

CITY OF MAYFIELD

PLAN SUBMISISON APPLICATION GUIDE

FOR BUILDING CONSTRUCTION

**Mayfield Department of Housing Buildings and
Construction**

Division of Building Code Enforcement

**211 East Broadway, Suite D
Mayfield, KY 42066
270-251-6203**

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The following pages must be completed and returned to Jimmy Bostic, Building Official, at 211 East Broadway, Mayfield, KY 42066

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BUILDING PLAN REVIEW CHECKLIST
THE FOLLOWING IS A COMPREHENSIVE LISTING OF WHAT DOCUMENTATION SHOULD BE SUBMITTED FOR A COMPLETE PLAN REVIEW:

- 1) A title block which includes:
 - Type of construction (Chapter 6 KBC)
 - Use Group (Chapter 3 KBC)
 - List of all installed fire protection systems
 - List of all design options
- 2) Site plan (106.2 KBC)
- 3) Site survey (106.2 KBC)
- 4) Complete building plans showing use of all areas
- 5) All appropriate wall, floor and foundation sections
- 6) Complete door schedule with catalog cuts for all doors and hardware (including locksets)
- 7) Complete window and glazing schedule
- 8) Complete interior finish schedule with flame spread ratings
- 9) Complete specifications
- 10) List of all rated assemblies (include diagram of assembly and U.L. or G.A. 600 design number)
- 11) Details showing all accessibility requirements (Chapter 11 KBC & Federal ADA Regulations)
- 12) Floor plan showing location of aisles, storage systems, industrial equipment etc., where applicable
- 13) Statement indicating shop drawings will be submitted for all fire protection systems
- 14) Fire suppression design criteria
- 15) Electrical plans (Show location of exits and means of egress lighting)
- 16) List all design loads for the building
- 17) Complete information for all special occupancy requirements (Atrium, high rise and covered mall)
- 18) Complete information for all special structures (sky lights, roof panels, awnings, etc.)
- 19) Earthquake Design Data and letter of special inspections, where applicable, by Chapter 16 of the KBC
- 20) Signed and Sealed plans (when required by KRS 322/323) (see table 122.1 "Design Professional Seals" KBC)
- 21) Sequence of operations for all special systems (smoke control, elevator recall, etc.)
- 22) Statement describing erosion prevention measures being taken (i.e. silt fences, straw bails, etc.)

YOU WILL HAVE TO CHECK WITH THE AUTHORITY HAVING JURISDICTION TO FIND OUT HOW MANY SETS OF PLANS AND SPECIFICATIONS ARE REQUIRED.

PLAN REQUIREMENTS

(NOTE: Approval must be received on these plans before construction or substantial remodeling is started)

- (1) **GENERAL:**
Submit two (2) complete sets of plans that have been prepared by an individual or design professional for the construction, alteration, or repair of a structure (see KBC Table 122.1) Make sure they are legible and complete for ensuring compliance with the regulations. Review the plans for 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 Table 122.1 Kentucky Building Code
- (3) **REQUIREMENTS FOR THE PHYSICALLY DISABLED:**
See Chapter 11 KBC
- (4) **CODES CURRENTLY USED IN THE STATE:**
See Chapter 35 KBC
- (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:**
- (1) **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.
- (2) **Electrical Details:** Indicating lighting, receptacles, motors and equipment, smoke detectors, service entrance locations (size and type overhead or underground), panel size, location and number of proposed circuits. A symbol legend shall be included.
- (3) **Plumbing Details:** Plans indicating number, type and location of fixtures, ADA details showing fixture and control heights and clear floor space.
- (6) **ENERGY CONSERVATION CALCULATIONS:**
Forms for the necessary calculations are available on request from Frankfort.
- (7) **SEISMIC DESIGN DATA & LETTER OF SPECIAL INSPECTIONS:**
- (8) **FIRE SUPPRESSION DESIGN CRITERIA:**
- (9) **PLAN APPLICATION OR APPLICATION FORM:**
One (1) copy of this sheet must be completed and attached to each set of drawings.
- (10) **PLAN REVIEW FEE:**
This office requires a plan review fee to cover plan review and field inspection services provided by the Local Department of Housing Buildings and Construction. The local building and planning departments also have a permit fee based on the cost of the project. The fee must accompany the plans in the initial submission. Fees will also be required for shop drawings and should be submitted with their respective drawings. TO CALCULATE THE FEE, SEE THE FEE SCHEDULE.
- (11) **AFFIDAVIT OF ASSURANCES:**
One (1) copy of this form must be completed and submitted with drawings.
- (12) **SHOP DRAWINGS:**
The following, when required, must be submitted by a registered engineer or a competent installing contractor, or licensed contractor:
- Fire alarm system
 - Fire suppression system (Sprinkler, CO2, Halon, Standpipe)
 - Fuel installation-to hazardous materials section, State Fire Marshall's Office (Gasoline, L.P., Fuel oil tanks, etc.)
 - Range hood/exhaust system
 - Range hood extinguishing systems
 - Boilers-to Boiler Section, State Fire Marshall's Office
 - Pools
- Plans should be complete and include all specifications.
- If these plans are to be reviewed at the time of the initial plan submittal, the plans shall be complete with all details including size, make, manufacture, anchors, hangers, covering, along with the required fee and a written request to review these plans.
- (13) **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. The inspector requires a fee. For further information about obtaining an electrical inspector, contact your local Building Official.

