



City of Elizabethtown, Department of Planning and Development

200 West Dixie Ave – PO Box 550

Elizabethtown, KY 42702 (270) 982-3226

Procedure

The following procedures are followed in Elizabethtown for any construction activity under the Kentucky Building Code (KBC) that requires the local building official to perform a plan review.

- One (1) complete set of building plans should be submitted showing all information listed below.
- The building plans will be reviewed for conformance with the applicable standards in the KBC/KRC. You will receive written notification of plan review status within thirty (30) days of plan submission.
- Notification of any modifications shall be made in writing prior to the issuance of a building permit. All modifications shall be incorporated into the construction work. Some modifications may require the submission of corrected plans prior to beginning any construction work.
- The stamped, approved plans will be returned to you in the field. Any changes made during construction must be agreed to in writing by the department prior to the changes.

Multifamily/Commercial/Industrial: All new construction requires approval of a development plan. Building plans will not be reviewed until the development plan is approved.

Content of Building Plan

Required plan information shall be as follows (unless specific items are waived by the building official):

- **Plans must be printed at a minimum size of 24" x 36"**
- All plans shall be drawn to scale. The preferred scale is an architectural drafting scale of ¼ inch.
- A title block shall be placed on the plan and shall contain the plan name, the name and address of the developer, and the project address
- A site plan showing to scale, at a minimum, the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades, and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey.
- A footprint of the building showing the building size, all exterior walls, interior space layout, egress doors, and the distance to the nearest property line.
- The use of each separate room or area.
- A wall detail, which shall include a cross-section indicating the thickness, insulation, materials, and interior/exterior treatments and all structural framing information
- A roof detail, which shall include a cross-section indicating depth and size. Building elevations for all sides.
- A foundation and footer details which shall include a cross-section indicating depth and size.
- A basement detail, which shall include the elevation of the basement and the amount of basement that will be showing above ground level.
- Any other relevant information, such as stair details, sprinkler information, handicapped requirements, and window detail.