

Commercial Building Permit & Inspection Procedures



City of Mt. Washington
P.O. Box 285
311 Snapp Street
Mt. Washington, KY 40047
Phone (502) 538-4216 or (502) 538-0515
www.mtwashingtonky.org

Office Hours Monday - Friday
8:00 a.m. to 4:30 p.m.

City of Mt. Washington
Building Permit and Building Inspection Procedures
Commercial Construction or Remodeling

** All Contractors/Subcontractors must have a current Business License from the City of Mt. Washington

To Obtain a Building Permit – The following must be submitted at the time of application:

- a) Must submit 2 copies of building plans and 4 copies of the state drainage plans
- b) Commercial & Planning Design form
- c) Building and Drainage plans must show the elevations and location of the Building. All plans must be signed, stamped and dated by a Kentucky Registered Land Surveyor. The state drainage plans must show the erosion and sediment control, pollution control, sidewalks, gas, electric, telephone and cable easements. Once the drainage plans have been approved by the City Engineer, and building plans approved by the Building Official, the applicant may pick up a copy of the approved plans signed by City Engineer, Public Works Director and the Building Official.
- d) Zoning Compliance Certificate from Bullitt County Planning and Zoning (contact BCPZ at 543-6832 for more information/requirements)
- e) Certificate of Liability Insurance or Proof of Liability form
- f) Fees for the building permit, required inspections, encroachment permit and deposit.

The City of Mt. Washington has a copy of the applicable International Building Code book with Kentucky Amendments if you would like any additional information.

Zoning Compliance Procedures

Bullitt County Planning and Zoning Office
3rd Floor Nina Mooney Courthouse Annex Building
149 North Walnut Street
Shepherdsville, KY 40165
Phone: (502) 543-6832 or (502) 955-6832
Fax (502) 543-1959

To Obtain Zoning Compliance – The following documents and/or information must be provided.

- a) Plan Approval letter from City of Mt. Washington
- b) A plot plan with the proposed structure spotted on the plan, showing detail, the distance from the front, side and rear lot lines. The plot plan must show anything that will be attached to the proposed building, such as, garages, porches, decks, stoops, and carports. Any existing structure(s) located on the property must be shown on the plot plan as well.
- c) General information about the structure such as the total square feet, fair cash value of the structure
- d) A copy of the On-site sewage disposal system permit that you obtained from the Bullitt County Health Department. (If a connection to a sewer system is available, disregard this step.)
- e) A copy of the deed to the property

Disclaimer – This checklist is provided to give general information on how to obtain a zoning compliance with Bullitt County Planning and Zoning Office. Under certain circumstances, additional information may be required.

**City of Mt. Washington
Building Permit and Inspection Fees
(Revised 11/18)**

Commercial (Remodeling or New Construction)	<u>Permit Fees</u>	<u>Inspections/Requirements</u>
Under 2,000 sq. ft.	\$100.00	See Fee Schedule
2,001 – 300,000 sq. ft.	.05/ SF	See Fee Schedule
300,001 or more	\$15,000.00 +.04/SF	See Fee Schedule

Demolition	\$200.00 deposit	\$25.00
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\$200.00 deposit is refundable after all debris is removed and the inspection is complete

Signs	\$10.00	Copy of Site plan approved By Planning & Zoning
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Signs must be on private property. NO SIGN ALLOWED ON PUBLIC RIGHT OF WAYS

Moving Structure From one lot to another	\$30.00	\$15.00 (per inspection) Route plan to meet City Approval
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Encroachment (Remodeling or New Construction)	<u>Permit Fees</u>	<u>Deposit/Requirements</u>
	\$50.00	\$500.00

\$500.00 deposit is refundable after completion of the project and no deficiencies in the Right-of-way.

City of Mt. Washington * Department of Building Codes
P.O. Box 285 * Mt. Washington, KY 40047
502-538-0515

Commercial Building Plan Review & Inspection Fees:

Assembly (theaters, restaurants, worship, etc.)	16 cents sq. ft.
Business (attorney, doctor, dentist, beauty, etc.)	15 cents
Educational (schools, academies, collage, etc.)	15 cents
High Hazard (physical and health hazard, etc.)	16 cents
Factories (fabricating, assembling, manufacturing)	15 cents
Mercantile (drug store, markets, department, etc.)	15 cents
Warehouses (storage, no hazardous materials)	15 cents
All Residential/Commercial (motel, hotel, apartments)	13 cents
Minimum Fee for all	\$120.00
Re-inspection fee	\$40.00

Electrical inspection Fees Commercial:

Commercial Structure Fees:

Commercial electrical bid \$20,000 or less minimum fee of \$200.00 (3 inspections)

Commercial electrical bids greater than \$20,000 fee is 1% of contract (copy required)

Commercial all other inspections 200 amp or less requiring one trip \$54.00 per inspection

Commercial all other inspections \$54.00 per inspection

Commercial re-inspection fee \$54.00 per inspection

Commercial Low Voltage permit \$45.00

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Mechanical Permit / Inspection Fee Schedule

New Installation (HVAC)

Permit will include 2 inspections anything after the second will incur re-inspection fee

Restoration of natural gas service	Commercial	\$75.00 ea.
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Commercial Fee Table:

Commercial Refrigeration	Walk-in Freezer	\$75.00 ea.
Commercial Refrigeration	Reach-in Freezer	\$50.00 ea.
Commercial Refrigeration	Walk-in Cooler	\$75.00 ea.
Commercial Refrigeration	Reach-in Cooler	\$50.00 ea.