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

All new buildings and facilities, including temporary structures, their associated sites and facilities, shall be accessible to persons with disabilities, including, but not limited to OCCUPANTS, EMPLOYEES, STUDENTS, SPECTATORS, PARTICIPANTS, AND VISITORS. [1103.1 KBC]

EXCEPTIONS:

- A. Accessibility not required to extent permitted by this Chapter and ADAAG: (i.e. historic structures whose historic significance would be threatened or destroyed.)
- B. Areas where persons having a severe impairment cannot reasonably perform work are not required to have specific features providing accessibility to such persons.
- C. Use Groups A-4 and R-2/R-3 having less than 25 dwelling units are exempt.
- D. Use Group U.
- E. Temporary structures, site and equipment directly associated with construction process (i.e. construction site trailers, scaffolding, bridging).

Alteration, repairs and additions may be made without requiring of the other areas of the existing facility to comply with Chapter 11; provided the new work complies and the new work does not result in decreased accessibility. [1103.3 KBC]

STRUCTURAL TESTS AND INSPECTIONS

SPECIAL INSPECTIONS

The *special inspections* required by Sections 1707.2 through 1707.8 shall apply to seismic-related construction only. This section shall not be mandatory for any other permit or construction. 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 of a minor nature or when warranted by conditions by the Code Official.
2. *Special inspections* are not required for building components unless the design involves the practice of professional engineering or architecture as defined by KRS Chapters 322 and 323.
3. *Special inspections* are not required for occupancies in Use Group R-3 or R-4.
4. Buildings located in Risk Zone 1, which are not required to be designed by a design professional.

1705.1.1 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.

Projects requiring the services of an architect must include construction contract administration. [KRS 323 revision]

HAZARD EVALUATION

Hazard Evaluation encompasses two basic considerations:

(1) BUILDING CONSTRUCTION -- Building construction considerations include the following:

(A) Location and exposure. If the building is remote from the public fire protection, it must compensate through improved private protection. In addition, the dangers of fire from exposure must be considered; i.e., the possibility of ignition from fire in an adjoining building.

(B) Construction type. There are five basic types of construction: fire-resistive, non-combustible, heavy timber, ordinary, and wood frame. Each presents special fire protection situations and demands. In addition, such features as framing, walls and partitions, floor and roof assemblies and coverings, interior finishes, floor openings, exit locations, provisions for venting smoke and heat, and types of building equipment and facilities must be evaluated.

(2) BUILDING OCCUPANCY

The second phase of hazard evaluation involves building occupancy, of which there are three main classifications: light hazard, ordinary hazard, and extra hazard. Light hazards include apartments, churches, hotels, schools, office buildings, and similar structures where effective fire protection can be provided by lighter-than-average means. Ordinary hazard occupancies include general mercantile, manufacturing and other industrial properties. Fire protection usually can be provided with a typical sprinkler system. Extra hazard occupancies are the most demanding and specialized. This group covers the storage, manufacturing or processing of highly combustible or explosive products or materials. Because of the variables in manufacturing and handling each will require a specialized system.

PARTIAL PERMITS

The Building Code Official is authorized to issue a permit for any part of a building or structure before the entire plan package has been submitted (fast tracking). Upon request, the Building Code Official is also authorized to issue partial permits if an entire plan package has been filed but falls short of meeting the requirements for full permit.

Partial permits are contingent upon adequate information and details having been filed complying with all pertinent requirements of the Code.

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.

➤ **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 KBC) Any service requiring an Architect must include construction contract administration. (Revision to KRS 323)

➤ **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)

➤ **NOTICE**

Information for the installation of underground sprinkler supply lines shown on the site plan is not covered under a site and foundation permit. If these lines are reviewed, follow NfiPA 24. A separate letter of approval or disapproval shall be issued on this work.

➤ **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)

➤ **FOUNDATION PLAN**

A foundation plan and details shall be submitted, including anchorage details, where applicable.

➤ **FLOOR PLAN (S)**

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

➤ **Seismic Design Date & Letter of Special Inspections for Seismic Related Construction**

➤ **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)

➤ **FIRE WALLS**

If a firewall 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.

FIREWALL-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 firewall shall be continuous from footer to or through roof. (Section 705 KBC)

➤ **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 904 and 3021.1 KBC)

➤ **ADDITIONS**

If the proposed structure is an addition to an existing structure, information confirming the following shall be submitted: (Section 3402, KBC)

1. Construction Type;
2. Firewall location, construction and fire rating;
3. Building Area;
4. Number Stories;
5. Use Group Classification; and
6. Type Suppression system (Full coverage of limited area)

➤ **FEE**

The architectural plan review fee shall be paid in full before any release for construction can be issued. (Section 121.1 KBC)

SHELL

The following items are required before a Shell permit is to be issued. Not all items will be applicable on each project. All drawings shall be dimensioned.

