

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



Visit our website at
www.murrayky.gov

CITY OF MURRAY

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

Keith Miller

Building Official

Email: keith.miller@murrayky.gov

Shane Knight

Building Inspector

Email: shane.knight@murrayky.gov

Email this form to : Maurice Thomas
Maurice.Thomas@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 Application may be obtained online.

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 its 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:

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.

Portable buildings 120 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 under 6 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.

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.

Notes

CITY OF MURRAY, KENTUCKY

500 Main Street, PO Box 1236 Murray, KY 42071

Phone: (270) 762-0300 Fax: (270) 762-0331

PERMIT #: _____

BUILDING PERMIT APPLICATION

Construction Location:		Zoning District:	
Is this property located in the Historic Overlay District? Yes or No		Special Flood Hazard Area? Yes or No	
Owner:		Phone #:	
Address:		Cell #:	
City:		State:	Zip:
Contractor:		Phone #:	Bus. License #:
Address:		Cell #:	
City:		State:	Zip:
Email:			
TYPE OF WORK			
☐ New Building ☐ Addition ☐ Renovation ☐ Other ☐ Alteration/Change of Use			
Current Use:		Proposed Use:	# of Units:
RESIDENTIAL BUILDINGS ONLY			
Number of Bedrooms:	Number of Full Bathrooms:	Number of 1/2 Bathrooms:	
RESIDENTIAL - TYPE OF STRUCTURE			
☐ Single Family ☐ Multifamily ☐ Garage ☐ Storage/Shed ☐ Other-Specify:			
NON-RESIDENTIAL TYPE OF STRUCTURE			
☐ Restaurant/Assembly ☐ Office/Professional ☐ Mercantile/Store ☐ Industrial ☐ Church/Religious			
☐ Hotel/Motel ☐ School/Educational ☐ Storage/Warehouse ☐ Other-Specify:			
DESCRIPTION OF WORK			
PRINCIPAL TYPE OF FRAME		TYPE OF HEATING FUEL	
☐ Wood ☐ Steel ☐ Masonry (Wall Bearing) ☐ Reinforced Concrete ☐ Other-Specify:		☐ Gas ☐ Electricity ☐ Other-Specify:	
		Will there be an elevator? Yes or No	
		Will there be central air conditioning? Yes or No	
NUMBER OF OFF STREET PARKING SPACES		TOTAL COST OF CONSTRUCTION	
Enclosed:	Outdoor:	Cost of Construction:	\$
DIMENSIONS		Electrical:	\$
Number of Stories:	Height:	Plumbing:	\$
Total Sq. Ft. Land Area:		Heating and Air:	\$
Total Sq. Ft. Under Roof (including garage, porches, ie.):		Other:	\$
		TOTAL COST:	\$

THE FOLLOWING MUST BE SUBMITTED ALONG WITH THIS APPLICATION

Residential

- ☐ Site plan with all requirements*
- ☐ Set of floor plans
- ☐ Footer and wall detail
- ☐ Subcontractors list
- ☐ Worker's compensation insurance form or signed affidavit

Commercial

- ☐ Site plan with all requirements*
- ☐ Subcontractors list
- ☐ Worker's compensation insurance form or signed affidavit
- ☐ 2 Full Sets of Plans
- ☐ Mechanical calculations plan

***SITE PLAN REQUIREMENTS**

Every building permit application submitted to this office shall be accompanied by a site plan drawn to 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
- Street name and number
- Subdivision and lot number
- Easements and building setback lines
- North arrow
- Recording information: Recorded in Book _____, Page _____
- Any information required by the Planning & Engineering Department.

AFFIDAVIT: PURSUANT TO KRS 198B.030 (10)

The applicant does solemnly swear, that all contractors and subcontractors employed or that will be employed on an activity covered by an permit issued to this applicant by this office, shall be in full compliance with Kentucky's requirements for worker's compensation insurance according to KRS Chapter 342, and unemployment insurance according to KRS Chapter 342.

