

BUILDING PERMIT PLAN SUBMITTAL CHECKLIST

(ITEMS NEEDED FOR REVIEW)

1. BUILDING PERMIT APPLICATION COMPLETELY FILLED OUT WITH SIGNATURES FROM UTILITIES AND PUBLIC WORKS
2. SITE PLAN: INCLUDING SETBACK DIMENSIONS TO PROPERTY LINES AND LOT SIZE
3. FOUNDATION PLAN: SHOWING LAYOUT OF WALLS; PIER LOCATION AND SIZE; VENTILATION LOCATION AND SIZE; GIRDER BEAM SIZE AND SPAN; FLOOR JOIST SIZE, SPACING, AND SPAN
4. FLOOR PLAN: INCLUDING LOCATION AND SIZE OF EGRESS WINDOWS AND DOORS, LABELED ROOMS AND DIMENSIONS
5. WALL SECTION WORKSHEET AND FRAMING PLAN INCLUDING FOOTER DETAILS; STUD, JOIST, AND RAFTER SIZE; ROOF SHEETING DETAILS, PITCH, AND MATERIAL
6. SPEC SHEETS FOR ENGINEERED LUMBER INCLUDING TRUSS, I-JOIST, AND LVL

REQUIRED INSPECTIONS FOR ISSUANCE OF OCCUPANCY

PLEASE CONTACT THE CODES OFFICE FOR ALL REQUIRED BUILDING INSPECTIONS LISTED BELOW. PLEASE PROVIDE MINIMUM 24-HOUR NOTICE FOR INSPECTION SCHEDULING.

BUILDING

FOOTINGS (PRIOR TO PLACEMENT OF CONCRETE)
SILT FENCE / EROSION CONTROL (GIS)
FOUNDATIONS AND SLABS
ENVELOPE
FRAMING
FIRE RATED PARTITIONS
INSULATION
FINAL

MECHANICAL

ROUGH IN
FINAL

ELECTRICAL

TEMPORARY POLE
ROUGH IN
TOP
FINAL

Building Permit Application

City of Irvine

101 Chestnut Street
Irvine, Kentucky 40336
Phone 606-723-2554
Fax 606-723-2554

Property Location		Zoning District	Tax Map - Lot #	
Owner's Name		Owner's Phone	Email	
Owner's Address		City	State	Zip
Applicant's Name (if different from Owner)		Phone	Email	
Contractor's Name		Phone	Email	
Design Professional's Name		Phone	Email	
Estimated Cost of Total Construction (not including land)	Total Cost	Deed Reference	Subdivision	Lot Size
\$		Book _____ Page _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name _____	

Type of Improvement

- | | | | |
|--|---|-------------------------------------|--|
| <input type="checkbox"/> New Building or Structure | <input type="checkbox"/> Alteration | <input type="checkbox"/> Demolition | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Repair-Replace | <input type="checkbox"/> Relocation | <input type="checkbox"/> Other _____ |

Use of Building-Property

☐ Residential

- ☐ One Family Dwelling
- ☐ Two Family Dwelling
- ☐ Multi-family Dwelling: # of units _____
- ☐ Mobile Home
- ☐ Modular Home
- ☐ Bed & Breakfast-Boarding Home
- ☐ Home Occupation
- ☐ Garage
- ☐ Shed
- ☐ Deck (Go to Decks Only Section and Site Plan)
- ☐ Ramp
- ☐ Stairs
- ☐ Other _____

☐ Non-Residential/Mixed Use

- ☐ Retail Sales, Wholesale Sales
- ☐ Office, Bank, Professional Services
- ☐ Restaurant
- ☐ Lodging, Hotel, Motel
- ☐ Amusement, Recreational
- ☐ School, Library, Other Educational
- ☐ Church, Other Religious
- ☐ Service Station, Repair Garage
- ☐ Hospital, Nursing Home, Institutional
- ☐ Industrial
- ☐ Construction Services
- ☐ Manufacturing
- ☐ Storage, Warehouse
- ☐ Other _____

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION. I ALSO CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION.