THE FOLLOWING ITEMS FROM SITE AND FOUNDATION PERMIT LIST

Architect/Engineer Additions	Suppression System Site Survey Foundation Plan	Site Plan Fee
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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.

DOOR SCHEDULE

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

STRUCTURAL PLANS

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

EXTERIOR WALLS

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

FIRE WALLS

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

FIRE SEPARATION/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. (Chapter 7, KBC)

ENERGY CONSERVATION CALCULATIONS

Forms for the necessary calculations are available upon request from Frankfort; these calculations are required on all new buildings and additions.

NOTICE: *The construction of interior nonload bearing partitions, interior/exterior stairs or ramps, HVAC and electrical systems, and other areas are not in the Shell permit phase unless so requested*

**IS A LICENSE REQUIRED BY MAYFIELD/GRAVES COUNTY FOR:
NOTE: A CITY OCCUPATIONAL LICENSE IS REQUIRED FOR ALL WORK PERFORMED IN THE
CITY OF MAYFIELD**

TRADE	INSTALLATION CONTRACTOR	INSPECTION BY:	PERMITS/CERTIFICATES ISSUED:
GENERAL ERECTION AND CONSTRUCTION	NO LICENSE REQUIRED	CITY BUILDING OFFICIAL	BUILDING PERMIT OCCUPANCY CERTIFICATE
PLUMBING	STATE LICENSE REQUIRED	STATE JURISDICTION	CERTIFICATE OF APPROVAL
SPRINKLERS/SUPPRESSION	STATE LICENSE REQUIRED	CITY BUILDING OFFICIAL	CERTIFICATE OF APPROVAL
ELECTRICAL	CERTIFICATION REQUIRED	DAVID WAGGONER 247-4849 JOEL CRIDER 247-1348	ELECTRICAL CERTIFICATE BY INSPECTOR
MECHANICAL (HVAC)	STATE LICENSE REQUIRED	CITY BUILDING OFFICIAL	INSTALLATION PERMIT REQUIRED
ELEVATORS	NEED PERMIT-NO LICENSE REQUIRED	STATE INSPECTOR	CERTIFICATE BY STATE INSPECTOR REQUIRED ANNUALLY
BOILERS	STATE LICENSE REQUIRED	STATE INSPECTOR	INSTALLATION PERMIT/ OPERATING CERTIFICATE
FIRE ALARM	NO LICENSE REQUIRED	CODE ENFORCEMENT	BUILDING PERMIT & OCCUPANCY CERTIFICATE
SWIMMING POOL	NO LICENSE REQUIRED	CITY BUILDING OFFICIAL	BUILDING PERMIT & OCCUPANCY CERTIFICATE
WELDING	LICENSE REQUIRED	CITY BUILDING OFFICIAL	CERTIFIED BY CONTRACTOR
TANK INSTALLER	CERTIFIED CONTRACTOR FOR UNDERGROUND TANKS	STATE HAZARDOUS MATERIALS INSPECTOR	STATE PERMIT ISSUED AT JOB SITE
GLAZING INSTALLER	NO LICENSE REQUIRED	CITY BUILDING OFFICIAL	NONE
INDUSTRIAL BUILDING SYSTEM/MODULAR MANUFACTURER	MANUFACTURER OBTAINS MODEL PLAN APPROVAL	STATE INSPECTED AT BOTH MANUFACTURER AND PERMANENT SITES	BUILDING PERMIT AND OCCUPANCY CERTIFICATE

**FOR ESTABLISHING THESE BUSINESSES IN THE STATE OF KENTUCKY IT IS ADVISABLE TO CONTACT:
CABINET FOR ECONOMIC DEVELOPMENT
BUSINESS INFORMATION CLEARINGHOUSE
CAPITAL PLAZA TOWER, FLOOR 24**

**CITY OF MAYFIELD
BUILDING PERMIT FEE SCHEDULE**

Commercial

Fees based on construction costs—see table below

Cost of Project	Fee
Up to \$15,000.00	\$50.00
\$15,001-\$100,000.00	\$4.00 per each additional \$1,000 or fraction thereof
\$100,001.00-\$500,000.00	\$3.00 per each additional \$1,000 or fraction thereof
Above \$500,001.00	\$2.00 per each additional \$1,000 or fraction thereof

THE CITY OF MAYFIELD HAS AN ADDITIONAL PLAN REVIEW FEE FOR ALL PROJECTS THAT ARE COMMERCIAL, INDUSTRIAL OR EDUCATIONAL USE (Any Size) SQUARE FEET, AND MULTI-FAMILY OVER THREE UNITS. THESE FEES ARE THE SAME THAT DEVELOPERS AND CONTRACTORS SENT TO THE STATE PRIOR TO LOCAL REVIEW. THERE IS NO PLAN REVIEW FEE FOR ANY PROJECT THAT IS STILL REQUIRED TO BE SUBMITTED TO THE STATE. PLAN REVIEW FEE FOR REMODEL OF EXISTING BUILDING WILL BE COST OF PROJECT TIMES \$.0025.