I hereby certify that I have reviewed all information in this document and that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of the jurisdiction. I understand that any false or inaccurate information on this application or the approved plans may result in revocation of the permit under KBC Section 108.6.

No deviation of the approved plan is allowed without approval by this office.

By signing below I acknowledge that I have received a copy of the builder's checklist guidelines and inspection requirements.

Applicant Signature

Title

Date

SUBSCRIBED AND SWORN to before me by _____ Applicant, on this the
_____ day of _____, 20_____.

NOTARY PUBLIC, STATE AT LARGE, KY

MY COMMISSION EXPIRES

PERMIT #: _____

CITY OF MURRAY, KENTUCKY

SUB-CONTRACTORS LIST

The City of Murray requires that all general contractors provide a list of their subcontractors for each job site. This list should include the subcontractor's name, address, phone number and business license number. As additional subcontractors are hired or if any changes are made contact the building department with the information as soon as possible.

Construction Location: _____

General Contractor: _____ Business License #: _____

_____ Check here if no sub-contractors will be used for this project

SUB-CONTRACTOR	BUSINESS NAME	ADDRESS	PHONE #	BUSINESS LICENSE #
FRAMING				
ELECTRICAL				
HVAC				
PLUMBING				
MASONRY				
SIDING				
FINISH & TRIM				
ROOFING				
DRYWALL				
PAINTING				
EXCAVATION				
OTHER				
OTHER				

A list of all sub-contractors must be submitted along with the Building Permit Application. Sub-contractors will be contacted regarding business licenses.

Building Permit Fee Schedule

- A. For construction of one and two family dwellings, first thousand (1,000) square feet of floor space or fraction thereof - \$150.00; for each additional one hundred (100) square feet of floor space or fraction thereof - \$5.00.
 - B. For additions and alterations to one and two family dwellings and for accessory buildings to one and two family dwellings, for the first hundred (100) square feet of floor space or fraction thereof - \$50.00; for each additional one hundred (100) square feet of floor space or fraction thereof - \$10.00.
 - B1. Above ground pools over 24" in depth or 250 square feet in size is considered an accessory structure and shall be charged a minimum \$20.00 building permit fee.
 - C. For construction of industrial, commercial, public, recreation, school, apartment, dormitory and church buildings, there shall be a minimum of \$50.00 for a building which does not cost in excess of \$15,000. There shall be an additional charge of \$4.00 for each additional \$1,000 of cost from \$15,000 to \$100,000; and an additional \$3.00 per \$1,000 cost from \$100,000 to \$500,000; and an additional \$2.00 for each \$1,000 cost above \$500,000.
 - D. For additions and alterations of buildings mentioned in C above, the fee shall be the same as called for in C above.
 - E. The minimum fees are listed in C herein shall be based upon a Table of Estimated Costs of Construction per square foot as adopted and amended by the Public Works Committee. The Table of Estimated square foot costs shall be subject to periodic review and revision by the Public Works Committee based upon current area building costs.
 - F. No building shall be demolished and/or removed without a permit having been issued.
-

INSPECTION REQUIREMENTS & SCHEDULE

WORK SHALL NOT BEGIN UNTIL THE FEE HAS BEEN PAID AND AN APPROVED BUILDING PERMIT HAS BEEN ISSUED.

A minimum 24 hour notice is suggested prior to any inspection.

Footing Inspection: A footing inspection is required when excavations for footings are complete and any required reinforcing steel is in place as well as grade stakes and ready for concrete to be placed. Inspection must be made before concrete is placed or poured.

Framing Inspection: A framing inspection is required when rough-in framing has been completed and plumbing, wiring/electrical and mechanical work has been completed. The installation of insulation will not need to begin before the framing inspection has been done.

Other inspections: In addition to the inspections specified above, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of the code and other laws that are enforced by this office.

Final Inspection: A final inspection is required when construction is complete and an electrical, gas and plumbing have passed final inspection. The Building Inspector will need to see the plumbing final inspection sticker, a copy of the electrical compliance letter and house numbers must be in place. The final grade work is to be completed at this time as well as any concrete work (driveways, sidewalks, etc.).

