

E-Newsletter November 2015

## Introduction

It is again the time of year we are seeing some colder days and colorful leaves are scattered around, which means it is renewal season. There are a lot of things that have happened and are happening that could impact renewals, but once we are all on the same page everything will go smoothly. The department has also made some adjustments regarding our Electrical Team and added 2 more plan reviewers.



## Renewals – An Overview

All license types are required to renew annually with our office, each type is on a renewal schedule that is divided into 3 groups. The first group consists of all building contractors, the second group is the mechanical group of: HVAC, Mechanical Refrigeration, Plumbing, Range Hoods and Solid Fuel. This group renews in February. The last group contains Fire Detection & Suppression, Moving, Signs, and all Wrecking, this group renews in April.

Inevitably, each group rolls over into the next which has caused processing delays in the past. This year we have made a few adjustments that we hope will minimize these delays.

This information regarding renewals may contain some Building Group specific tidbits but there is plenty that will also be a good reference for the other two groups as well.



## Updates to the Renewal Process

The first major change you will notice with renewals this year is we will instead be mailing postcards instead of letters. Look for this image and make sure you don't throw it away!



We are opting for a large postcard and it will contain all of the renewal information and documents required.

All updates to the renewals will be part of our processes, the only difference that should be seen by contractors is a speedier turn around.



## Renewals – Required Documentation

This information will be on the postcards that get mailed but if something needs to be updated you will be able to get a head start.

The required documentation has not changed, We require liability and workmen's comp insurance certificates from everyone – it is always the best idea to submit this information if your policy has updated or changed recently or is set to very soon after the renewal date. We also are required to verify compliance with the Louisville Metro Revenue Commission Office as well as Continuing Education Credits for residential contractors. All of this does take some time to look over and verify, it is the greatest help to us in expediting all renewals if everything is submitted together. Most importantly to complete the renewal process is the payment, if submitting a check via mail please make it out to “Develop Louisville” or “Construction Review.”

We are saving paper by switching to postcards for renewals, everyone can save paper and submit all of your renewal documents online! Just go to our homepage and click on the ‘2016 Renewals’ image



### Continuing Education

Taking classes is the last thing on everyone’s mind during the building season which usually results in the end of the year approaching faster than classes can be scheduled and completed. To assist with this and avoid a delay our department website contains a consistently updated list of upcoming classes that we know about. These classes, online options and the pre-approval form are all located on the Department Announcements page. All online options must be pre-approved, we do not enjoy denying credits because they were not approved prior to being completed.

Alternatively, we do offer the option of a 30 day extension of your license for a \$50 fee if continuing education is not completed at the time of renewal. Don’t forget that going forward any contractor that utilizes the extension option for three consecutive years will then be barred from using that option for the following three consecutive years. Which makes it that much more important to complete it during the year. This and other policy updates were published with the July Newsletter, if you missed that one or need a reminder all newsletters are online.

As the calendar stands today there are multiple opportunities to complete up to 30 hours of Continuing Education. Two of these options fulfill the requirement of 6 hours in 1 day, each one is offered on multiple days:

- Construction Safety Overview – Offered by Hazmat Kentucky
- Residential Code Update – Building Industry Association of Louisville

No worries if you can’t make it to one of these or if you prefer shorter classes, there are plenty of those as well that fulfill 2, 3 or 4 hours at a time. Don’t forget to send us the certificates



## Electrical Updates

Many of you know by now that we are no longer offering the option for Same Day Inspections. This decision was made after an in depth look into the program found that this was causing more problems than it was helping like it was originally designed.

The Electrical team has added inspectors! They have been operating without a consistent full staff for almost two years. It will still take some time for training and certifications to be completed but this will eventually result in smaller inspection areas and more inspectors available to answer questions.

We have also heard from many of you (and our own inspectors) regarding the accuracy of inspection requests, this is a very serious concern to us, so on January 2<sup>nd</sup> all inspection requests must be entered online using Dynamic Portal. If you do not yet have an account let us know or request it online, we also have step by step how to's that can be found on the Online Permitting Portal webpage. Don't forget about the kiosk in our lobby if you would like assistance in learning all the tips and tricks from the customer service team.

Another considerable worry for us is the response and contact time. The inspectors will be testing a few different ideas to determine which process/es will work best for the team, one that you should see very soon is the inspectors returning and making phone calls early in the morning to free up the remainder of their day for inspections.