PLAN REVIEW FEES

Occupancy Type	Cost per Square Foot
Residential **	7.5 cents
Assembly occupancies	8.5 cents
Day care centers	7.5 cents
Educational	7.5 cents
Institutional	8.5 cents
Business	7.5 cents
Mercantile	7.5 cents
Industrial Factories	6.25 cents
Warehouses	5.5 cents
Frozen food plants	6.5 cents
All other non-residential	6.5 cents
** Excludes single-family dwellings and duplexes	

**TABLE 121.3.9
AUTOMATIC SPRINKLER REVIEW FEE TABLE**

NO. OF SPRINKLERS	FEE
4-200	\$150.00
201-300	\$175.00
301-400	\$210.00
401-750	\$250.00
OVER 750	\$250.00 PLUS 20 CENTS PER SPRINKLER OVER 750

COMMERCIAL-INDUSTRIAL PERMITS

List of items that building/planning office needs prior to building permit issue

Type of Construction (KBC types 1A, 1B, 2A, 2B, 2C, 3A, 3B, 4, 5A, 5B)

Use Group (Assembly, Business, Educational, Factory & Industrial, High Hazard, Institutional, Mercantile, Residential, Storage, Utility & Miscellaneous)

List of all installed Fire Protection Systems (fire alarms, smoke detectors, sprinklers, suppression hoods, any fire related protection equipment)

List of all design options (optional prepared by engineer or architect)

Scale Drawings Should Include:

Site plan: (two Copies) include the following:

North Arrow

Name of property owner or owner of record, Owner's signature

Indicate address, street name, lot and block number, and right of way of the adjacent street and/or alley,

As obtained from deed description or surveyor's notes

Lot dimensions per deed/survivors description include property corners and any reference markers in area

Zoning district, zone setbacks

Landscape areas (include types of trees, shrubs, etc.) (Soil erosion control plan for projects of one or more acres)

Layout of parking area- hard surface parking/drive aisles (stop bars locations and lane markings-parking spaces including handicap design with sign height and location), detail of entrance drive construction (include sectional drawing of base material and type/thickness of hard surface material), method of curb cuts and driveway tie into gutter system (include in drawing separation of sidewalk section of entrance)

Indicate traffic flow patterns and traffic control devices in area

Any work in the state highway right of way must have director approval of detail typical profile drawing plus KY State Highway Permit.

Elevations showing drainage issues (include water flow direction) indicate previous and proposed contours and/or elevations of the lot. Location of storm water detention system (10,000 square feet or more of impervious area) as prepared by a competent surveyor or professional engineer.

Location and identify elevations of any flood plain boundaries.

Location of site triangles (especially corner lots) and include Ingress/Egress views

Existing buildings and new building locations especially with distances from lot lines and separation distance from existing building, location of all porches, decks, patios, loading docks, etc. with accurate dimensions

Location of type of proposed refuse collection container (dumpster require a concrete 10ft X 10ft pad, if enclosed access door must be not less that 12 ft wide)

Any signage will have to meet sign code and have permit issued for each sign proposed (show size, dimensions and location on site plan or if attached sign include on appropriate building elevation with dimensions and attachment methods)

Buffer screen in or abutting a residential zone (Applies to parking lots, commercial and industrial developments) Lighting plan and details for developments located in or adjacent to residential zones.

Easements (if any) shall be shown. Identify the type of easement and recorded information

Location of any existing and proposed sanitary and storm sewer lines. Indicate the location of the sewer line on private property and on City right of way. Location of monitoring manholes, if needed, should be depicted. (Location of all significant utility lines and names of utility companies serving site.) Calculate total square footage of lot and note in site plan

Two Sets of building plans and specifications

If no specs, all grades and types of material shall be listed (Stamp and signature of Kentucky engineer and architect required per KRS 322 and 323)

Site plan (previous listed requirements)

HVAC Plan (with auto shutdown where required) seismic anchorage required

Foundation plan with anchor bolting detail-profile drawing showing depth and all seismic zone 3 steel reinforcement: no floating slab

Floor plan: (include seating plan if applicable-show handicap seating and accessible route)

Handicap bath accessibility areas shown, handicap signs, height requirements of fixtures and accessible routes in building, room sizes and intended use of each area, exits, exits access passage ways, lighting with exit lights and any applicable fire alarms, specialty systems, venting hoods or sprinklers, etc.

Sectional drawings of:

Typical walls (all shear walls must be labeled on drawing), roof system (trusses must have engineer certificate signed and dated), footing depth and steel requirements, approved wind load and seismic tie down methods of walls and roof system, concrete floors must have reinforcement, fill method, plastic shown,

any drainage system of foundation, framing and bracing system details, statements of all loads, etc.

