

COMMERCIAL PROJECTS

Assistance Information

**Plan Review
Zoning Review
Building Permits**



**Department of Planning and
Community Development
(606)327-2030**

Contents

- Departmental Greeting
- Plan Review Information / Worksheets / Fees
- Zoning Review Information / Worksheets / Fees
- Building Permit / Information / Application / Fees
- Appendixes—Additional Information

GREETINGS FROM ASHLAND

Department of Planning and Community Development

The City and this Department are pleased to assist you with your construction project. Thank you for choosing Ashland to open a new business or expand your current operations. With the help of the Ashland Business Community, interaction with this Department is simplified and streamlined for 2016 and beyond. The purpose of this assistance information is to help new and existing businesses comply with the Kentucky Building Code and the Ashland Zoning Ordinance. These regulations are used to protect public safety and keep Ashland beautiful. They will NOT be used as impediments to your progress.

Ashland is Open for Business!

PROJECT SUBMITTAL LISTING

Please submit the following for review:

Three (3) Complete Sets of Plans

(Architect or Engineer Stamped if necessary – see Table on Page 2-1)

Two (2) Complete Electronic Set of Plans

(Either on CD or Flash drive)

One (1) Plan Review Cost Worksheet

(See Worksheet on Page 2-2)

Two (2) Site Plans for Zoning Review

One (1) Zoning Review Cost Worksheet

(See Worksheet on Page 3-1)

One (1) enclosed *Application for Plan Examination and Building Permit*

(Tab 4 Pocket)

One (1) Project Fee Summary with Attached Check Payable To: City of Ashland

(Back Cover of Assistance Information Notebook)

INDIVIDUAL ASSISTANCE WITH APPLICATIONS, FEE WORKSHEETS OR SUBMITTAL QUESTIONS IS ALWAYS AVAILABLE ON THE 2ND FLOOR OF THE CITY BUILDING, ROOM 208 MONDAY THROUGH FRIDAY 8:30 AM TO 5:00 PM OR BY APPOINTMENT FOR EVENINGS / SATURDAYS.

PLEASE SEE DEPARTMENTAL CONTACT LISTING ON THE NEXT PAGE

To submit plans or receive help with the building code or building permits please contact:

Building Inspector III
SEAN MILLER

City of Ashland
Department of Community Development
Division of Building Inspection
1700 Greenup Ave, Room 208 (P.O. Box 1839)
Ashland, KY 41105
P (606)327-2047 F (606)325-8412
smiller@ashlandky.org

To submit site plans or receive help with the zoning ordinance or building permits please contact:

City Planner
OSEI AMO-MENSAH

City of Ashland
Department of Community Development
City Planner
1700 Greenup Ave, Room 208 (P.O. Box 1839)
Ashland, KY 41105
P (606)327-2030 F (606)325-8412
oamo-mensah@ashlandky.org

For questions, problems or feedback to this department please contact:

Director
MIKE MILLER

City of Ashland
Department of Community Development
Director
1700 Greenup Ave, Room 208 (P.O. Box 1839)
Ashland, KY 41105
P (606)327-2030 F (606)325-8412
mmiller@ashlandky.org

***NOTE: Plumbing Requirements are Regulated by the Commonwealth of Kentucky. For Additional Information Please Contact:**

Food Service and Commercial Purposes
FIVCO Health Department - Environmental Services
2924 Holt Street
Ashland, KY 41101
(606)324-7141

Non-Commercial Applications
FIVCO Health Department - Office of Plumbing Inspector
2924 Holt Street
Ashland, KY 41101
(606)324-6530

Additional information regarding the current codes enforced can be found on the Commonwealth of Kentucky Department of Housing and Building Construction website at <http://dhbc.ky.gov/Pages/default.aspx>

FREQUENTLY ASKED QUESTIONS

Q: What projects are under city jurisdiction and what projects are under state jurisdiction?

A: In general, all projects will come under city jurisdiction with the exception of state owned or leased structures and all public educational and institutional facilities.

Q: Do I need any other permits in addition to this building permit?

A: Other permits that may be needed include an electrical permit that is available through the Office of Building Inspection and a plumbing permit that is issued by the Commonwealth of Kentucky. Contact information for the plumbing permit is available on page 4-2.

