



# Louisville-Jefferson County Metro Government

Department of Codes and Regulations

Metro Development Center

444 South Fifth Street, Suite 100, Louisville, KY 40202-4314

Telephone: (502) 574-3321 Fax: (502) 574-4356

## PLAN REVIEW APPLICATION

DATE		I.D. #	
SITE LOCATION		ZIP CODE	
APPLICANT/CONTRACTOR		PHONE	
ADDRESS		CONTACT NAME	
OWNER		PHONE	
ADDRESS		ZIP CODE	
PROPOSED USE		TYPE OF WORK	
ESTIMATED COST OF CONSTRUCTION (excludes Mech. Elect. & Plumb.)			\$

I hereby certify that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his authorized agent. I understand that any false or inaccurate information on this application or the approved plans may result in revocation of the permit under KBC Section 108.6. No deviation of the approved plan is allowed without approval by this office.

Signature of Agent \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE ONLY

Total # Of Dwelling Units		Total # Of Bedrooms		No. Of New Dwelling Units	
No. Of New Bedrooms		Use Group		No Of Stories	
Construction Type		Square Footage			

### PERMITS REQUIRED

Electric		Suppression		Parking Lot/Landscape		Moving
Plumbing		Fire Detection		Conditional Use Permit		Wrecking
HVAC		Range Hood		Sign		Curb Cut

### APPROVALS REQUIRED

Fire		Landmarks		BOZA/Variance		MSD Construction Approval
Flood Plain		Enterprise Zone #		Overlay		Lot Consolidation
Urban Renewal		Community Facility/Cup		PDS Category Review		Planning Commission/Waiver
Plan Certain		Architect Required		Engineer Required		Metro Public Works

REMARKS						

ZONING DISTRICT		CONSTRUCTION REVIEW OFFICER	
PERMIT FEE COST	\$	APPLICATION #	

~ Make Check Payable to METRO FINANCE ~  
SEE BACK FOR ADDITIONAL REMARKS

**IT IS THE PERMIT HOLDERS RESPONSIBILITY TO INSURE THE SITE IS ACCESSIBLE FOR INSPECTION**

The following fees shall be charged and collected for inspections and permits issued or made by or under the authority of the Department of Codes and Regulations.

- (1) The permit fees for new construction, additions, complete alterations of an entire building, tents and other temporary structures and change of Kentucky Building Code Use Group Classification permits shall be calculated according to the following table.

Kentucky Building Code Occupancy type	Fee per square foot
Assembly	\$.085
Business	\$.075
Educational	\$.075
Factory	\$.0625
High hazard	\$.075
Institutional	\$.085
Mercantile	\$.075
Residential	\$.075
Storage	\$.055
U utility; miscellaneous	\$.065

(2) Square footage shall be based on the number of square feet on every floor, including basements, calculated to the outside of the exterior walls.

(3) The fee for partial alterations, structures other than buildings, or any type of work that the square feet cannot be calculated; the fee shall be calculated by a reasonable estimated cost to be submitted by the applicant and verified by the Department. The fee shall be \$25 plus \$2.50 per \$1,000 of estimated cost. The Department may ask for factual verification of presented estimated costs, when appropriate.

(4) Any permit issued by the Department for which the Commonwealth of Kentucky is responsible for conducting the required building inspections, shall be ½ the normal amount.

(5) A plan review fee shall be charged for all applications that are reviewed without issuance of a building permit or requested refunds for issued permits. The plan review fee shall be a minimum \$30 or one third (1/3) the normal permit fee, whichever is higher.

(6) Fast-track elective. For permit applicants seeking early site/foundation, shell and/or phased approval prior to full review of complete set of construction documents, the fee for foundations as listed in subsection (A)(7) listed below shall apply; however, shell permits and phased work will be charged the full fee using the table listed in subsection (A)(1). The following interior finish work or phased work will be charged the full fee using the table listed in subsection (A)(1).

(7) The fee for a “foundation only” permit shall be \$50 for single family dwellings & their accessory structures and \$100 for all other uses.

(8) Permit fees for metro owned property projects may be waived by agreement of the Director of Public Works and Assets and the Director of Codes and Regulations.

(9) The administrative fee for a Certificate of Use and Occupancy without issuance of an associated building permit, shall be \$50.

(10) No building permit fee calculated under this section shall be less than \$50.

(11) The fee for any additional inspections not covered by the initial permit fee shall be \$35. The Department shall have the right not to issue any additional permits to the applicant until the additional inspection fees have been paid in full.

(12) Before a building permit is issued by the Department for a one or two-family residential construction project or a multi-family residential construction project, the Department shall conduct a search of its records to determine if the applicant has any unresolved or uncured and outstanding Code violations. If the applicant has no such unresolved or uncured and outstanding Code violations, then the Department may issue the building permit, if otherwise appropriate. If the applicant has unresolved or uncured and outstanding Code violations prior to the issuance of a Certificate of Occupancy, the Department shall not issue a building permit until such time as all the outstanding Code violations are removed, cured or corrected by the applicant and all fines and/or fees paid in full.