the applicability of Section 1705 (STATEMENT OF SPECIAL INSPECTIONS) and a statement to that effect shall be included with the initial construction documents submitted to the building code official having jurisdiction.

ENGINEER (NAME & FIRM) _____ **PHONE ()** _____ - _____

MAILING ADDRESS: _____
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

PROJECT CONTRACTOR: _____ **PHONE ()** _____ - _____

MAILING ADDRESS: _____
NUMBER / STREET, HWY, ROAD or P. O. BOX CITY STATE ZIP CODE

BUILDING INFORMATION

NUMBER OF BUILDINGS IN THIS SUBMITTAL: _____ **USE OF BUILDING(S) ie...restaurant, office, classroom, storage or other (please specify)** _____

BUILDING(S) IN THIS PROJECT IS / ARE: NEW FREESTANDING BUILDING NEW ADDITION TO EXISTING STRUCTURE RENOVATION ONLY RENOVATION & ADDITION

TOTAL AREA IN NEW BLDG. OR ADDITION: _____ FT² **NUMBER OF LEVELS (INCLUDING BASEMENT)** _____ **BASEMENT** YES NO

TOTAL AREA IN EXISTING BLDG.: _____ FT² **DATE CONSTRUCTION TO BEGIN:** _____ **ESTIMATED COMPLETION DATE:** _____

TYPE OF PLAN SUBMITTALS

BUILDING PLAN SUBMITTALS (Check the type of evaluations requested at this time)	SHOP DRAWING PLAN SUBMITTALS (Check the type of evaluations requested at this time)
<u>BUILDING PLAN REVIEW</u>	
Full Building Review <input type="checkbox"/>	Suppression System (Sprinkler, CO ² , Etc.) <input type="checkbox"/>
Expedited Site & Foundation Review <input type="checkbox"/>	Alarm Systems <input type="checkbox"/>
Expedited Tenant Fit-up Review <input type="checkbox"/>	Boiler System <input type="checkbox"/>
Partial Evaluation (please specify) <input type="checkbox"/>	Bleacher Seating <input type="checkbox"/>
	Range Hood System <input type="checkbox"/>
	Fuel Tank <input type="checkbox"/>
	Elevator <input type="checkbox"/>
	Swimming Pool <input type="checkbox"/>
	Prefabricated Truss <input type="checkbox"/>



PLAN REVIEW FEE WORKSHEET



City of Richmond

Department of Codes Enforcement

239 West Main Street, Richmond, KY 40475

(859) 625-6404 (859) 625-6401 Fax

FEE PAID BY: _____ **PH.** (____) _____ - _____ **Date:** _____

COMPANY: _____ **Check #:** _____

MAILING ADDRESS: _____ **Amount: \$** _____

CITY/ STATE/ ZIP: _____

FOR:

BUSINESS NAME: _____

PROJECT NAME: _____

STREET NAME: _____

CITY: _____

CALCULATING YOUR FEE

When calculating the total (gross) area, please use the outside dimensions of the structure. Include the area of all usable floor space, mezzanine levels, basements and all areas within horizontal projection of the roof.

NEW CONSTRUCTION:

Cost per square foot: _____ X total area _____ = **FEE \$** _____
(SEE FEE SCHEDULE)

ADDITIONS TO EXISTING BUILDINGS:

Cost per square foot: _____ X total area of addition _____ = **FEE \$** _____
(SEE FEE SCHEDULE)

ALTERATIONS OR REPAIRS:

.0030 X cost of alterations \$ _____ or same as **NEW CONSTRUCTION**, whichever is less = **FEE \$** _____

FAST TRACK:

50% of fee. The fee shall be not less than \$400 and not more than \$3,000 = **FEE \$** _____

TOTAL FEE THIS SECTION \$ _____

The minimum fee for review of plans under this section shall be two hundred dollars. (**\$285**).

Include the following specialized fees only when the plans for the specialized system accompany payment.
See **FEE SCHEDULE** on page 2 for specialized fees.

Sprinkler Fee _____	Clean Agent Suppression Fee _____
_____ Fire Detection Fee _____	Commercial Range Hoods _____
_____ Standpipe Fee _____	Dry _____ Chemical _____
Systems	
CO ² Suppression Fee _____	Haz. Materials Tank Fee _____

When submitting plans, please include one copy of the worksheet, the required number of plans and your check made payable to the **City of Richmond**. The **name** and **location** of the project must be indicated on the check and plans to ensure proper credit.

**2013 KENTUCKY BUILDING CODE
SECTION 121.0 PLAN REVIEW AND INSPECTION FEES**

General: A permit to begin work for new construction, alteration, removal or other building operations shall not be issued until the fees prescribed by law shall have been paid to the Department, if applicable, and to the local building department. If an amendment to a permit necessitates an additional fee because of an increase in the estimated cost of the work involved, the permit shall not be approved until the additional fee has been paid.

Special fees: Payment of fees for construction, alteration or removal, and for all work done in connection with or concurrently with the work contemplated by a building permit shall not relieve the applicant or holder of the permit from the payment of other fees that may be prescribed by law or ordinance for water taps, sewer connections, electrical permits, erection of signs and display structures, marquees or other appurtenant structures, or fees of inspections or certificates of occupancy or other privileges or requirements established by law.