Q: How long does it take for the plan review to be completed?

A: Plan review is dependent on many factors such as size of the project, workload of the division and the completeness of submitted documents.

Q: How long will it take to get the building permit issued?

A: The time it takes a permit to be issued is in direct correlation to the plan review process. Once the review has been completed and all areas comply with minimum standards a permit can be issued.

Q: Can I start the dirt work and foundation before the plan review process is complete?

A: Site work such as clearing the land and preparing the site for construction can begin as soon as a site development permit has been secured from the City of Ashland engineering department. No footing or foundation work can begin until a building permit has been issued.

DO I NEED STAMPED PLANS?

**2013 Kentucky Building Code
Table 122.1 - Design Professional Seals**

Group Classification or Special Use	Building Size ^e (sq. feet)	Calculated Occupant Load ^e	Architect	Engineer	Either	None
Assembly	-	100 ^a	X	X	-	-
Business	10,000	100	X	X	-	-
Educational	Any size	Any size	X	X	-	-
Factory & Industrial	20,000	-	-	-	X	-
High hazard	Any size	Any size	-	-	X	-
Institutional	Any size	Any size	X	X	-	-
Mercantile	-	100	X	X	-	-
Residential	12 Dwelling Units ^g	50 ^g	X	X	-	-
Storage ^e	20,000	-	-	-	X	-
Public works projects	Any	Any	-	-	X	-
Special Uses						
Church buildings ^f	6,000	400	X	X	-	-
Day care	3,500 ^b	100 ^b	X	X	-	-
Farm structures	Any size	Any size	-	-	-	X
Mixed uses	Note c	Note c	X	X	-	-
Smaller buildings	Note d	Note d	-	-	-	X
Non-building structures	-	-	-	-	-	X

NOTE: Please Contact a City Building Inspector for Help in Calculating Occupant Load

For SI: 1 square foot = 0.093 m².

- a. Assembly uses having 700 square feet to 1,500 square feet may actually have calculated *occupant load* exceeding 100 *persons* depending on the specific use of assembly areas.
- b. Net *floor area* occupied by clients is 35 square feet per client and calculated *occupant load* is actually client load.
- c. *Buildings* having two or more different uses require both architect and engineer when the combined calculated *occupant load* exceeds 100 *persons*, unless the mixed uses are exclusively factory, high hazard or storage.
- d. Smaller *buildings* of any use having total *area* or calculated *occupant load* less than *specified* for that use do not require *licensed design professional services*.
- e. Projects involving *additions* to existing *buildings* shall include existing *building areas* and/or calculated *occupant loads* when determining requirements for *licensed design professional services*. Use the actual *occupant load* if it is greater than the calculated *occupant load*.
- f. No architect or engineer is required unless the church *building size* reaches 6,000 total square feet or a calculated *occupant load* of 400 *persons*.
- g. The number of *dwelling units* shall be the determining factor. However, for a dormitory or boarding home, the *occupant load* shall be determined by *area* or actual *occupant load*.

PLAN REVIEW FEE WORKSHEET

DATE

NAME

ADDRESS

OCCUPANCY TYPE

CALCULATIONS

When figuring gross square feet in a project, measure the outside dimensions of the exterior walls. Include all occupied stories and basement space.

New Construction:

Cost per square foot _____ x total square feet _____ = \$ _____

Minimum fee for review of plans in this section will be two hundred eighty-five dollars (\$285).

Additions to existing buildings:

Cost per square foot _____ x total square feet _____ = \$ _____

Alterations or repairs:

.0030 x cost of alterations _____ = \$ _____

Minimum fee for review of plans in this section will be two hundred eighty-five dollars (\$285).

Table 121.3.1
Department of Housing Fee Schedule

Occupancy Type	Cost per square foot (cents)
Assembly	16
Business	15
Day care centers	15
Educational	15
Utility & Misc.	13
High hazard	16
Industrial factories	15
Institutional	16
Mercantile	15
Residential	15
Storage	13

Specialized fees for items such as sprinklers and hood systems see page 2-3.