Lastly, the next time you see or speak with Keith Hampton or Jerry Skinner, say Congratulations as they both are now level II Electrical Inspectors!

## Other Staffing Updates

It has been a long process and the plan review staff isn't 100% yet but in the last 2 months we have welcomed Charles Pinkney and Sharri Zink. Amanda J. will come in early December. These positions are in addition to an open position on the building inspection team. If you or someone you know would be interested all jobs are posted on Louisvilleky.gov. A new face on the customer service team will be here next week, Abby C will be joining the team!

## Plan Review Process Updates

Five months after we began not accepting walk in customers on Monday's we have looked at the program, evaluated the different aspects and realized that this implementation has exceeded original expectations. This first day of every week allows time for team meetings, extended time for in-depth plan review and allows focus time for the growing number of applications submitted online.

The past 2 months we have seen an increase in the number of building permits issued using the Online Permitting Portal. July & August saw only 8% of building permits issued online, from a total number of 894 permits issued. September & October raised the bar to 12% from the total number of 982 permits. That is very encouraging to everyone here that the kinks are being worked out.

The last few months have also produced a 'Master List' program designed in coordination with the Building Industry Association of Louisville. This program will allow home builders to submit house plans with all possible modifications for pre-approval, thus expediting the permits for these plans. This checklist is included with this newsletter on the next page.

Construction Review in conjunction with Planning & Design has a target date of no later than January 2<sup>nd</sup> to relocate all processing, reviews and issuance of Sign Permits to the 3<sup>rd</sup> floor of our building to the Office of Planning & Design. These will still be accepted via online submittals through the Online Permitting Portal. The whole process is still in the works, if you have any questions you can contact P&D at 502-574-6230.

The weather may have everyone fooled but the holidays are approaching. Louisville Metro will be closed in observance of:

Thanksgiving Day – November 26<sup>th</sup> & 27<sup>th</sup>

Christmas Day – December 25<sup>th</sup>

New Year's Day - January 1<sup>st</sup>, 2016



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LOUISVILLE FORWARD

GREG FISCHER
MAYOR

OFFICE OF CONSTRUCTION REVIEW

DAVID MARCHAL
DIRECTOR

Submittal for Building Plan Master List

The Master List program is to be utilized by home builders that repeatedly build the same floor plan with minimal changes. Plans accepted into this program would be considered as 'pre-approved' by this department for permitting purposes. Once accepted into this program each plan will be assigned a name by the department, it is the builders responsibility to submit permit applications with the correct reference name if using a Master Plan. This submittal is for review only and does not guarantee acceptance. The following documents are required for each submittal.

- Legible and Complete set of drawings for every possible floor plan. Shall include one (1) physical and one (1) electronic copy.
Foundation drawing that shall include: the basic model and each option that would result in an alteration, each different foundation type, wall thickness, location and size of reinforcing steel. Examples: SOG slab on grade, crawl, basement, 3' extension of garage, bay window option and brick ledge.
Floor plans for each option that would alter the layout of the basic layout plan. These shall include: Each floor of the building, all interior and exterior walls, door and window locations, dimensions, room labels, smoke and CO detector locations, framing joist size, spacing and span. Roofs shall also include ridge beam size,
Engineered design or shop drawings. If the design is an alternate to those required by code then design criteria and calculations shall be provided. These items shall be in accordance with approved engineering practice and shall demonstrate compliance with the code.
If engineered lumber is to be used, the manufacturers calculation sheet indicating proposed use is acceptable. Calculations to be included: all tributary loads, point loads, wind loads, roof loads and snow loads.
Exterior wall section for each different foundation plan and for each different exterior wall condition. Examples: SOG, crawl, basement or walkout basement.
Interior wall detail to include: framing detail stud size and spacing, insulation and finishes. Wall sections through exterior walls and unique conditions.
Elevated wood deck option/s must include design, guard rails, stairs, connection details and supports.
Elevations for each side of the structure for each different option. Examples: Exterior front porch, brick, stone, deck, bay window etc...
Energy Code. KY prescriptive method package or Res Check to determine compliance with energy efficiency. Documentation of UA alternative calculations or declaration of performance path and associate Compliance Report.
Index of drawings with number and title. Example: "Page 2: Full Basement Walkout Foundation"

Applicant Company Name

This side- Office Use Only

Date

Reviewed By / Date

Applicant Printed Name and Signature

Approved Denied - See Attachment