Signature of Owner or Applicant

Date

For Office Use Only

Permit # _____ ☐ After-the-fact Application Received _____
Date _____ ☐ Replacement Permit Date _____ Fee \$20.00
Permit Fee \$ _____ Receipt # _____ Date _____ Paid By _____

Describe in detail the work you are doing (for example: building a bedroom and taking out a load bearing wall to enlarge living room; build a new house, garage, etc.) For a Change of Use or Home Occupation, describe the business, including the number of employees. Also provide a floor plan of the area of the building to be used for the proposed use or home occupation. Use a separate sheet if necessary.

Building-Structural Information (New Buildings & Additions)

<input type="checkbox"/> Wood	<input type="checkbox"/> Masonry or Steel	<input type="checkbox"/> Heavy Timber	<input type="checkbox"/> Non-Combustible Type 1	<input type="checkbox"/> Non-Combustible Type 2
Sewage Disposal <input type="checkbox"/> Public <input type="checkbox"/> Private (septic)		Overall Dimensions Main building _____ ft. X _____ ft. Number of Stories _____ Building Height _____ Other building (_____) _____ ft. X _____ ft. Number of Stories _____ Building Height _____		Number of Bedrooms _____ Number of Bathrooms _____
Water Supply <input type="checkbox"/> Public <input type="checkbox"/> Private (septic)		Floor Area (square feet) Basement _____ <input type="checkbox"/> Unfinished <input type="checkbox"/> Finished 1 st Floor _____ 2 nd Floor _____ 3 rd Floor _____ Other Floors _____		Heating <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Gas <input type="checkbox"/> Other _____
Number of Off-Street Parking Spaces _____				Electrical Amps _____

Most non-residential structures and additions and some alterations require plans drawn and sealed by a licensed architect or engineer.
Residential Only: Please fill in the following information and submit a sectional drawing showing all of these details for each building

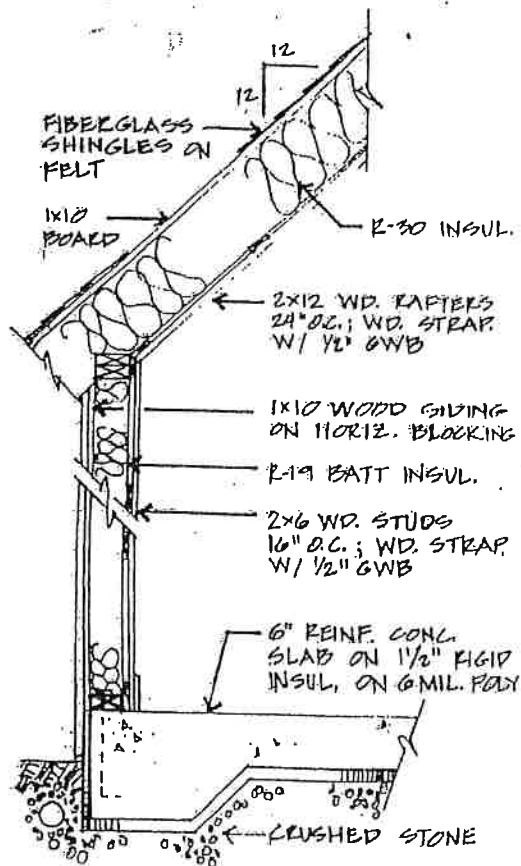
Foundation <input type="checkbox"/> Full <input type="checkbox"/> Crawl Space <input type="checkbox"/> Slab <input type="checkbox"/> Post/Columns <input type="checkbox"/> Concrete <input type="checkbox"/> Block <input type="checkbox"/> Wood <input type="checkbox"/> Frost Wall <input type="checkbox"/> Other _____ Thickness _____ Reinforcement _____ Footing Size _____ Thickness _____	Floor Systems 1 st Floor Joists: Size _____ Spacing _____ Max Span _____ Other Floors Joists: Size _____ Spacing _____ Max Span _____ Joist Carrier Materials & Size _____ Material & Spacing of support columns _____ Material & Thickness of Floor Sheathing _____
Wall-Ceiling Framing Exterior Stud Material & Dimensions _____ Exterior Wall Stud Spacing _____ Sheathing Material & Thickness _____ Ceiling Joist Size _____ Spacing _____ Max Span _____	Roof System <input type="checkbox"/> Rafters <input type="checkbox"/> Truss (need specs) Roof Pitch _____ Rafter Size _____ Spacing _____ Span _____ Material & Thickness of Sheathing _____ Type of Roof Covering _____ (must be Fire Resistive)