Electrical Plans

Copies to applicable electric provider and inspector, lighting requirements, all required fire alarm locations marked emergency exit light locations and lighted exit signs per code.

Plumbing Plans (submit to state)

Address is: KY Department of Housing Buildings & Construction, Division of Plumbing, 101 Sea Hero Road, Frankfort, KY 40601. Telephone: (502) 573-0397

Specifications: (include but not limited to these listed items)

Door schedule with hardware, window and glazing schedule, wind load tie down methods, seismic reinforcement, any UL required designs, HVAC ventilation requirements, smoke and heat detectors, material grades and specify uses of material in this project, fire/party walls if needed, fire partitions if needed, fire separation walls if needed, fire suppression design criteria when required, suppression hoods with locations of controls and fire alarms when required, fire ratings of construction materials used in any fire rated assembly that is required

Steel fabricated buildings need engineer certification

Wood trusses must have engineer certification

Handicap accessibility

Details shoeing all accessibility requirements, clear bath floor space, height requirements of fixtures and accessories, signs, accessible route interior and exterior

List of all sub-contractors (plumber, electrician, HVAC state and local contractor) license numbers

All contractors must have required liability and workman's' compensation insurance

USE CURRENT CODES ADOPTED BY THE STATE OF KENTUCKY BUILDING CONSTRUCTION REVIEW DEPARTMENT AND LOCAL CITY AND ZONING ORDINANCES

FAILURE OF THIS OFFICE TO NOTE ALL VIOLATIONS IN THE REVIEW OF THE PLANS AND SPECIFICATIONS DOES NOT RELIEVE ARCHITECTS AND/OR ENGINEERS OF THE RESPONSIBILITY FOR COMPLYING WITH APPLICABLE CODES & REGULATIONS

REQUIRED INSPECTIONS BY MAYFIELD/GRAVES CO. BUILDING CODE INSPECTOR

Copies of the required inspections listed should be kept by the owner/contractor as they are done. These copies should be kept for proof that the inspections were done at the specified time periods or building stages. These inspections are required for all building projects within MAYFIELD/GRAVES COUNTY. Owners will be subject to penalties if required inspections are not done. Twenty-four hour prior notice must be given to this office for each inspection. Building official will work with owners and contractors if weather is a factor and will do the inspections after or before regular business hours

Site layout inspection will be made if contractor or owner has any doubts of the street right of way or zoning set backs. Qualified surveyor should establish any questionable property line.

1. Footings inspection prior to concrete and with all seismic requirements in place
 - a. Depth 24 inches minimum
 - b. Steel as required per plan and area seismic requirements
 - c. Width and thickness based on building height and wall width

2. Foundation or block wall inspection as it is installed, seismic wall ties of interlocking block walls and required reinforcement in place
 - a. Width of block used
 - b. Steel as required and voids slush filled properly
 - c. Metal web reinforcement used at wall intersections
 - d. Cap block and opening lintels properly installed
 - e. Seismic tie down bolts installed properly

3. Frame inspection prior to any insulation or interior wall finish applied
 - a. Proper spacing and fastening methods
 - b. Truss to wall straps per wind load requirements
 - c. Seismic tie down of base plates and wall bracing
 - d. Decay resistant material placement (plates in contact with concrete, blocks and any wood within 18 inches of exposed ground)
 - e. Header and lumber dimensions used at different spans

4. Interior finish inspection of wall and ceiling material application-prior to any sheet rock finishing applications, painting, or drop in ceiling panels placement
 - a. Proper fastening methods (fasteners and spacing)

5. Final inspection after all required inspections are done by state and any local electric, plumbing, health department, etc. with approved certificates posted on job site

Owner Notification _____

Contractor Notification _____

**TABLE 122.1
DESIGN PROFESSIONAL SEALS**

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	---
Intuitional	Any Size	Any Size	X	X	---	---
Mercantile	---	100	X	X	---	---
Residential	12 dwelling units g	50 g	X	X	---	---
Storage e	20,000	---	---	---	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

For SI: 1 square foot=0.093m

- a. Assembly uses having 700 square feet may actually have calculated occupant load exceeding 100 persons depending on the specific use of assembly areas.
- b. Net floor area occupied by clients is 35 feet per client and calculated occupant load is actually client load
- c. Buildings having two or more different uses require both architect and engineer when the combined calculated occupant loads exceed 100 persons unless the mixed uses are exclusively used for factory, high hazard or storage.
- d. Smaller buildings of any use having total area or calculated occupant load less than specified for that use do not require design professional services
- e. Projects involving additions to existing buildings shall include existing building areas and/or calculated occupant loads when determining requirements for design professional services. Use the actual occupant load if it is greater than the calculated occupant load.
- f. No architect or engineer is required unless the church building size reaches 6,000 total square feet and a calculated occupant load of 400 persons
- g. The number of dwelling units shall be the determining factor except where dormitories or boarding homes are concerned. In these cases, the occupant load shall be determined by area or actual occupant load

