

THE REVIEW BOARD THAT MEETS EVERY TUESDAY 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. ALL SUBMITTALS ARE NOW REQUIRED TO BE ONLINE VIA THE CUSTOMER PORTAL WHICH CAN BE FOUND AT www.lexingtonky.gov/permits PLANS MUST BE SUBMITTED IN .PDF FORMAT (.JPEG OR .PNG FILES WILL BE REJECTED).

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:

- ☐ Completed application via the website
- ☐ 1 complete set of construction drawings with MEP & civil plans
- ☐ 1 set of specifications and ComCheck if available
- ☐ 1 landscape plan Attn: Ben Cornett (859) 425-2554
Email: jcornett@lexingtonky.gov

Division of Fire and Emergency Services

211 E. Third St.
Lexington, KY 40507
Phone (859) 231-5668
Attn: Capt. Josh Thiel
Email: thieli@lexingtonky.gov

Requires:

- ☐ Shop drawings for fire alarm and sprinkler systems shall be submitted online. Plan review fees are per sections 121.3.9 and 121.3.10 of the 2018 KY building code

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 set of site plans containing information on storm water management, erosion control, and grading as outlined in the current Engineering Manuals adopted by the LFUCG.

Division of Traffic Engineering

101 E Vine St 3rd Floor
Lexington, KY 40507
Phone (859) 258-3830
Attn: Joe Edmiston
Email: jedmiston@lexingtonky.gov

Requires:

- ☐ Site plans showing parking layout, access drive with approach apron details; road sections; curb, gutter and sidewalk sections in accordance with current standards.

Waste Management

675 Byrd Thurman Dr.
Lexington, KY 40510
Phone (859) 457-0376
Attn: Scott Burton
Email: aburton@lexingtonky.gov

Requires:

- ☐ Site plans 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:

- ☐ Site plan 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: Stephanie Cunningham
(859) 258-3885
Email: scunning@lexingtonky.gov

Requires:

- ☐ 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:

- ☐ Site plan showing all impervious surface area, storm water management and sewer infrastructure.