SPECIALIZED FEES

Table 121.3.9
Automatic Sprinkler Review Fee Table

# of sprinklers	Fee
4-025	\$150
026-100	\$200
101-200	\$250
201-300	\$275
301-400	\$325
401-750	\$375
Over 750	\$375 plus 30 cents per sprinkler over 750

Other specialized fees such as hood systems, other suppression systems, etc. please refer to Section 121 of the 2013 Kentucky Building Code.

PLAN SUBMITTAL SHEET

(Only Required for Architectural Drawings)

NAME

ADDRESS

Type of Occupancy: (please refer to page 2-5 to determine proper type of occupancy)

A-1 _____

F _____

R-1 _____

A-2 _____

H _____

R-2 _____

A-3 _____

I-1 _____

R-3 _____

A-4 _____

I-2 _____

R-4 _____

B _____

I-3 _____

S-1 _____

E _____

M _____

S-2 _____

U _____

Total number of off-street parking spaces provided _____

Business Name(if different from above) _____

Business Address _____

Number of stories _____

Total square footage _____

Occupancy Load _____

Alarm System:	yes	no	What type?	Automatic	Manual
Sprinkler System:	yes	no	What type?	Wet	Domestic
Basement:	yes	no			
Elevator:	yes	no			

Type of Construction:(please refer to page 2-5 to determine construction type)

1A _____

3A _____

5B _____

1B _____

3B _____

2A _____

4 _____

2B _____

5A _____

OCCUPANCY TYPES

A-1 examples: Motion picture theaters, symphony halls, theaters, etc.

A-2 examples: Banquet halls, night clubs, restaurants, etc.

A-3 examples: Churches, art galleries, bowling alleys, courtrooms, etc.

A-4 examples: Gymnasiums, arenas, swimming pools, tennis courts, etc.

B examples: banks, beauty shops, car wash, professional offices, etc.

E examples: schools, academies, colleges, universities, etc.

F examples: fabricating, assembling, manufacturing, etc.

H examples: manufacturing or processing of materials that cause a health hazard.

I-1 examples: housing more than 16 persons on a 24-hour basis where the tenants have physical or mental limitations.

I-2 examples: hospitals, nursing homes, mental hospitals, etc.

I-3 examples: prisons, jails, detention centers, etc.

M examples: department stores, drug stores, motor vehicle service stations, etc.

R-1 examples: hotels, boarding houses

R-2 examples: apartment houses, assisted living facilities dormitories, etc.

R-3 examples: one and two family dwellings

R-4 examples: residential care facilities with five but not more than sixteen occupants.

S-1 examples: storage of books, bamboos, bags, cloth, burlap, paper, etc.

S-2 examples: storage of electrical coils, electrical motors, cement in bags, food products

U examples: barns, carports, private garages, retaining walls, etc.

Construction Types

Type 1 & 2 – Construction in which building elements are of noncombustible materials.

Type 3 – Construction in which exterior walls are of noncombustible materials and the interior elements are of any material permitted by this code.

Type 4 (heavy timber) – Construction in which the exterior walls are of noncombustible materials and the interior building elements are of solid or laminated wood without concealed spaces.

Type 5 – Construction in which the structural elements, exterior walls, and interior walls are of any materials permitted by this code.

TABLE OF DIMENSIONAL REQUIREMENTS

The following table indicates the minimum dimensional requirements for land use and development within the City zoning jurisdiction by each zoning district. The Board of Zoning

Adjustment may impose other minimum standards for conditional use permits, as provided for under Article XIII of this Ordinance.

