

PREPARING TO BUILD

A Guide to Building & Construction Requirements

CITY OF MURRAY

500 Main St. Murray, KY 42071

Phone: (270) 762-0330

Fax: (270) 762-0331

www.murrayky.gov

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

Marisa Stewart

Building Official

Email: marisa.stewart@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. for commercial and 200 sq. ft. for residential 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 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.

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 #: _____
 PERMIT TYPE: _____
BUILDING PERMIT APPLICATION

Construction Address:	Zoning District:
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Is this property located in the Historic Overlay District? Yes or No	Special Flood Hazard Area? Yes or No
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Owner:	Email:
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Address:	Cell #:
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City:	State:	Zip:
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Contractor:	Phone #:	Bus. License #:
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Address:	Cell #:
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City:	State:	Zip:
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Email:

TYPE OF WORK

- New Building Addition Renovation Accessory Alteration/Change of Use Other

Current Use:	Proposed Use:	# of Units:
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RESIDENTIAL BUILDINGS ONLY

Number of Bedrooms:	Number of Full Bathrooms:	Number of 1/2 Bathrooms:	
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RESIDENTIAL TYPE OF STRUCTURE

- Single Family Multifamily Garage 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

TYPE OF MECHANICAL

<input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Masonry (Wall Bearing) <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other-Specify:	<input type="checkbox"/> Gas <input type="checkbox"/> Electricity <input type="checkbox"/> Other-Specify:	How many water meters? How many gas meters? <hr/> Will there be an elevator? Yes or No Will there be central air conditioning? Yes or No
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NUMBER OF OFF STREET PARKING SPACES

TOTAL COST OF CONSTRUCTION

Enclosed:	Outdoor:	Cost of Construction: \$
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DIMENSIONS

Number of Stories:	Height:	Electrical: \$
		Plumbing: \$

Total Sq. Ft. Land Area:	Heating and Air: \$
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Total Sq. Ft. Under Roof (including garage, porches, ie.):	Other: \$
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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
- Truss Spec Sheet if applicable

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.

Property Owner Name(s):

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 a 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.

Commercial Inspection Requirements

City of Murray, Kentucky

After issuance of a building permit it shall be the duty of the holder of the building permit or their duly authorized agent to notify the Building Official when work is ready for inspection at the various stages. It shall be the duty of the permit holder to provide access to and means for inspection of such work for the inspections.

- A minimum 24-hour notice prior to inspections is suggested.
- Stormwater Management Plan, if applicable, shall be submitted to the Engineering Department for review and approval.
- Footing and Foundation Inspections are appropriate after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection approval.
- Concrete Floor or Under-floor Inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing is installed, including the sub-floor.
- Framing Inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place; pipes, chimneys, and vents to be concealed are complete; and the rough electrical, plumbing, heating wires, pipes and ducts are approved.
- Gypsum Board Inspections shall be made after the gypsum board is in place but before the board is taped and finished.
Protection of joints and penetrations in fire resistant rated assemblies shall not be concealed from view until inspected and approved.
- Other Inspections may include; Sprinkler Systems, Alarm Systems, Commercial Range Hood Assemblies, and Ansul Systems. The owner, owners agent or contractor is responsible for contacting the Building Official for inspections of the above mentioned installations.
- Letter of Certification from the Stormwater Management Plan Design Engineer certifying that as-built construction is in accordance with approved plans.
- Final Inspection is required upon completion of the building. At this time, Certificates of Compliance shall be on hand from electrical, plumbing, sprinkler, and alarm contractors. If substantial compliance with the approved construction documents and permit has been achieved, a Certificate of Occupancy shall be issued before the building can be occupied.

NOTE: It is the owner and contractors responsibility to provide erosion control measures as noted in the Building Permit Application and with the City of Murray Erosion Control Ordinance.

Signature

Date

Residential Inspection Requirements

City of Murray, Kentucky

The following is the procedure for residential building permits.

- Fill out building permit application.
- When permit has been approved and fee has been paid, work may begin.
- Call for a footer inspection when footing has been dug and any required reinforcement has been placed – **Before concrete is placed or poured.**
- Call for framing inspection when framing has been completed and plumbing and electrical has been roughed in.
- Call for final inspection when construction has been completed and when electrical, gas and plumbing have passed final inspection. All final gradework and concrete flatwork will be complete or completed at a later time depending on seasonal and other conditions. An electrical compliance letter from the electrical inspector shall be given to the Building Inspector at this time also.
- A Certificate of Occupancy will be issued when all the above has been completed and/or approved. **THEN AND ONLY THEN CAN THE STRUCTURE BE OCCUPIED.**
- A minimum 24-hour notice is suggested prior to any inspection.

NOTE: It is the owner and contractor's responsibility to provide erosion control measures as noted in the Building Permit Application and with the City of Murray Erosion Control Ordinance.

Signature

Date

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.
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Inspection Requirements and 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 2018 Kentucky Residential Code and 2018 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 assembly 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, and a No. 4 horizontal bar shall be installed at no more than 4 ft. on center.

WALLS

1. Headers in load bearing walls shall be designed and constructed according to the 2018 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+5 and R-49 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.