Decks Only

Joist Size _____ Spacing _____ Span _____	Joist Carrier Material & Dimension _____
Support Columns: Materials _____	Spacing between _____ Decking Material _____
Height of Deck from Grade _____	Guard Rail Height _____ Spacing Between Balusters _____ (No more than 4" opening)

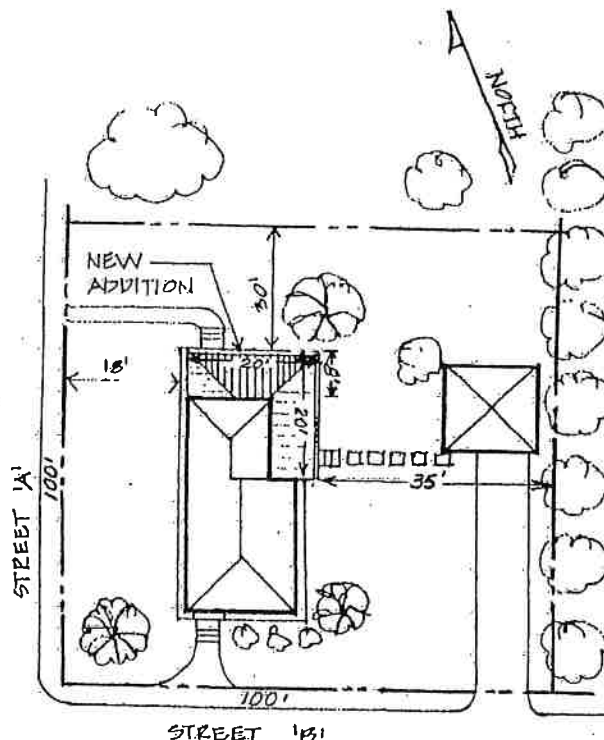
Building Plans

- A building permit application submitted by the applicant must comply with all applicable codes and shall contain the following:
- A completed Building Permit Application signed and dated.
 - A set of construction documents drawn to scale. At a minimum, all submittal packages/drawings shall include:
 - A site plan (see page 4 of this application for more information).
 - Floor Plan(s) for each floor: label use of each room and show location of gas/oil furnace, wood stoves, water heaters, smoke detectors and carbon-monoxide detectors.
 - Exterior elevations (all sides)
 - Foundation plan of sufficient detail to show conformance to the provisions of the MUBEC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements of braced wall panels if required in braced wall plan.
 - Wall and floor/ceiling/roof sections and details. These shall include framing plans and/or framing design information as follows: General - lumber size, grade, species and spacing of all wood elements.
 - Wood framed floors - spans and any intermediate girders. See IRC R502
 - Wood framed walls - wall type (2x4's @ 16 in. o.c. as example), wall height, headers. See IRC See R602.3
 - Wood framed roofs - Roof framing plan to include rafters and girders as a minimum. See IRC R802.2, R802.4, R802.5
 - Brace wall plan showing compliance with IRC R602.10. The plan shall clearly indicate the braced wall lines and the braced wall method used for compliance to expedite review.
 - Stair details with dimensions for risers, treads and handrails.
 - Window and door schedule or details
 - Radon Collection System Detail
 - Energy Conservation Details (R- & U-values) for basement slab, walls, ceiling, windows & doors. REScheck and COMcheck Compliance Certificates will also be accepted for residential and commercial projects; respectively. The free software is available at <http://www.energycodes.gov/>.