MAYFIELD/GRAVES COUNTY
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION

APPEALS COMMITTEE

211 East BROADWAY
MAYFIELD, KY 42066

Telephone: (270) 247-1981, Ext. 137

Fax: (270) 247-2485

APPEAL APPLICATION

PLEASE TYPE OR PRINT

NAME OF PROJECT _____

ADDRESS _____
(NUMBER) (STREET, ROAD OR HIGHWAY) (CITY)

APPEAL SUBMITTED BY _____ AGENT FOR _____
(OWNER)

ADDRESS _____ PH# _____ FAX# _____

THE PROJECT IS: (CIRCLE ONE) NEW CONSTRUCTION ALTERATION OR RENOVATION ADDITION

WHOSE DECISION IS BEING APPEALED? _____ TITLE _____

PLAN REVIEWED BY: _____ TITLE _____

ISSUE BEING APPEALED _____
(CITE CODE PROVISIONS, BRIEFLY STATE FACTS BELOW)

(ATTACH ADDITIONAL TYPED OR PRINTED SHEETS IF NECESSARY)

WHY IS THE ABOVE DECISION BEING APPEALED? _____

LIST PROPOSED ALTERNATIVES, IF ANY _____

STATUS OF PROJECT _____
(INDICATE URGENCY FOR A HEARING IF NECESSARY)

OTHER COMMENTS, CORRESPONDENCE, INSPECTION REPORTS, EXHIBITS ATTACHED? YES NO

SIGNATURE OF APPELLANT DATE

DATE RECEIVED BY MAYOR/& or JUDGE-EXECUTIVE

PLEASE NOTE, IF A HEARING IS SCHEDULED, SOMEONE MUST BE PRESENT TO REPRESENT THE OWNER OF THE PROPERTY OR THE MATTER WILL NOT BE CONSIDERED.

PLAN REVIEW FEE WORKSHEET

(Fees are not required when project involves plumbing only)

FEE PAID BY: _____	Date: _____
COMPANY: _____	Your Check # _____
MAILING ADDRESS: _____	Amount of Check: _____
CITY/STATE/ZIP: _____	
RE: CASE NO. (IF Known) _____	
BUSINESS NAME: _____	
PROJECT NAME: _____	
PROJECT LOCATION: _____	
STREET: _____	
CITY: _____	COUNTY: _____

FEE CALCULATIONS

(See included Fee Schedule Table)

When calculating the total area (gross area) in the project, use the outside dimensions of the structure. Include the area of all occupied floor space, including mezzanine levels and all areas within horizontal projection of the roof.

New Construction:

Cost per sq. ft. _____ (see schedule) X total area _____ = FEE \$ _____

Additions to Existing Buildings:

Cost per sq. ft. _____ (see schedule) X total area in addition _____ = FEE \$ _____

Alterations, Repairs or Renovations:

.0025 X cost of alterations _____ = FEE \$ _____

TOTAL THIS SECTION \$ _____

Include the following specialized fees only when the plans accompany payment. *See Specialized Fees Section of the Fee Schedule.*

Sprinkler _____	Foam Suppression _____
Fire Detection _____	Commercial Range Hoods _____
Standpipe _____	Dry Chemical System _____
CO2 Suppression _____	Hazardous Materials Tank _____
Halon Suppression _____	<i>Total Specialized</i> _____

When submitting plans to the Local Division of Building Code Enforcement, please include on copy of this worksheet and your check, *rounded to the nearest dollar*. **Please make the check payable to the City Of Mayfield.** The name and location of the project must be indicated on the check and the plans to ensure proper credit. **SUBMIT TO:** City Of Mayfield, ATTN: Building Code Enforcement, 211 East Broadway, Mayfield, KY 42066 (270) 247-1981

PLAN APPLICATION FORM

Note: Complete all applicable spaces

Please Type or Print Clearly

DATE OF APPLICATION _____

NAME OF PERSON SUBMITTING PLANS: _____ COMPANY: _____	PHONE: _____ () _____	Check Here if Bldg. Code review fee is Included <input type="checkbox"/>
--	---------------------------	--

PROJECT NAME: (NOTE: if tenant space or area of larger facility, indicate both) _____	WITHIN CITY LIMITS?	YES	NO
---	---------------------	-----	----

PROJECT ADDRESS: (NOTE: DO NOT use a P.O. Box or Postal Route)

Number & Street _____	City _____	State _____	Zip _____
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Owner: _____	Phone: _____
Contact Person: _____	Phone: _____
Address: _____ Number & Street _____ City _____ State _____ Zip _____	
Architect: _____	Phone: _____
Contact Person: _____	Phone: _____
Address: _____ Number & Street _____ City _____ State _____ Zip _____	
Engineer: _____	Phone: _____
Contact Person: _____	Phone: _____
Address: _____ Number & Street _____ City _____ State _____ Zip _____	
Contractor: _____	Phone: _____
Contact Person: _____	Phone: _____
Address: _____ Number & Street _____ City _____ State _____ Zip _____	
Construction Contract Administrator: _____ (Required for all architect projects Per KRS 323)	Phone: _____
Contact Person: _____	Phone: _____
Address: _____ Number & Street _____ City _____ State _____ Zip _____	