Certificate of Occupancy: No building or structure shall be used or occupied until the building official has issued a certificate of occupancy. A Certificate will be issued when all final inspections have been completed and/or approved.

BUILDERS GUIDELINES & REQUIREMENTS

REQUIREMENTS

1. Applicant shall verify availability of all utilities.
2. A copy of worker's compensation insurance form or signed waiver.
3. Property owners need to review for possible subdivision restrictions recorded in Calloway County Clerk's office.
4. For commercial construction include the following footing and foundation plans; floor and building cross section plans; HVAC shop drawings, electrical plans indicating exit signs, emergency lights, and lighting; and engineer's drawings or letter is required for trusses or pre-engineered building.
5. For residential 1 and 2 family construction include the following floor plan; footing and foundation typical detail and truss specifications.
6. All Electrical Inspections shall be done by the State Certified Electrical Inspector contracted by the City of Murray.
7. All HVAC installers must be licensed by the State of Kentucky and inspected by the HVAC Inspector.
8. **USE OF HYDRANTS:** All persons are forbidden to open any fire hydrants or to use any water there from for sprinkling streets, for building, or any purpose without permission in writing from the water system, under penalty prescribed by law, except in case of fire and by fire companies to test the hydrants. Such test shall be made directly under the supervision of an authorized agent of the water system.
9. Sewer lateral clean outs and water meters shall not be placed in parking areas or driveways.
10. It shall be the contractors/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.
11. Parking areas shall be paved with an asphalt, concrete, brick or other approved properly bound surface.
12. No person shall use or permit the use of any structure or premises that have been issued a permit under this 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.
13. Sign permits must be obtained by the owner prior to installation and will be in compliance with the zoning ordinance, Section III, Article 1.

The following is just a guideline, for a full list of codes and regulations refer to the 2013 Kentucky Residential Code and 2013 Kentucky Building Code.

PLANNING

1. Bathrooms to be provided with glazing not less than 3 sq. ft. of which one half shall be openable. Exception: Mechanical ventilation is provided and exhausted directly to the outside.
2. All bedroom/sleeping areas to have windows meeting egress size of 5.7 sq. ft. net clear opening. Minimum opening height shall be 24 in. Minimum opening width shall be 20 in. minimum with a sill height of not more than 44 in. above floor.
3. Each bedroom/sleeping area to have a smoke detector located within 6 in. of ceiling. A smoke detector located outside the bedroom/sleeping area in the immediate vicinity and at least one smoke detector on each level including basements. Smoke detectors shall not be located within 3 ft. of a bathroom door opening. Smoke detectors shall be interconnected, hard wired and battery backed-up.
4. Glazing (Glass) in hazardous locations must be safety glazing.
 - A. Glazing in storm doors.
 - B. Glazing in sliding glass doors.
 - C. Bottom edge is less than 18 in. above the floor.
 - D. Glazing in tub and shower doors/enclosures. Glazing in any part of a building wall enclosing these compartments where the bottom edge of the glazing is less than 60 in. measured vertically above any walking or standing surface.
5. Garages and carports shall not have openings directly into bedroom/sleeping areas.
6. The garage shall be separated from residence and its attic area by not less than ½ in. gypsum board applied to the garage side (5/8" type X fire rated gypsum on garage ceiling with habitable room above).
7. All stairways shall have landings at top and bottom. Exception: at the top of an interior flight of stairs, provided a door does not swing over stairs. There shall be a floor or landing on each side of an exterior door. The floor or landing shall not be more than 1.5 in. lower than the top of threshold.

Exception: the landing at an exterior doorway shall not be more than 8 ¼ in. below the top of the threshold. Landings shall be at least 36 in. by 36 in. Required egress doors shall have landings.

