

PREPARING TO BUILD

A Guide to Building & Construction Requirements

Agency Phone Numbers

Building Official.....	270-762-0330
Building Inspector.....	270-762-0330
Stormwater/Drainage Engineer....	270-762-0330
Planning & Engineering.....	270-762-0330
Fire Marshal.....	270-762-0321
Call Before You Dig.....	811 or 1-800-752-6007
Municipal Utilities	
Natural Gas/Water/Wastewater	270-762-0330
Sanitation.....	270-762-0380
Murray Electric System.....	270-753-5312
WKRECC.....	270-753-2573
Cablevision.....	270-753-5005
ATT Telephone.....	270-444-5907
Calloway County Health Dept.....	270-753-3381
HVAC Inspector.....	502-573-0395 or 270-359-6319



CITY OF MURRAY

500 Main Street • Murray, KY 42071
Phone: (270) 762-0330
Fax: (270) 762-0331
www.murrayky.gov

Marisa Stewart, Building Official
270-762-0350 ext. 1134
Email: marisa.stewart@murrayky.gov

Shane Knight, Building Inspector
270-762-0350 ext. 1131
Email: shane.knight@murrayky.gov

Visit our website at
www.murrayky.gov

If you are planning to construct or significantly remodel a structure within the City of Murray, the following information will assist you in understanding the general requirements and provide contact agencies who will be able to supply more specific information. Please contact the Department of Planning & Engineering with any questions you may have.

Zoning and Subdivision Requirements

Your site and location must be in compliance with the City of Murray Zoning and Subdivision ordinances and suitable for your proposed use. You should be prepared to verify your property lines via a deed or survey. Zoning information can be obtained from the Department of Planning and Engineering.

Site Improvements

Approval is required from the Department of Planning and Engineering for preconstruction improvements to your building site which may affect street access, culvert installation, drainage and utility location.

Plan Review and Permit Application

An application for plan review and building permit must be submitted to the Department of Planning & Engineering along with two complete sets of building construction plans, a site plan, and appropriate fees. These plans and specifications must be approved prior to issuance of the building permit. A Plan Review Ap-

Site Plan Requirements

Every application submitted for a building permit to this office shall be accompanied by a site plan drawn to a reasonable accuracy showing the following:

- Lot boundaries, building site, existing buildings, and parking on the lot.
- Accurate dimensions of lot boundaries, yards, building size and buildings.
- Layout of off-street parking and loading spaces and driveways. (If planning new or altering previous street access, applicant shall apply for an encroachment permit.)
- Street name and number.
- Subdivision and lot number
- Easements and building setback lines.
- North arrow.
- Recording Information.
- Any information required by the Planning & Engineering Department.

Plumbing Systems

Plumbing plans for regulated structures must be submitted to the Calloway County Health Dept. for review and approval. Evidence of that approval must be submitted prior to issuance of the building permit. Plumbing inspectors can be contacted through the Calloway County Health Department.

Connection to municipal utility mains must be inspected by a representative of the local utility provider.

Utility Availability

Do not assume that all utilities are available at your building site. Use the phone list on the back of this pamphlet to verify availability with the utility providers.

Electrical Services

Electrical wiring must comply with the requirements of the National Electrical Code (NFPA 70) and are subject to the inspections and approval of the certified electrical inspector appointed by this jurisdiction.

HVAC Requirements

All new building permits require a permit from the Department of Housing, Buildings, and Construction Division of HVAC.

The Code

Buildings shall be constructed in compliance with the Kentucky Building Code and it's referenced standards applicable at the time of permit issuance. Code books will be available through the Kentucky Dept. of Housing, Buildings & Construction, 101 Sea Hero Road, Suite 100, Frankfort, KY 40601.

Change in Plans

Deviation from approved plans must be authorized by the approving agency. In some cases, submission of revised plans may be required.

Signs

Signs must comply with the municipal zoning ordinance. A permit is required prior to the installation of all signs and may be secured from the Department of Planning & Engineering. A Sign Permit Application may be obtained online.

Other Required Permits

Pools:

All in ground and above ground pools over 24 inches in depth or 250 sq. ft. in size are considered an accessory structure and must be placed in a rear yard. Said pools will require a building permit and shall be surrounded by a barrier at least 48 inches above the grade.

Decks:

Decks are considered accessory structures. Property owner should check with building department prior to construction to see whether a building permit is required.

Portable Buildings:

Commercial - If portable building is less than 120 sq. ft. in size, left on the runners they were constructed on, not attached to a concrete pad or foundation, then no permit is required.

Residential - Portable buildings 200 sq. ft. or larger, site built garages or out-buildings are considered accessory structures and require a building permit.

Portable buildings may be placed in the rear yard, as long as they meet required setbacks, and any easement restrictions.

Fences:

Fences not over 7 feet in height do not require a building permit. Fences must meet zoning regulations.

Building Permit Issuance

When all required approvals are in order and upon payment of proper fees, a building permit will be issued by the Department of Planning & Engineering. A house number will also be assigned at this time. Commencement of construction prior to issuance of the building permit is prohibited.

Building Permit Application Process

1. Secure application from Building Department
2. Complete application and return it to the Building Department
3. You must complete a separate application for gas, water and sewer taps

Building Permit Fees

1-2 Family Dwellings:

First 1,000 square feet space \$150. Each additional 100 sq ft \$5.

Additions & Alterations of 1-2 Family Dwellings:

First 100 sq ft \$50, then \$10 per 100 sq ft for additional footage.

Commercial-Industrial:

Permit fee shall be \$50 for the first \$15,000 construction cost. An additional charge of \$4/thousand from \$15,000-\$100,000; \$3/thousand from \$100,000-\$500,000; then \$2/thousand from \$500,000.

Other Requirements

It shall be the contractor/owners responsibility to keep the job site clean from debris that could be carried to adjoining property by wind or rain or any other means. It shall also be the contractor/owners responsibility to keep mud and/or gravel off the paved city streets. Erosion control on the property shall be maintained in such a manner as to keep the soil from eroding onto the streets.

The City of Murray has a Stormwater Conveyance and Erosion Control Ordinance. The Department of Planning & Engineering should be contacted before beginning any land disturbance activity.

No person shall use or permit the use of any structure or premises that has been issued a permit under a building permit application until the building official has issued a Certificate of Occupancy for certain use groups. This will be determined at the issuance of the permit.

Notes

This pamphlet is a guideline of the general requirements for construction within the City of Murray. It is not intended to cover all details or special conditions. For specific information please contact the Department of Planning & Engineering.