		Lot Area (A)	Lot Width	Front Yard	Side Yard	Rear Yard	Lot Coverage	Max. Height
R-E	All Uses	20,000 sf.	100'	30'	15'	25'	25%	45'
R-12	Single Family	12,000 sf.	70'	30'	10'	20'	30%	35'
	Other Uses	12,000 sf.	75'	30'	12'	20'	25%	35'
R-6	Single Family	6,000 sf.	50'	25'	6'	10'	35%	35'
	Duplex	3,000 (B)	50'	25'	6'	10'	35%	35'
	Multi-family	3,000 (B)	50'	25'	6'	10'	50%	35'
	Townhouse	3,000 (B)	24'	25'	0'	10'	50%	35'
	Other Uses	6,000 sf.	50'	25'	6'	10'	40%	35'
R-5	Single Family	5,000 sf.	40'	25'	6'	10'	35%	35'
	Duplex	2,500 (B)	40'	25'	6'	10'	35%	35'
	Multi-Family	2,500 (B)	40'	25'	6'	10'	50%	35'
	Townhouse	2,500 sf.	24'	20'	0'	10'	50%	35'
	Zero Lot Line	2,500 sf.	35'	20'	0-10'	10'	50%	35'
	Other Uses	5,000 sf.	40'	25'	6'	10'	40%	35'
R-4	Single Family	4,000 sf.	35'	20'	5'	10'	40%	35'
	Duplex	2,000 (B)	35'	20'	5'	10'	40%	35'
	Multi-Family	1,000 (B)	35'	20'	5'(D)	10'(D)	50%	65'
	Townhouse	2,000 sf.	20'	15'	0'	10'	60%	35'
	Zero Lot Line	2,000 sf.	30'	15'	0-10'	10'	60%	35'
	Other Uses	4,000 sf.	35'	20'	5'	10'	50%	65'
B-1	All Uses	3,000 sf.	25'	15'	(C)	10'	N/R	35'
B-2	All Uses	3,000 sf.	25'	15'	(C)	(E)	N/R	45'
B-3	Residential	Same as R-4						
	Other Uses	N/R	25'	N/R	(C)	(E)	N/R	65'
I-1	All Uses	N/R	30'	20'	10'	15'	N/R	45'
I-2	All Uses	N/R	50'	25'	10'	15'	N/R	65'
P-H	All Uses	4,000 sf.	50'	15'	6'	10'	60%	65'
PUD	All Uses	½ Acre	N/A	N/A	N/A	N/A	N/A	N/A

- (A) Where septic tanks are used. Health Department may require larger area.
- (B) Minimum lot area per dwelling unit.
- (C) Ten foot minimum when abutting residential zoning districts.
- (D) Two additional feet per yard to each floor above the second.
- (E) Ten foot minimum when abutting residential zoning districts.
- N/R Not Regulated

TABLE DEFINITIONS

R-12 Residential / Low Density

These districts are composed primarily of areas occupied by or suitable for one-family dwellings on large lots, resulting in low density development. The district regulations are designed to protect the residential character of the districts by prohibiting commercial activities, and to encourage a suitable environment for family life.

R-6 Residential / Medium Density

These districts are composed primarily of areas occupied by or suitable for one-family dwellings at a medium density. The district regulations are designed to protect the residential character of the districts by limiting commercial activities, and to encourage a suitable environment for family life.

R-5 Residential / Medium Density

These districts are composed primarily of areas occupied by or suitable for either one-family or a mixture of one-family, two-family and multi-family dwellings in a medium density range. The district regulations are designed to encourage the construction of mixed single and multi-family units, and to protect the residential character of the areas by limiting commercial activities, to encourage a suitable environment for family life, to prevent overcrowding of the land by requiring certain minimum yard and other open spaces for all buildings, to avoid excessive population density by requiring a certain minimum building site area for each dwelling unit, and to protect the abutting and surrounding areas by requiring certain minimum yard and area standards.

R-4 Residential / High Density

These districts are composed mainly of areas occupied by or suitable for high density multi-family uses located in proximity to business, service or employment centers. These districts may also contain public and semi-public uses to support high density residential development. The district regulations are designed to encourage and protect the high density residential character of the districts by limiting the permitted uses primarily to dwellings and requiring certain minimum yard and area standards.

B-1 Business / Neighborhood

These districts are composed of land and structures occupied by or suitable for uses supplying retail goods and services to surrounding residential neighborhoods. Often located on a thoroughfare or near the intersection of two thoroughfares, these districts are small and conveniently located for the areas they serve. The district regulations are designed to permit the controlled development, of the districts to protect the abutting and surrounding residential areas.

B-2 Business / General

These districts are composed of land and structures occupied by or suitable for uses supplying a wide range of retail goods and services. Usually located on a thoroughfare or highway or near the intersection of principal thoroughfares or highways, these districts are relatively large and within convenient distance of the area they serve. The district regulations are designed to allow commercial development while protecting the abutting and surrounding residential areas.