8. Stairways shall be not less than 36 in. in width. The maximum riser height shall be 8 ¼ in. and the minimum tread depth shall be 9 in. The riser dimensions shall not vary by more than 3/8 in. The tread dimensions shall not vary more than 3/8 in. The minimum headroom in all parts of the stairway shall be 6 ft. 8 in. measured from the tread nosing or floor surface.
9. Enclosed accessible space under stairs shall have walls and under stair surface covered with ½ in. gypsum board.
10. Dwelling unit separation: Multi-family dwelling units shall be separated from each other by a wall and/or floor assemblies of not less than 1 hr. fire-resistive rating.

FOUNDATIONS

1. Surface drainage shall be diverted away from foundation walls. Lots shall be graded to create a slope away from foundation walls at a minimum of 6 in. within the first 10 ft.
2. Minimum depth of footings shall be 24 in. below undisturbed ground. A minimum thickness of 8 in.
3. Foundation anchorage: anchor bolts not less than ½ in. in diameter shall be spaced a maximum of 6 ft. o/c and located within 12 in. from the corners. They shall extend a minimum of 7 in. into masonry or concrete and have a 3" X 3" plate washer.
4. Foundations shall be constructed using Type M or S mortar.
5. Footers shall have 2 runs of #4 rebar 3" off bottom of footer.

WALLS

1. Headers in load bearing walls shall be designed and constructed according to the 2007 K.R.C. or engineered.
2. Corner bracing required either with sheathing or let in bracing.
3. Studs in load bearing walls that are cut or bored more than 40% of stud width must be double or have stud shoes.

ROOF-CEILING

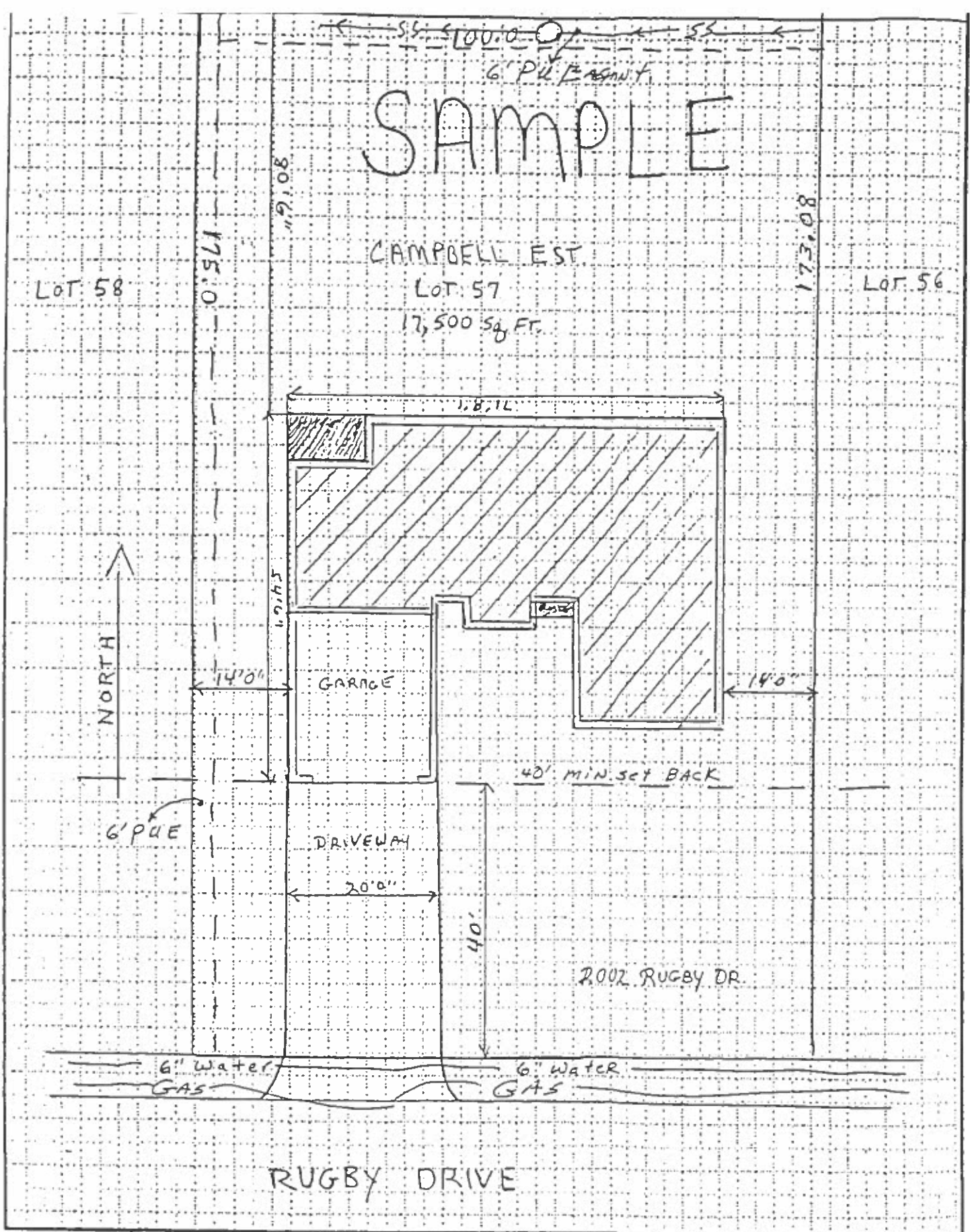
1. Ridge board to be 1 in. nominal thickness and not less in depth than the cut end of the rafters. At all hips and valleys there shall be valley or hip rafter of not less than 2 in. nominal thickness not less in depth than the cut ends of the rafters. Hip and valley rafters shall be supported at the ridge by a brace to a bearing partition.
2. Roof tie down; a continuous path shall be provided to transmit the uplift forces from the rafter or truss ties to the foundation.
3. Roof rafters shall be braced to a load bearing wall.
4. Attics equipped with stairs or stairway will be considered as rooms therefore joists will be designed as floor joists.

