

1 & 2 Family Residential Buildings, Decks & Accessory Structure Checklist

A. Submittal Documents

- Site Plan: Drawn to scale on minimum sheet size 8.5" x 11" showing size and location of new construction and existing structures.

Use the checklists below for additional documents that may be required. Note, since every project is different, these lists may not be complete. One project may also require documents from multiple lists. Definitions of documents are listed on the back.

Deck:

- Exterior Elevations
- Connection Details
- Stairs
- Framing Details

Addition:

- Exterior Elevations
- Connection Details
- Floor Plans
- Stairs
- Engineered Design (Shop Drawings)

Fireplaces:

- Chimneys

Foundation/ Walls:

- Foundation Drawings
- Wall Details
- Framing Details
- Energy Code
- Engineered Design (Shop Drawings)

Accessory Building:

- Exterior Elevations
- Connection Details
- Floor Plans
- Stairs
- Engineered Design or Shop Drawings

Multi- Family (Duplexes or Townhouses):

- Fire Separation

City Approvals: If your project is in one of these cities, please be sure to check with them prior to beginning your project. *The city of Jeffersontown administers its own building permits and inspections.

Anchorage	Fairmeade	Lyndon	Richlawn	West Buechel
Audubon Park	Fincastle	Lynnview	Riverwood	Winding Falls
Barbourmeade	Forest Hills	Middletown	Rolling Fields	Windy Hills
Beechwood Village	Glenview Manor	Mockingbird Valley	St. Matthews	Woodlawn Park
Brownsboro Village	Graymoor/Devondale	Moorland	St. Regis Park	
Broadfield	Green Springs	Norbourn Estates	Seneca Gardens	
Cambridge	Hollyvilla	Northfield	Shively	
Cherrywood Village	Hurstbourne	Old Brownsboro Place	Springlee	
Coldstream	Indian Hills	Parkway Village	Strathmoor Manor	
Douglas Hills	Cherokee	Plymouth Village	Strathmoor Village	
Druid Hills	Jeffersontown*	Prospect	Ten Broeck	

B. Related Permit Information

Property Owner Permits- To obtain a property owner building permit you must be the owner of record of the property. If the applicant is not reflected as the owner, additional proof of ownership may be required.

Other Permits Required- Building permits are issued for the structure only. Any other work such as Electrical or HVAC require separate permits.

Sealed/Stamped Plans- Plans that include a retaining wall (4) foot tall or higher or plans for structures that are log cabins or pole barn construction that do exceed the prescriptive requirements of the Code are required to have the seal of and Architect or Engineer registered in the state of Kentucky. Special conditions may exist that also require additional construction documents prepared by a registered design professional.

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

Required Inspections- For each permit, at least 2 inspections are required. It is the responsibility of the permit holder to request inspections when work is ready at “Rough-in/Framing” & “Final” stages.

C. Definitions

Site Plan- Will show size & location of new construction and existing structures and distances from lot lines.

Exterior Elevations- Drawings showing all sides of structure indicating building height from finished grade, exterior finishes, and egress components – doors, windows, posts, columns.

Connection Details- Details of framing, structural connections

Foundation Drawings- Footing Size, depth and location and size of reinforcing steel (including all grade beams and piers). Foundation wall thickness, location and size of reinforcing steel.

Chimneys- Foundation, masonry construction, clearances to surrounding wood framing.

Wall Details- Interior & Exterior walls, notations including framing stud size and spacing, insulation & finishes. Wall sections thru exterior walls at unique conditions.

Floor Plans- Each affected floor, new work including interior and exterior walls, door and window locations, dimensions, room labels, smoke and CO detector locations.

Stairs- Details tread and riser dimensions, handrail and guardrail details, headroom clearances.

Framing Notes- Framing joist size, span and spacing. Decking & finish materials.

Engineered Design or Shop Drawings- If design is an alternate to those required by code then Design or shop drawings shall be prepared by a professional appropriate to proposed item or project.

Energy Code- Documentation of UA alternatives calculations, or declaration of performance path and associated compliance report.

Multiple Units- A dwelling unit consists of connected rooms & facilities that provides for living space

Fire Separation- Separation Wall Details

D. Other Agency Approvals

These approvals must be obtained prior to the issuance of a building permit.

Public Works- If project requires a new curb cut

MSD Water Management Division – Property location in the Flood Zone, as well as any new structure regardless of location in or out of the Flood Zone

Health Department- In ground Swimming Pools or on properties where a septic tank is present

Planning & Design – When Waivers or Variances from the Land Development Code, or when located in a historic preservation/overlay district. Also, manufactured housing.

Fire District- New houses not in an approved subdivision.