115 'B' STREET - WALL SECTION
SCALE =

SAMPLE WALL SECTION

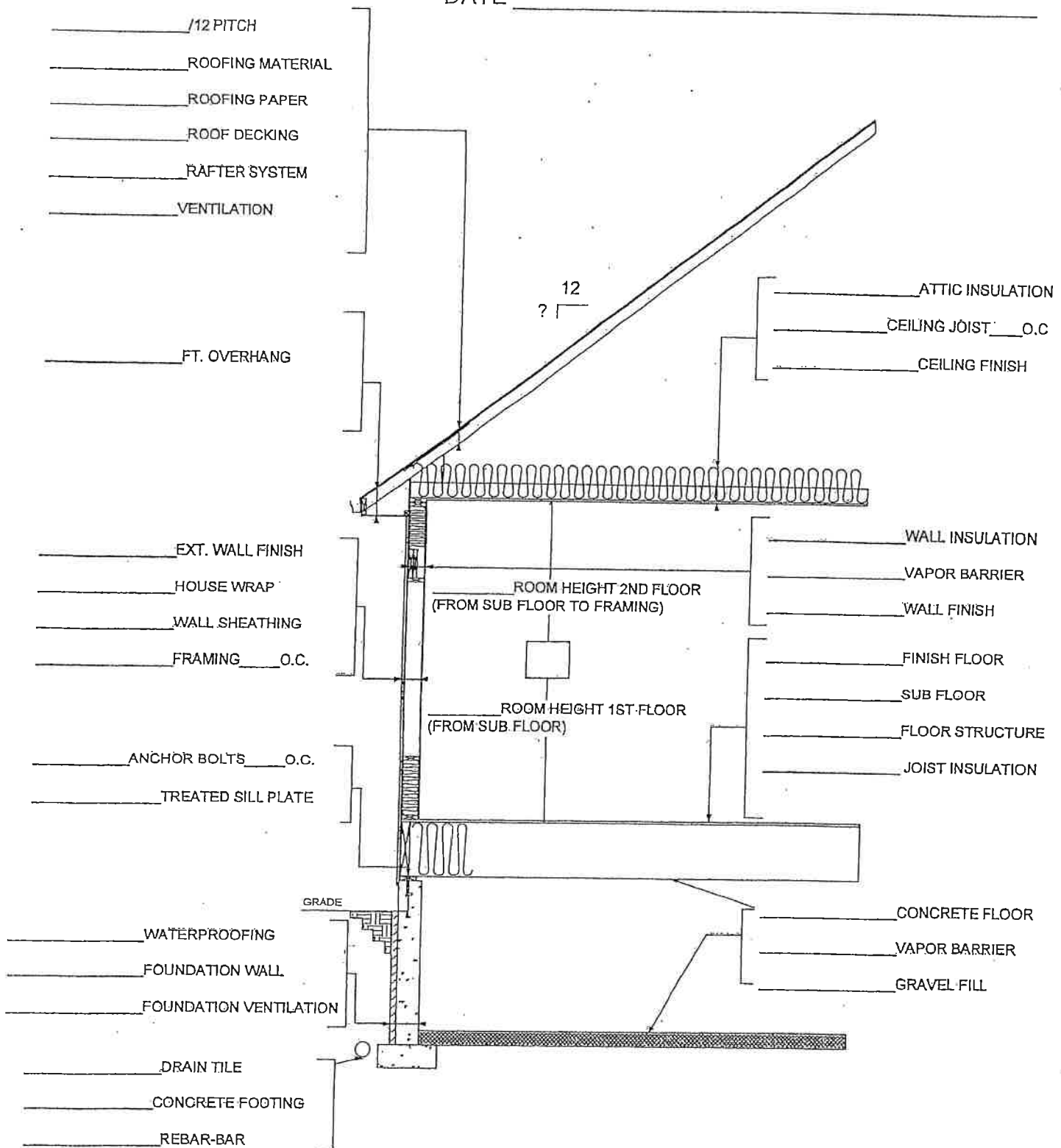


115 'B' STREET - SITE PLAN
SCALE =

SAMPLE SITE PLAN

JOB ADDRESS _____

DATE _____



WALL SECTION (CRAWL SPACE OR SLAB) STANDARD PLATFORM FRAMING