BUILDING INFORMATION

BUILDING USE (i.e. sales, assembly, factory, etc.) _____	NUMBER OF BUILDINGS IN THIS SUBMITTAL _____
THIS PROJECT IS: (circle one) NEW BUILDING NEW ADDITION RENOVATION ONLY RENOVATION & ADDITION	
TOTAL SQ.FT. IN NEW PROJECT: _____ (OUT TO OUT DIMENSIONS ON ALL FLOORS)	SQ. FT. IN EXISTING BLDG. _____
TOTAL LEVELS _____ (Including basement)	
DATE CONSTRUCTION TO BEGIN*: _____	ESTIMATED COMPLETION DATE: _____

*THE PROJECT MUST BE STARTED WITHIN SIX MONTHS AFTER PLAN APPROVAL, OR IT WILL BECOME INVALID **CONTINUED**

PLAN APPLICATION FORM CONTINUED

TYPE OF SUBMITTALS	
BUILDING SUBMITTALS (Check what types of evaluations are requested)	
<p style="text-align: center;">BCE</p> <p><input type="checkbox"/> Full Building Approval</p> <p><input type="checkbox"/> Site and Foundation Approval</p> <p><input type="checkbox"/> Partial Evaluation: (please specify)</p> <p style="text-align: center;">_____</p> <p>Two sets required for Building Code Enforcement</p>	<p style="text-align: center;">PLUMBING</p> <p><input type="checkbox"/> Plumbing approval ONLY</p> <p><input type="checkbox"/> Water supply approval</p> <p><input type="checkbox"/> Waste water approval</p> <p><input type="checkbox"/> OTHER (please specify)</p> <p style="text-align: center;">_____</p>
SHOP DRAWING SUBMITTALS (Check what types of evaluations are requested)	
<p><input type="checkbox"/> Suppression system Sprinkler, CO2, Etc.)</p> <p><input type="checkbox"/> Alarm System</p> <p><input type="checkbox"/> Boiler</p> <p><input type="checkbox"/> Bleachers</p>	<p><input type="checkbox"/> Range Hood</p> <p><input type="checkbox"/> Fuel Tank</p> <p><input type="checkbox"/> Elevator</p> <p><input type="checkbox"/> Pool</p> <p><input type="checkbox"/> Truss</p>
SUBMIT TWO SETS OF PLANS FOR THE ABOVE	
ALWAYS ATTACH THIS FORM OR COPY OF THIS FORM TO EACH SET OF PLANS SUBMITTED OR RESUBMITTED.	

**Two plan sets required. One shall be a complete set of construction documents.
Note: A plan set includes 1 plan and 1 plan application form.**

COMMERCIAL-INDUSTRIAL PERMITS APPLICATION

TODAY'S DATE _____

OWNER _____	PHONE: _____
ADDRESS _____	() _____
CONTRACTOR _____	PHONE: _____
ADDRESS _____	() _____
CONTRACT ADMINISTRATION CONTACT _____ (required for all architect projects per KRS 323)	PHONE _____
ADDRESS _____	() _____
PROPOSED PROJECT LOCATION _____	
SQUARE FOOTAGE OF PROJECT _____	CODE _____
COST OF PROJECT _____	PERMIT FEE _____
PROPOSED USE _____	
<p>OWNERS AND CONTRACTOR SHOULD ADDRESS DRAINAGE ISSUES TO PREVENT PROBLEMS FOR ON SITE BUILDINGS AND/OR ADJOINING PROPERTIES</p> <p>TWO SETS OF PLANS ARE TO BE SUBMITTED FOR REVIEW, AFTER REVIEW AND APPROVAL, KEEP ON APPROVED COPY AT THE BUILDING SITE DURING CONSTRUCTION.</p> <p>ALL NEW CONSTRUCTION SHALL VERIFY AVAILABILITY OF UTILITIES WITH AVAILABLE ELECTRIC & WATER SYSTEM. ARE UTILITIES AVAILABLE YES NO</p> <p>WILL BE REVIEWED UNDER CURRENT STATE OF KENTUCKY BUILDING CODES ADOPTED AT DATE OF ISSUE OF PERMIT</p> <p>ALL PLUMBING REQUIRES STATE PERMITS</p> <p>ALL ELECTRICAL WILL BE REVIEWED BY LICENSED CERTIFIED ELECTRICAL INSPECTORS APPROVED BY PROVIDING ELECTRICAL COOP</p> <p><u>COPIES OF FINAL AND ROUGH-IN INSPECTIONS WILL HAVE TO BE FILED WITH PLAN REVIEW OFFICE PRIOR TO ISSUE OF A CERTIFICATE OF OCCUPANCY</u></p>	
ARCHITECT/ENGINEER VERIFICATION OF TYPE OF CONSTRUCTION AS LISTED IN CURRENT CODE	
TYPE OF OCCUPANCY _____	
DESIGN OF BUILDING TO EARTHQUAKE ZONE III, AREA WIND LOADS, AND KENTUCKY BUILDING CODES DESIGNS. _____	
OCCUPANCY LOAD _____	
APPLICANT SIGNATURE _____	DATE _____

