

Lexington-Fayette  
Urban County  
Government

Department of  
Environmental  
Policy and Public  
Works  
Nancy Albright,  
Commissioner

# Permit Guide For Commercial Remodeling, Fit-Ups & Change of Use

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COMMERCIAL SERIES

VOLUME 2 VERSION 1

## Division of Building Inspection

Physical  
Location:

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2<sup>nd</sup> Floor

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Lexington, KY  
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Website:  
<https://www.lexingtonky.gov/browse/licensing-permits-and-development/building-permits>

The remodeling of offices, warehouses, apartments, restaurants or other types of commercial facilities requires a building permit prior to starting construction. If your project involves fitting up a new or existing tenant space or if you are changing the use of a commercial building or a portion of a building you will also need a building permit prior to starting construction. Your proposed construction will require approval from the Division of Building Inspection, Fire Prevention Bureau, Addressing Office, Division of Planning and possibly the Division of Water Quality. Projects which involve a new restaurant space will require grease trap approval from the Division of Engineering. The Division of Building Inspection offers a Tuesday Afternoon Plan Review Board to give you an opportunity to meet with representatives from these agencies and to get feedback on your proposed project. Also you have the option to submit your completed application, plan review fee and required plans to the Division of Building Inspection. Contacts and information for these approval agencies are provided on The Review Board Contact List. Parking calculations, zoning use classifications, conditional zoning restrictions and Zoning Compliance Permits are handled by the Division of Planning. If your remodeling consists of exterior changes and the project is located in an area with a design overlay such as Historic Preservation or Courthouse Area Design you will need to obtain approvals for these exterior changes prior to obtaining your 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](http://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 also require 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 for the Tuesday Afternoon Review Board.
  - 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 (for addressing and planning)
  - c. Floor Plan
  - d. Framing Plans
  - e. Cross Sections
  - f. Door Schedules
  - g. MEP – Mechanical/Electrical/Plumbing
  - h. ADA Detail Sheets
  - i. Special Inspections Letter (if required)
  - j. Energy Calculations (if required)
  - k. UL listings for Rated Assemblies