

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, ADDITION OR PARKING LOT, ETC 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: 2 SITE PLANS (MAY SEND PDF TO ADDRESSING, TRAFFIC & WASTE MANAGEMENT); 2 COMPLETE SETS OF CONSTRUCTION DRAWINGS; 1 LANDSCAPE PLAN.

Division of Building Inspection

101 E. Vine St., Ste 210
Lexington, KY 40507
Phone (859)-258-3238 Fax (859) 258-3780
Attn: Stephen L Harrod
Email: 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: Demetria Mehlhorn (859) 425-2554
Email: dkimball@lexingtonky.gov

Division of Fire and Emergency Services

211 E. Third St.
Lexington, KY 40507
Phone (859) 231-5668
Attn: Lieutenant John (Chip) Walker
Email: walkerj@lexingtonky.gov

Requires:

- Shop drawings for all fire alarm and sprinkler installations are to be submitted to the fire marshal's office.

Division of Engineering

101 E. Vine St., 1st floor
Lexington, KY 40507
Attn: Josh Dezarn
Phone (859) 258-3410
Email: jdezarn@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
Phone (859) 258-3830
Attn: Steve Parker
Email: sparker@lexingtonky.gov

Requires:

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

Waste Management

675 Byrd Thurman Dr.
Lexington, KY 40510
Phone (859) 457-0376
Attn: Jeff Clark
Email: jclark4@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.

Addressing Office, Department of Public Safety

101 E. Vine St., 5th floor
Lexington, KY 40507
Attn: Rob Poage
Phone (859) 258-3381
Email: rpoage@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 (aprons/driveways).

Division of Planning

101 E. Vine St 7th floor
Lexington, KY 40507
Attn: Dave Jarman
(859) 258-3160
Email: djarman@lexingtonky.gov

Requires:

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

Division of Water Quality

125 Lisle Industrial Avenue, ste 180
Lexington, KY 40511
Attn: Becky Highland
(859) 425-2506
Email: rhighland@lexingtonky.gov

Requires:

- 1 site plan showing all impervious surface area, storm water management and sewer infrastructure.