**AFFIDAVIT OF ASSURANCES
PURSUANT TO KRS 198B.060 (10)**

PROJECT DESCRIPTION _____

PERMIT NUMBER _____ DATE _____

Comes the Applicant, (PLEASE PRINT NAME) _____
And states pursuant to KRS 198B.060 (10), that all contractors and subcontractors employed or that will be employed on any activity under the above referenced project shall be in compliance with the Commonwealth of Kentucky requirements for Workers' Compensation Insurance (according to KRS Chapter 342) and Unemployment Insurance (according to KRS Chapter 341).

The Applicant acknowledges that failure on the applicant's part to comply with the foregoing assurances can result in a fine not to exceed four thousand dollars (\$4,000.00) or an amount equal to the sum of all uninsured and unsatisfied claims that might be insurance claims that might be prosecuted under the provisions of KRS 341, whichever is greater.

This the _____ day of _____, 20_____.

Contractor, Owner or Owner's Agent

Printed Name

Title

The foregoing Affidavit of Exemption was acknowledged and sworn to before me by _____, Applicant, on this _____ day of _____, 20_____.

NOTARY PUBLIC
KENTUCKY STATE AT LARGE

MY COMMISSION EXPIRES: _____, 20_____.

NOTE: this Affidavit of Assurances shall be submitted for any project in the state of Kentucky. Persons claiming exemption to the Workers' Compensation Laws should file an Affidavit of Exemption with the Kentucky Department of Workers' Claims, Division of Security and Compliance, 1270 Louisville Road, Frankfort, KY 40601. (800-554-8601)

**CITY OF MAYFIELD, KENTUCKY
LAND DISTURBANCE PERMIT APPLICATION**

Project Name: _____ Date: _____

Project Location: _____

Engineer Name: _____ Phone: _____

Contractor Name: _____ Phone: _____

Address: _____

Total amount of area being disturbed
(Please specify Sq. Ft. or Acres): _____

Description of Proposed work: _____

The Following must be included in order to process your application:

- Engineering evaluation stating that the receiving system can handle the additional water flow
- Storm water plans stamped and signed by a Kentucky licensed Professional Engineer
- Sedimentation and erosion control plan

Applicant Signature

Date

**CITY OF MAYFIELD
ENCROACHMENT PERMIT
(CITY STREETS)
ALL PROPERTIES ADJOINING HIGHWAYS
MUST CONTACT STATE OFFICE**

This Permit is required by City of Mayfield Zoning Ordinance 7-95
Section 3, Article VII, Paragraph (2) Parking Design Standards (K) Access Points-line (3)

APPLICANT OR OWNER:
NAME: _____
ADDRESS: _____

DATE: _____
PHONE _____

AGENT OR CONTRACTOR:
NAME: _____
ADDRESS: _____

PHONE _____

TYPE OF ENCROACHMENT:

- _____ COMMERCIAL ENTRANCE: Type of Business _____
- _____ PRIVATE ENTRANCE: Type (Single Family) _____
- _____ PRIVATE ENTRANCE: Type (Multi-Family) _____
- _____ UTILITY: Type (Gas, Water, Sewer, etc.) _____
- _____ GRADING: Type (Fill, Cut, Landscaping, etc.) _____
- _____ OTHER: Type (Specify with description) _____

BRIEF DESCRIPTION OF WORK TO BE DONE: Project Location _____
(Attach Project Sketch/Drawing)

Restrictions applicable: (1) No driveway entrance within thirty feet of intersection (2) All curb cuts repaired to match existing curb (3) No change of existing gutter and/or street elevation (4) Do not drain any water into street area (5) Any slope or elevation changes must begin backside of existing curb minimum 20 inches from edge of street pavement (6) Swales formed or slope driveway to prevent water from flowing into street area (7) All work on state highways must also meet any state requirements (8) All utility easements and restrictions are applicable (9) Sidewalks across driveway entrances must be marked/defined with expansion joint marking tool or by expansion joints-ADA cross slope maximum 1:50 (10) Any vegetation/plants/flowers maximum growth height three foot and width must not encroach sidewalk and/or street areas or adjoining property lines (11) Install and maintain erosion control (12) Any gravel, sediment that gets onto city street shall be removed and washed by the end of the day (13) Seed newly graded areas and straw/mulch control till grass is established

Date project will begin: _____ Approximate finish date: _____

Signature of Applicant or Agent

DATE _____

APPROVED BY: _____ TITLE _____ DATE _____