The fee each commercial HVAC installation permit shall be based upon the total dollar value of each HVAC installation, either actual or estimated. (Inspections included)

Amounts in dollars	Fee
\$2,000 or less	\$125.00
\$2,001 - \$10,000	\$180.00
\$10,000 - 25,000	\$270.00
\$25,001 - 50,000	\$330.00
\$50,001 - 75,000	\$390.00
\$75,001 - 100,000	\$500.00
\$100,001 - 150,000	\$630.00
\$150,001 - 200,000	\$760.00
\$200,001 - 250,000	\$885.00
\$250,001 - 300,000	\$1,025.00
\$300,001 - 400,000	\$1,150.00
\$400,001 - 500,000	\$1,500.00
\$500,001 - 600,000	\$1,725.00
\$600,001 - 700,000	\$1,900.00
\$700,001 - 800,000	\$2,125.00
\$800,001 - 900,000	\$2,355.00
\$900,001 - 1,000,000	\$2,950.00
\$1,000,001 - 1,100,000	\$2,820.00
\$1,100,001 - 1,200,000	\$3,050.00
\$1,200,001 - 1,300,000	\$3,280.00
\$1,300,001 - 1,400,000	\$3,510.00
\$1,400,001 - 1,500,000	\$ 3,735.00
\$1,500,001 - 1,600,000	\$3,965.00

The permit for a commercial installation valued \$1,600,000 shall be calculated at the cost of \$3,965.00 plus \$200.00 per \$100,000 or fraction thereof in excess of \$1,600,000.00

City of Mt. Washington * Department of Building Codes

P.O. Box 285 * Mt. Washington, KY 40047

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FIRE ALARM FEES:

Zero to 20,000 square feet	\$275.00
Over 20,000 square feet	\$275.00
Plus \$30.00 for each additional 10,000 sq. ft.	

Carbon Dioxide Suppression System:

100 to 200 pounds of agent	\$275.00
Over 200 pounds	\$275.00 plus .05 cents per pound

Clean Agent Suppression System:

Zero to 35 pounds	\$275.00
Over 35 pounds	\$275.00 plus .06 cents per pound

Range Hood Fees:

Commercial range hood type 1 and 2	\$275.00
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Automatic Sprinkler Fees:

4 to 025 heads	\$150.00
026 to 100	\$200.00
101 to 200	\$250.00
201 to 300	\$275.00
301 to 400	\$325.00
401 to 750	\$375.00
Over 750	\$375.00 plus .30 cents per sprinkler

City of Mt. Washington Building Inspection Procedures

The City of Mt. Washington will do all required inspections on all commercial building.

The Department of Housing, Building, and Construction will do inspections on buildings over 20,000 sq. ft. and occupant load over 100 persons.

Step 1

Scheduling Inspections – Before you call to schedule an appointment for Footer, Framing or Final inspection please have your *City of Mt. Washington Permit Number (begins with PE)* available.

Step 2

Footer – Soil conditions, piers, grade beams, sub-footers, and step downs.

Call for a Footer Inspection when: Reinforcing steel is tied in place, and before your ready to pour the concrete.

Step 3

HVAC & Electrical Permit – Must be obtained from City of Mt Washington before any HVAC or Electrical work can begin.

Step 4

Framing – When building is ready for drywall lathe and paneling.

Call for Framing Inspection: – After rough, Electrical and rough-in plumbing has been approved and stickered. Framing may be inspected before or after insulation is installed. (Preference may be determined by the inspector.)

Step 5

Re-Inspections – If for some reason any of the above scheduled inspections fail, there will be a \$40.00 re-inspection fee. All inspections fees must be paid in full before you will receive your certificate of occupancy.

Step 6

Final – When construction is completed and ready to occupy.

Call for Final Inspection: – After final electric & plumbing have been approved, final grading has been accomplished, proper placement of sump pump and downspouts are completed. The drainage inspection will be performed at the time of final inspection. You will need to have a copy of the insulation certificate at the time of the final inspection as well.

Step 7

Encroachment Permit Deposit – Once project is inspected & approved for return of deposit a refund check will be mailed to applicant

Step 8

Certificate of Occupancy will be issued after final inspection has passed and meets all Kentucky Building Codes.