SCALE: NO SCALE

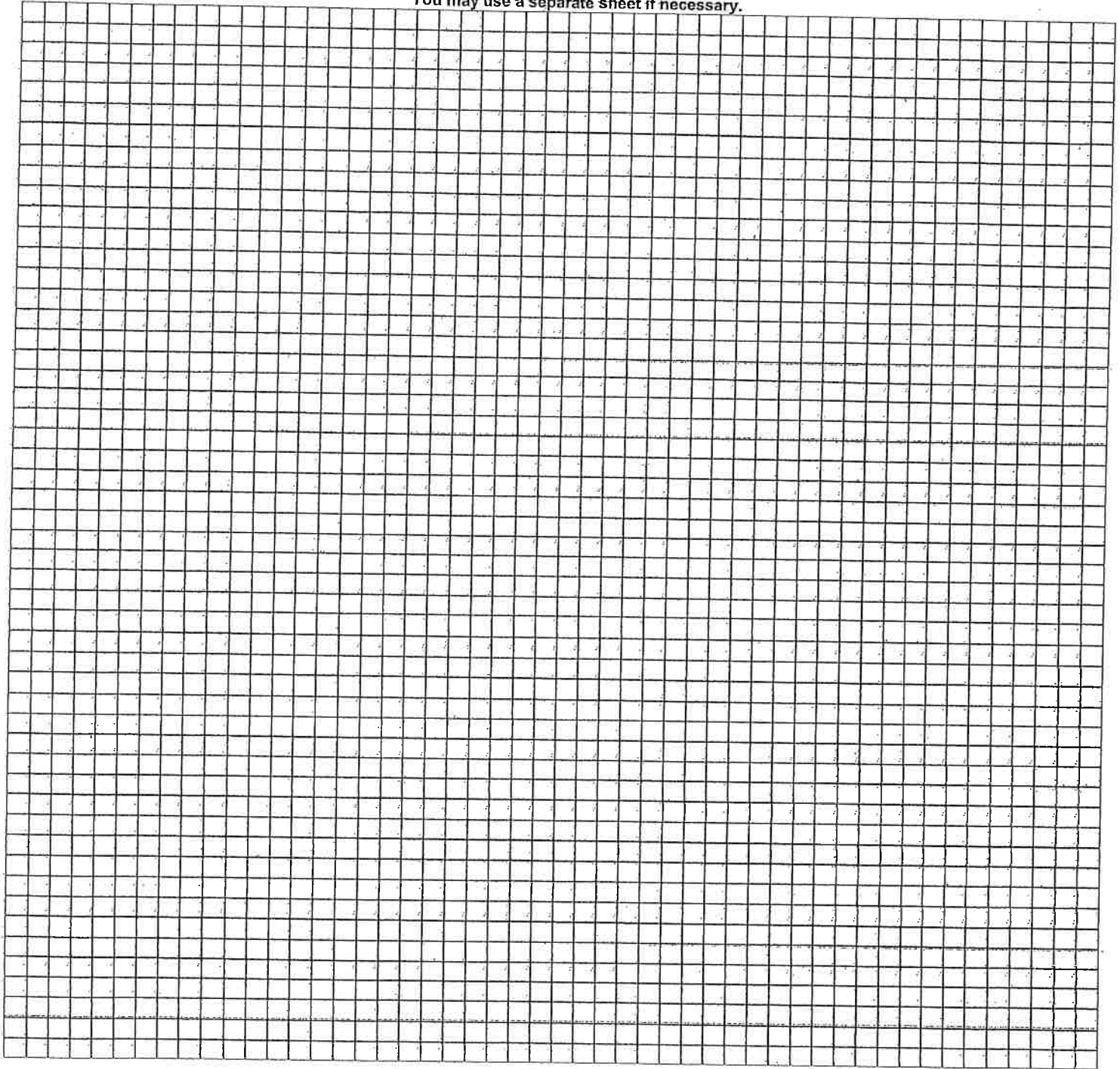
CITY OF IRVINE

Site Plan

This section must be completed for all new buildings or structures, additions or Change of Use. Show all of the following:

