



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.