



Building Inspection Department
100 North Court Street
Georgetown, KY 40324
Phone: (502) 863-9802 Fax: (502) 863-4169

☐ City ☐ County

COMMERCIAL PLAN REVIEW CHECKLIST

Construction Plan Requirements If Applicable ☐ If project is state jurisdiction, 1 set of plans and your approval letter from the state plus local permit fee.

For local jurisdiction:

- ☐ Minimum of two (2) sets of plans, drawn to scale must be submitted. Upon issuance of the permit one stamped set of plans will be returned.
- ☐ A site plan or survey drawn to scale on paper no less than 8.5" by 11" must be submitted that includes the following;
Engineer Site Plan or Completed Development Plan
- ☐ Elevation plans showing front, sides, and rear of structure - must reflect structure height.
- ☐ Footing size, depth, and location of rebar if required (include all grade beams and piers).
- ☐ Foundation wall thickness and location of rebar if required.
- ☐ Wall framing details, stud size, spacing & covering.
- ☐ Floor plans showing each floor of the building including all interior and exterior walls, door and window locations and dimensions.
- ☐ Accessibility details (i.e. show layout of bathrooms, location of grab bars, seating charts, door hardware).
- ☐ Location of exit signs and emergency lighting.
- ☐ Stair details, tread & riser dimensions, handrail & guardrail details.
- ☐ Floor Joist size, span and spacing.
- ☐ Girder beam / header size and spacing.
- ☐ Roof framing details, rafter size and spacing, ridge beam size, ventilation & covering.
- ☐ Location and size of all decks, porches, retaining walls, etc.
- ☐ All trusses must have manufacturer's information (load calculations, bracing requirements, etc) submitted as part of building plans.
- ☐ Energy Efficiency compliance, insulation details, KY prescriptive method package or ComCheck.
- ☐ Proof of Workers Comp Insurance and Unemployment Insurance.

Approval Requirements

In some instances approvals other than from B.I. are required. These approvals must be obtained prior to issuance of a building permit.

- ☐ **Health Department:** Property that uses a septic tank system must obtain prior approval from the Health Department. (A copy of the site evaluation must be included with the application.)
- ☐ **Occupational/Property Tax:** As enacted by City of Georgetown Ordinance no. 05-15, All persons or entities doing business in the City of Georgetown may be denied the issuance of a permit if the persons/entities have delinquent occupational, net profits, or property tax owed to the City of Georgetown.

To Obtain a copy of this ordinance and to pay City
Property Tax call or visit the City Clerks Office.

City Clerks Office
100 Court Street
Georgetown, KY 40324

Phone: (502) 863-9804
Fax: (502) 863-9962

To pay Occupational/Net Profits Tax please call or visit
Georgetown/Scott County Revenue Commission.

GSC Revenue Commission
230 East Main Street
Georgetown, KY 40324

Phone: (502) 863-9805
Fax: (502) 863-9808



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