B-3 Business / Downtown

These districts are composed of land and structures occupied by or suitable for uses furnishing the wide range of retail goods and services required by residents of the regional trade area. Located at the convergence of the principal thoroughfares and highways, the downtown is the focus of commerce and administrative business of the trade area. The district regulations are designed to permit further development of the district for its purpose in a compact and convenient arrangement of uses and structures that are urban in character.

I-1 Industrial / Light

These districts are composed of land and structures occupied by or suitable for light manufacturing, wholesaling, warehousing, and similar uses. Uses located in these districts should have minimum negative environmental impact (including, but not limited to noise, glare, and vibration) on adjoining properties. Located for convenient access to present and future thoroughfares, highways and railway lines, these districts are usually separated from residential areas by business districts or by natural barriers; if they are adjacent to residential areas, an artificial or natural separation is required. The district regulations are designed to allow a range of light industrial activities subject to limitations designed to protect nearby residential and business districts.

I-2 Industrial / Heavy

These districts are composed of land and structures occupied by or suitable for heavy manufacturing and related activities. Located for convenient access to present and future arterial thoroughfares, highways, and railway lines, these districts are usually separated from residential areas by business districts or natural barriers; if they are adjacent to residential areas, an artificial or natural separation is required. The district regulations are designed to promote the development of the districts for industrial use subject to conditions necessary for the mutual benefit of the uses and the city.

P-H Public / Hospital

These districts are designed to support the unique development needs associated with large scale health care institutions. Hospitals and related medical service offices, support commercial uses, and accessory parking facilities are compatible uses in these districts. When these districts adjoin residential areas, provisions are included to preserve the privacy and uses of dwelling units.

BUILDING PERMIT FEE SCHEDULE

No permit shall be issued until the fees prescribed in this section shall have been paid. No amendment to a permit shall be approved until the additional fee, if any, due to an increase in the estimated cost of the building or structure, shall have been paid.

All construction and remodeling:

Valuation	Fee
\$1 – 1,000	\$25
\$1,001 – 50,000	\$25 plus \$6 per \$1,000
\$50,001 – 250,000	\$325 plus \$5 per \$1,000 over \$50,000
\$250,001 – 1,000,000	\$1,325 plus \$4 per \$1,000 over \$250,000
\$1,000,001 – and over	\$4,325 plus \$3 per \$1,000 over \$1,000,000

	Fee
Moving:	\$10 per \$1,000 value
Demolition:	\$10 per \$1,000 cost
Signs:	\$0.25 per square foot of sign area \$25 minimum per business/site application

100% Surcharge for requests received after-the-fact.

ELECTRICAL PERMIT FEE SCHEDULE

An electrical permit is required and can be obtained through the Code Enforcement office by meeting the following requirements: *(Exception: A homeowner is required to obtain an electrical permit, but does not need to be a state certified electrician when doing electrical work on his/her primary residence).*

1. A Kentucky state certified electrician must perform the work and must present certification when applying for a permit. The electrician must have **BOTH** their Contractors and Master Electrician licenses to pull an electrical permit.
2. The electrician must have a City of Ashland Business privilege license and be in good standing with that office.
3. The electrician must present proof of workers compensation and liability insurance when applying for the permit.

A. PERMIT FEES

Residential	
Additional wiring (Additional wiring means adding circuits or replacing older wiring)	\$30.00
Service Change	\$30.00
Apartments <100 amps	\$30.00/unit
Apartments <200 amps	\$40.00/unit
Single family/Condo/Townhouse	\$40.00/unit
Commercial	
Additional wiring (see above)	\$50.00
Service Change	\$50.00
New Construction	\$75.00

B. INSPECTION FEES

All inspection fees charged by the electrical inspector(s) shall be regulated and set by the Director of Planning and Community Development, subject to review and modification by the Board. These fees shall be paid directly to the Electrical Inspector at the time of inspection and payable by the user (i.e. homeowner, contractor, etc.). The fees for inspection are set at the rate of \$75.00 for residential inspection and \$100.00 for commercial inspections.