- ✓ PROPERTY LINES & DIMENSIONS; STREETS AND STREET NAMES
- ✓ LOCATION OF PROPOSED BUILDING, STRUCTURE OR ADDITION
- ✓ DISTANCE FROM PROPERTY LINES TO NEW BUILDING, STRUCTURE OR ADDITION
- ✓ EXISTING BUILDINGS
- ✓ PROPOSED AND EXISTING DRIVEWAYS/PARKING AREAS
- ✓ LOCATION OF WELL AND SEPTIC (IF APPLICABLE)
- ✓ AREAS TO BE CLEARED OF TREES AND OTHER VEGETATION
- ✓ WETLANDS OR WATER BODIES AND SETBACKS FROM SHORELINE (IF APPLICABLE)

You may use a separate sheet if necessary.



IF YOUR PROPERTY IS LOCATED IN A FLOOD ZONE, YOU MAY BE REQUIRED TO SUBMIT A SURVEY AND AN EVALUATION CERTIFICATE.

Additional Permits, Approval, and Inspections Required

- | | | | |
|--|---|--|-------------------------------------|
| <input type="checkbox"/> Septic (HHE 200) | <input type="checkbox"/> DEP PBR | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Floodplain |
| <input type="checkbox"/> Internal Plumbing | <input type="checkbox"/> DEP NRPA | <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Shoreland |
| <input type="checkbox"/> Fire Marshal | <input type="checkbox"/> Army Corps Engineers | <input type="checkbox"/> Driveway Entrance | <input type="checkbox"/> _____ |

OFFICE USE ONLY

This application is

☐ **APPROVED**

The following conditions are prescribed:

☐ **DENIED**

Reason for denial:

Code Enforcement Officer _____

Date _____

SCHEDULE OF INSPECTIONS

INSPECTION	DATE	INSPECTOR	INSPECTION NOTES
<input type="checkbox"/> Location Stakes			
<input type="checkbox"/> Footings			
<input type="checkbox"/> Foundation			
<input type="checkbox"/> Radon			
<input type="checkbox"/> Framing			
<input type="checkbox"/> Insulation			
<input type="checkbox"/> Final Occupancy			

The applicant is responsible to call the CEO with a minimum of 24 hour notice to schedule inspections. No occupancy without completed inspection schedule and an Occupancy Permit.

A decision of the Code Enforcement Officer for a building code decision may be appealed to the appropriate court of jurisdiction within 45 days of the decision. A decision of the Code Enforcement Officer for a zoning decision shall be appealed within 30 days of a decision and filed with the Board of Appeals on forms approved by the Board.

Following the issuance of a permit, if no substantial start is made in construction or in the use of the property within one year of the date of the permit, or if the work is suspended or abandoned at any time after the work is commenced for a period of six months, the permit shall lapse and become void. If work is commenced within the time limits then the applicant shall have a total of three years to complete the project. An applicant holding an unexpired permit may apply for a one-time extension to up to six months.

(Please Print)

Building Permit No: _____ Job Address: _____

Electrical Company Name _____
Mailing Address _____
Email _____ Phone # _____
Contractor/Agent Signature _____ License # _____

Mechanical Company Name _____
Mailing Address _____
☐ A/C _____
☐ Hood _____
☐ Refrig. _____
Email _____ Phone # _____
Contractor/Agent Signature _____ License # _____

Plumbing Company Name _____
Mailing Address _____
Email _____ Phone # _____
Contractor/Agent Signature _____ License # _____

Roofing Company Name _____
Mailing Address _____
Email _____ Phone # _____
Contractor/Agent Signature _____ License # _____

Gas Company Name _____
Mailing Address _____
☐ Natural _____
☐ LP _____
Email _____ Phone # _____
Contractor/Agent Signature _____ License # _____

☐ Mason _____
☐ Concrete _____
☐ Masonry _____
Company Name _____
Mailing Address _____
Email _____ Phone # _____
Contractor/Agent Signature _____ License # _____

Building Company Name _____
Mailing Address _____
Email _____ Phone # _____
Contractor/Agent Signature _____ License # _____

Note: Subcontractor verification form can be signed by the the disciplined license holder or their authorized agent.

This form must be submitted prior to the issuance of a permit.