City of Mt. Washington
Building Permit and Inspection Procedures
Commercial Packets

Reference Numbers

Zoning Compliance

Bullitt County Planning and Zoning
3rd Floor Nina Mooney Annex Building
P.O. Box 55
149 N. Walnut Street
Shepherdsville, KY 40165
Phone (502) 543-6832 or (502) 955-6832
Fax (502) 543-1959

Department of Housing, Building and Construction

500 Mero Street, 1st Floor
Frankfort, KY 40601-5412
Phone (502) 573-0373

Department of Building Code

Building Inspectors Michael Bowen / Rudy Hawkins

(Footer, Framing, Final and Drainage Inspections)

City of Mt. Washington

P.O. Box 285

311 Snapp Street

Mt. Washington, KY 40047

Phone (502) 538-0515

Fax (502) 538-4064

Department of Building Code

Don Coffman (502) 612-8086

(Electrical and Commercial Building Inspections)

City of Mt. Washington

P.O. Box 285

311 Snapp Street

Mt. Washington, KY 40047

Phone (502) 538-0515

Fax (502) 538-4064

Plumbing Inspections

Bullitt County Health Department

181 Lees Valley Road

Shepherdsville, KY 40165

Phone (502)543-3692

Web site: www.dhbc.ky.gov/plb

City of Mt. Washington
P.O. Box 285
Mt. Washington, KY 40047
(502) 538-0515 Fax (502) 538-4216

Proof of General Liability and Workman's Compensation Insurance

I _____ certify that all contractors or sub-contractors performing any type of construction work at _____ carry general liability insurance coverage and workmans compensation coverage.

Signature of Applicant for building permits

Print Name

Company Name

Phone Number

You must submit a list of all Contractors and Sub-Contractors that will be performing work on the site at any time. Please inform all Contractors and Sub-Contractors that a City of Mt. Washington business license is required prior to the start of any work.



City of Mt. Washington

Business License Compliance for New Development

Return Completed Form To: Attn: Licensing Dept.

311 Snapp Street

P.O. Box 285

Mt. Washington, KY 40047

Phone: (502) 538-4216 Fax: (502) 538-4064

www.mtwashingtonky.org

New Project Name / Subdivision: _____

Location of New Project /Subdivision: _____

Developer/Builder: _____ Contact Person: _____

Address: _____

Phone #: _____ email: _____

General Contractors Name: _____

Address: _____ Ph#: _____

Please list all subcontractors that will be working on this project:

(If additional space is needed, please list on the backside of form)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Note: It will be the responsibility of the Builder/General Contractor to make sure all subcontractors have their Business License for City of Mt. Washington before a Building Permit will be issued for the Project.

Please see attached Business License Application.

*Additional Applications may be obtained on our website at: www.mtwashingtonky.org

COMMERCIAL AND PLANNING DESIGN Chapter 158 (ord. 158.01-158.99)

Project/Business:	
Location:	
Developer:	
Contact:	
Address:	
Phone Number:	

CHECKLIST

<input type="checkbox"/>	Vehicular Access and Entrances Design	
<input type="checkbox"/>	Parking Layout with Drainage	Variance Required? Yes or No
<input type="checkbox"/>	Complete Site Plan and Landscaping	Landscaping Required? Yes or No
<input type="checkbox"/>	Building Orientation and Building Facade	
<input type="checkbox"/>	Streetscape Plan	
<input type="checkbox"/>	Outdoor Lighting	
<input type="checkbox"/>	Signage	
<input type="checkbox"/>	Dumpster Enclosures	

- For additional details and information go to www.mtwashingtonky.org and search for Commercial and Planning Design under City Ordinances

Date Complete Sets of Plans are received by BHC Coordinator/City Administrator

Date Submitted to Public Works Director/Engineer _____

Approval: _____ Date: -

_____ Public Works Director/Engineer

Date Submitted to Community Planning & Development Director _____

Approval: _____ Date:

_____ Community Planning & Development Director

Date Submitted to Building Official _____

Approval: _____ Date:

_____ Building Official

Hold: _____ Date:

_____ Documents/Information needed:



City of Mt. Washington Building Codes - Electronic Plan Submittal Procedures

Submit:

Commercial and/or electrical plans to dcoffman@mtwky.org

Residential and/or mechanical plans to rhawkins@mtwky.org

New submittals and re-submittals shall be:

- **Plan size sheets should be in one (1) PDF, do not send individual sheet in multiple PDF's.**
- **Plan size sheets exceeding 150 sheets may be broken down into multiple PDF's by discipline.**
- **Plan size sheets should all be the same orientation.**
- **Plans shall not be locked or protected.**
- **Plan size sheets should have an area on each sheet for the approval stamp and/or signature.**
- **PDF's larger than 10MB maybe transferred in a cloud transfer, no zip folders will be accepted.**
- **PDF's should be titled to describe the contents and multiple sheet sets indexed with the page title/number.**
- **Forms and other smaller sheets should be a separate PDF.**
- **Do not submit plumbing or site utility plans.**
- **An approved plan must be obtained before construction starts, regardless of size.**

Once the commercial plans have been reviewed, you will be notified of the fee required (see *builders' packet for commercial fee structure). If the plans are disapproved, the applicant will be notified of the required changes or additional information.

Residential plan review fees are paid when the permit is obtained. (see * builders' packet for fee structure).

*** Commercial and Residential builders' packets go to: www.mtwashingtonky.org then click on "forms" and scroll down for the informational packet.**