REQUIRED INSPECTIONS – CITY OF ASHLAND

FOOTER INSPECTION

Contact the Code Enforcement office for an inspection when you have the footer dug (*frost line is 24"*) and all forms and steel (*when required*) is in place. **This inspection must be done BEFORE YOU POUR.**

FOUNDATION INSPECTION

Contact the Code Enforcement office for an inspection when you have the sill plate and foundation bolts installed. The requirements for the bolts are as follows:

1. A bolt is required one (1') foot from each corner in both directions.
2. Bolts in other areas are to be no more than six (6') feet apart.

FRAMING INSPECTION

This inspection can be done **ONLY** after the following requirements are met:

A. ROUGH-IN PLUMBING INSPECTION

A. plumbing permit is required and can be obtained at:

**FIVCO District Health Department Environmental Services
2916 Holt Street - Ashland
(606) 324-6530**

B. ROUGH-IN ELECTRICAL INSPECTION

An electrical permit is required and can be obtained through the Code Enforcement office by meeting the following requirements: ***(Exception: A homeowner is required to obtain an electrical permit, but does not need to be a state certified electrician when doing electrical work on his/her primary residence).***

1. A Kentucky state certified electrician must perform the work and must present certification when applying for a permit.
2. The electrician must have a City of Ashland Business privilege license and be in good standing with that office.
3. The electrician must present proof of workers compensation and liability insurance when applying for the permit.

FINAL INSPECTION

Contact the Building Inspection office when the work is complete and the structure has passed final electrical and plumbing inspections.

PLEASE CALL 606/327-2047
24 HOURS IN ADVANCE
TO SCHEDULE THESE INSPECTIONS.

REQUIRED LICENSES, PERMITS AND CERTIFICATES

The following licenses, permits and certificates are required by the Commonwealth of Kentucky and the City of Ashland for the following trades.

TRADE	CONTRACTOR	INSPECTION BY	PERMIT or CERTIFICATE ISSUED
General Inspection and Construction (502) 564-8090	No License Required	State or City Jurisdiction	Building Permits and Certificate of Occupancy
Plumbing (502) 564-3580	State License Required	State Jurisdiction	Certificate of Approval
Sprinklers / Suppression (502) 564-3626	State License Required	State or City Jurisdiction	Test Certificate
Electrical (502) 564-3626	State License Required	State Certified Inspector	Certificate of Compliance
Mechanical (HVAC) (502) 564-8090 (502) 564-1436	State License Required	State Inspector	State Permit and Inspection Certificate
Elevators (502) 564-3626	State Permit – No License Required	State Inspector	Certificate by State Inspector Required Annually
Boilers (502) 564-3626	State License Required	State Inspector	Installation Permit / Operating Certificate
Fire Alarm (502) 564-3626	State License Required	State Inspector	Alarm Certificate by Certified Inspector
Welding (502) 564-3626	State License Required	State or City Jurisdiction	Contractor Certified by Special Inspection

NOTE: ALL CONTRACTORS WORKING IN THE CITY LIMITS OF ASHLAND MUST HAVE A CITY BUSINESS LICENSE.

STATE CERTIFIED ELECTRICAL INSPECTORS

Licensed to Perform Inspections within the City of Ashland

Michael A. Garlinger 2B0002517

MAG Services, LLC
705 Kenwood Drive
Russell, KY 41169
(606) 922-1590 cell
(606) 836-8807 office

David Pinson 2B0002340

12024 Hwy 1690
Louisa, KY 41230
(606) 673- 3659

Tom Jackson 2B0002387

7943 Graydon Heights Drive
Catlettsburg, KY 41129
(606) 326-1061
Cell (606) 232-0110

Harold Veach 2B0002325

HC 66 Box 690
Wurtland, KY 41144
(606) 922-8595

Updated 6-7-16 sn

PROJECT FEE SUMMARY SHEET

Plan Review Fee	\$ _____
Zoning Review Fee	\$ _____
Building Permit Fee	\$ _____
Soil Erosion Permit	N/C
Work in the ROW Fee	\$ _____
Water Connection Fee	\$ _____
Sewer Connection Fee	\$ _____
Road Cut Fee (If Required)	\$ _____
Total Fee	\$ _____

Please make checks payable to the City of Ashland. Fees can be paid on the 1st Floor of the City Building during normal business hours. Permits can not be released without a payment receipt.