

Permit Guide For New Commercial Buildings & Additions

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SPECIAL SERIES

VOLUME 1

VERSION 1

Division of Building Inspection

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The construction of new commercial buildings such as offices, restaurants, hotels, apartments and warehouses and additions to these structures require a building permit prior to starting construction. Prior to obtaining the building permit you will need approval for your proposed construction from the Division of Building Inspection, Fire Prevention Bureau, Addressing Office, Division of Engineering, Division of Traffic Engineering, Division of Planning, Division of Waste Management, Division of Environmental Services and the Division of Water Quality. Contacts and information for these approval agencies are provided on The Review Board Contact List. The Division of Building Inspection offers a Tuesday Morning Plan Review Board to give you an opportunity to meet with representatives from these agencies and to get feedback on your proposed project. If your project is located in a Historic District you will also need a Certificate of Appropriateness issued by the Division of Historic Preservation and if your project is located in the Courthouse Overlay area you will need to obtain approval from the Courthouse Overlay Board. Overlay zones and conditional zoning restrictions are handled by the Division of Planning. Proposed projects located in an easement will require an encroachment agreement prior to the issuance of the building permit.

Applications for a Commercial Building Permit must include the following:

- 1. A completed application along with downloadable plans submitted via our website: www.lexingtonky.gov/permits**
- 2. After the plans have been submitted and initially reviewed, a review fee will be invoiced that must be paid before the review can proceed. Once all of the reviewing agencies have given their approval, the permit fee will be invoiced and must be paid for the building permit to be issued.**
- 3. Projects which require plan approval by the Kentucky Department of Housing, Buildings and Construction and also a local permit:**
 - a. The Division of Building Inspection will require 1 set of construction drawings; an approval letter from the state; and approvals from all agencies listed on the Tuesday Review Board form.
 - b. Projects located on state property are not required to obtain local building permits.
- 4. Construction drawings and supporting documents may include all of the following:**
 - a. Title Page – include all required information
 - b. Site Plan
 - c. Civil Drawings
 - d. Foundation Plan & Footing Details/Geotech Soils Reports
 - e. Floor Plan
 - f. Framing Plans
 - g. Cross Sections
 - h. Elevations – All 4 sides
 - i. Window & Door Schedules
 - j. MEP – Mechanical/Electrical/Plumbing
 - k. ADA Detail Sheets
 - l. Special Inspections Letter
 - m. Energy Calculations
 - n. UL listings for Rated Assemblies