Richmond Jurisdiction: The fees for plan examination and inspection functions required by the Department of Housing, Buildings and Construction shall be as prescribed in Sections 121.3.1 through 121.3.16, as applicable.

Fee schedule: The fees shall be paid in accordance with Table 121.3.1

Table 121.3.1

FEE SCHEDULE

Occupancy type	Cost per square foot
Assembly	16 cents
Business	15 cents
Day care centers	15 cents
Educational	15 cents
Storage	15 cents
High hazard	16 cents
Industrial factories	15 cents
Institutional	16 cents
Mercantile	15 cents
Residential	15 cents
Utility and Miscellaneous	13 cents

121.3.1.1 Fast track elective: For permit applicants seeking early site and foundation approval prior to full review of complete set of construction documents, the fee shall be that as calculated from Table 121.3.1 plus 50 percent of the full fee. The additional 50 percent fee shall not be less than \$400 and not more than \$3,000. The entire fee shall be paid at the time of the initial plans submission to the Department.

Submission of plans and fees: All plans and specifications required to be submitted to the Department by this code shall be accompanied by the applicable fee as set forth herein, rounded to the nearest dollar.

Method of payment: All fees required herein shall be in check form payable to the CITY OF RICHMOND.

Construction approval: Approval for construction shall not be issued by the Department until all required fees have been paid.

New construction: Departmental plan review fees for new buildings shall be calculated by multiplying the total building area under construction by the cost per square foot of each occupancy type as listed in Table 121.3.1. Total square footage of the building shall be determined by the outside dimensions of the building. Minimum fee for review of plans under this section shall be \$285. The fee for buildings with multiple or mixed occupancies may be calculated by using the cost per square foot multiplier of the predominant use.

Fire detection system review fee: Zero to 20,000 square feet shall be \$275; over 20,000 square feet shall be \$275 plus \$30 for each additional 10,000 square feet in excess of 20,000 square feet.

Standpipe review fee: \$275 (combination standpipe and riser plans shall be reviewed under the automatic sprinkler review fee schedule).

Additions to existing buildings: Plan review fees for additions to existing buildings, which shall not require the entire building to conform to the Kentucky Building Code, shall be calculated in accordance with Table 121.3.1 by the measurements of the square footage of the addition, as determined by the outside dimensions of the addition. Minimum fee for the review of plans under this section shall be \$285.

Change in use: Plan review fees for existing buildings in which the use group or occupancy type is changed shall be calculated in accordance with Table 121.3.1 by using the total square footage of the entire building or structure under the new occupancy type as determined by the outside dimensions. Minimum fee for review of plans under this section shall be \$285.

Alterations and repairs: Plan review fees for alterations and repairs not otherwise covered by this fee schedule shall be calculated by multiplying the cost for the alterations or repairs by 0.0030; or calculated by multiplying the total area being altered, or repaired by the cost per square foot of each occupancy type as listed in Table 121.3.1, whichever is less. The total square footage shall be determined by the outside dimensions of the area being altered or repaired. The minimum fee for review of plans under this section shall be \$285.

Specialized fees: In addition to the above fees, the fees in Table 121.3.9 shall be applied for the specialized plan reviews listed.

Table 121.3.9

AUTOMATIC SPRINKLER REVIEW FEE TABLE

Sprinkler heads	Fee
004 – 025	\$150
026 – 100	\$200
101 – 200	\$250
201 – 300	\$275
301 - 400	\$325
401 - 750	\$375
Over 750	\$475 plus 30 cents per sprinkler over 750

Carbon dioxide suppression review fee: One to 200 pounds of agent shall be \$275, over 200 pounds of agent shall be \$275 plus 3 cents per pound in excess of 200 pounds.

Clean agent suppression system review fee: Up to 35 pounds of agent shall be \$275; over 35 pounds shall be \$275 plus 10 cents per pound in excess of 35 pounds. The fee for gaseous systems shall be 10 cents per cubic foot and not less than \$275.

Foam suppression system review fee: \$.50 per gallon of foam concentrate where the system is not part of an automatic sprinkler system. Foam suppression system plans that are submitted as part of an automatic sprinkler system shall be reviewed under the automatic sprinkler system review fee schedule. The fee for review of plans under this section shall not be less than \$275 or more than \$1,500.

Commercial range hood review fee: \$225 per hood. Includes range hood and suppression system plans.

Commercial range hood extinguishing system review fee. \$150.00 per system when the range hood extinguishing system is submitted separate from the range hood system.

Dry chemical systems review fee (except range hoods). One to 30 pounds of agent shall be \$275; over 30 pounds of agent shall be \$275 plus 25 cents per pound in excess of 30 pounds.

Spectator seating system review fee. Seating systems having 1 to 1,000 seats shall be \$275; over 1,000 seats shall be \$275 plus \$20 for each additional 200 seats in excess of 1,000 seats. The total number of seats in seating systems without dividing arms shall be calculated at 18 inches per seat as required by Section 1004.1.1 of the 2013 Kentucky Building Code.