

TUESDAY MORNING REVIEW BOARD IS DESIGNED FOR YOU TO HAVE AN OPPORTUNITY TO MEET WITH THE DIFFERENT REVIEW AGENCIES WHICH ARE REQUIRED TO APPROVE YOUR NEW BUILDING, BUILDING ADDITION OR PARKING EXPANSION IN ORDER TO OBTAIN A BUILDING PERMIT. IF YOU HAVE QUESTIONS REGARDING REQUIREMENTS, A CONTACT PERSON IS LISTED FOR EACH AGENCY. TOTAL NUMBER OF PLANS ARE AS FOLLOWS: 7 SITE PLANS (MAY SEND PDF TO ADDRESSING, TRAFFIC ENGINEERING AND WASTE MANAGEMENT); 3 COMPLETE SET OF CONSTRUCTION DRAWINGS; 1 LANDSCAPE PLAN.

#### Division of Building Inspection

Office Location: 101 E. Vine St., Ste 210  
Lexington, KY 40507  
Phone (859)-258-3770 Fax (859) 258-3780  
Attn: Stephen Harrod  
Email: [sharrod@lexingtonky.gov](mailto:sharrod@lexingtonky.gov)

Requires:

- ☐ 1 completed application
- ☐ 2 sets of construction drawings with MEP & site plan
- ☐ 1 set of specifications if available
- ☐ 1 landscape plan Attn: Mark Newberg
- ☐ 1 copy of energy calculations

*Use 101 E. Vine St., 2<sup>nd</sup> Floor for hand or overnight deliveries*

#### Addressing Office, Department of Public Safety

101 E. Vine St., 5<sup>th</sup> floor  
Lexington, KY 40507  
Attn: Paul Hockensmith  
Phone: (859) 258-3583  
Email: [phockens@lexingtonky.gov](mailto:phockens@lexingtonky.gov)

Requires:

- ☐ 1 site plan (prefers pdf to be sent) showing building envelope, building's exterior access points (doors), location relative to streets and all access points to site (driveways).

#### Division of Engineering

101 E. Vine St., 4th floor  
Lexington, KY 40507  
Attn: Thomas Clements  
Phone: (859) 258-3598  
Email: [tclements@lexingtonky.gov](mailto:tclements@lexingtonky.gov)

Requires:

- ☐ Commercial developments shall submit one copy of the site plan containing information on storm water management, erosion control, and grading as outlined in the Engineering Manuals adopted by the LFUCG 1/1/01.

#### Division of Traffic Engineering

101 E. Vine St., 3rd floor  
Lexington, KY 40507  
Attn: Casey Kaucher  
Phone: (859) 258-3480  
Email: [ckaucher@lexingtonky.gov](mailto:ckaucher@lexingtonky.gov)

Requires:

- ☐ 1 site plan (prefers pdf to be sent) showing parking layout; access drive with approach apron details, road sections, and curb, gutter and sidewalk sections.

#### Waste Management

675 Byrd Thurman Dr.  
Lexington, KY 40510  
Attn: Gary Warner  
Phone: (859) 621-0191  
Email: [gwarner@lexingtonky.gov](mailto:gwarner@lexingtonky.gov)

Requires:

- ☐ 1 site plan (prefers pdf to be sent) showing location, concrete pad, guard post and screening for dumpsters. Dumpster detail sheet required.

#### Division of Planning

101 E. Vine St 7<sup>th</sup> floor  
Lexington, KY 40507  
Attn: Cheryl Gallt  
Phone: (859) 258-3160  
Email: [cgallt@lexingtonky.gov](mailto:cgallt@lexingtonky.gov)

Requires:

- ☐ 1 site plan showing parking and building uses. May use approved Development plan for site plan purposes.

#### Fire Prevention Bureau

211 East Third Street  
Lexington, KY 40507  
Attn: Lt Chip Walker  
Phone: (859) 231-5668  
Email: [walkerj@lexingtonky.gov](mailto:walkerj@lexingtonky.gov)

Requires:

- ☐ 1 complete set of sprinkler and/or alarm plans.
- ☐ 1 complete set of construction drawings w/ site plan.

#### Division of Water Quality

125 Lisle Industrial Avenue, Suite 180  
Lexington, KY 40511  
Attn: Frank Mabson  
Phone: (859) 425-2400  
Email: [fmabson@lexingtonky.gov](mailto:fmabson@lexingtonky.gov)

Requires:

- ☐ 1 site plan showing all impervious surface area, storm water management and sewer infrastructure.
- ☐ Tap Permit/Sewer Capacity Permit