MECHANICAL

1. Appliance access: Appliances installed in attics shall be accessible for inspection, service and replacement without removing permanent construction. 30 in. of working space shall be provided in front of the control side to service unit. A clear and unobstructed passageway shall be provided not less than 24 in. wide and 30 in. height from the access door to the appliance. The passageway shall have continuous solid flooring. The clear access opening dimensions shall be a minimum of 30 in. by 20 in.
2. A lighting fixture controlled by a switch located at the access opening and a receptacle outlet shall be provided.
3. All natural gas piping and appliance installations shall be inspected and approved by the Murray Natural Gas System.

INSULATION

1. Walls and ceilings shall be R-13 and R-38 respectively.
2. Floors: floors over outdoor air or unconditioned areas shall meet the minimum R-Values of R-19. Exception: Crawl space is considered a conditioned space when foundation walls are unvented and equipped with R-10 insulation. The ground surface shall be covered with approved vapor retarder material and the space provided with conditional air.



SITE PLAN

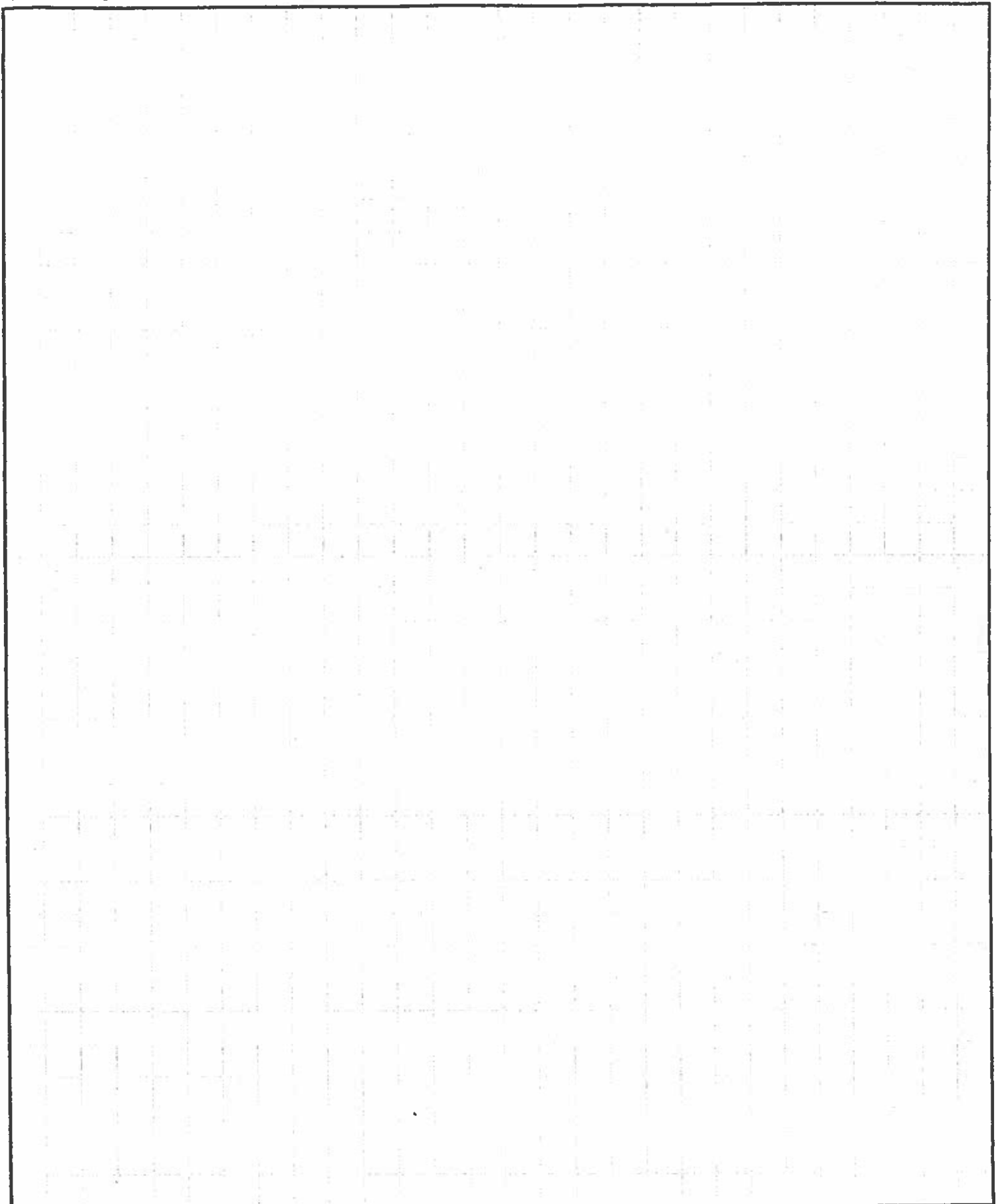
SCALE $\frac{1}{4}" = 5'0"$

Location of Property 2002 RUGBY DR. MURRAY KY CAMPBELL ESTATES LOT # 57
 Street and Number, Subdivision and Lot Number, PHASE II

RECORDED IN PLAT BOOK 299 PAGE 1

SITE PLAN

SCALE



Location of Property

Street Number and Name, Lot Number and Subdivision

Building Permit Number:		Use Group:
Building Permit Issue Date:		Fire Grading:
Building Permit Fee:		Occupancy Load:
Building Official Approval:		Building Type:
C.O.A. Approval Date:		Code Used:
Building Inspectors Notes:		

Zoning Approval:					Date:
District:		Use:			
Setbacks	Front Yard:	Rear Yard:	Side Yard:	Side Yard:	
Notes:					
Planning Manager Approval:					Date:
Notes:					
Stormwater Engineer Approval:					Date:
Notes:					
☐ Workers Comp/Affidavit ☐ Encroachment Permit ☐ Subcontractors List ☐ Business License					