STORMWATER SMART CONSTRUCTION IN YOUR NEIGHBORHOOD

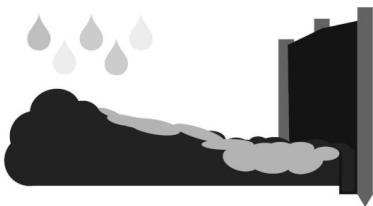


When water from rain, snow, or sleet flows over the ground, it becomes “stormwater.” When stormwater flows through a construction site, it can pick up sediment, oil, and chemicals and carry them downstream to local water bodies. That’s why it’s important for construction sites to protect the community by putting up special fences, barriers, and truck pads to prevent pollution in our rivers, lakes, and streams.



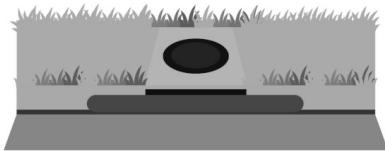
THE MUD STOPS HERE

Construction entrances should have a pad that keeps mud off the street. Muddy tracks coming out of a site could mean chemicals, dust, and debris will be washed into the storm drain the next time it rains.



GOOD FENCES MAKE CLEAN NEIGHBORS

A fence or other barrier should be installed that keeps soil and construction debris from washing downstream from the site when it rains, especially sites on a slope or those with dirt piles.



PROTECT THE PIPES

All storm drains near a construction site should have a protective barrier around them to prevent debris and muddy water from entering storm sewer pipes.

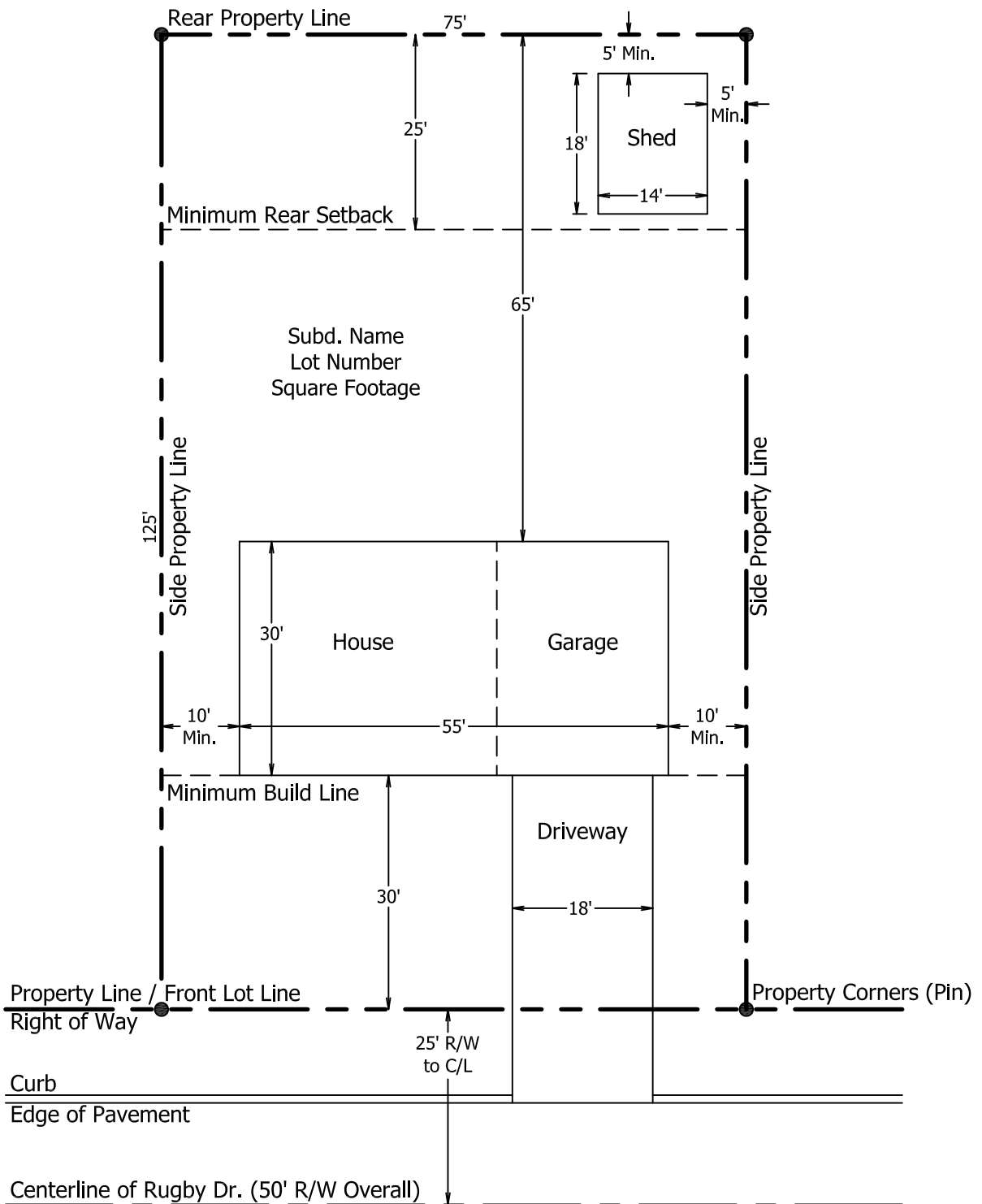


SOMETHING LOOK WRONG? CALL!

If you see muddy water, chemicals, dirt, or any water that seems polluted flowing from a construction site in your neighborhood, call your local government office that handles construction permits.



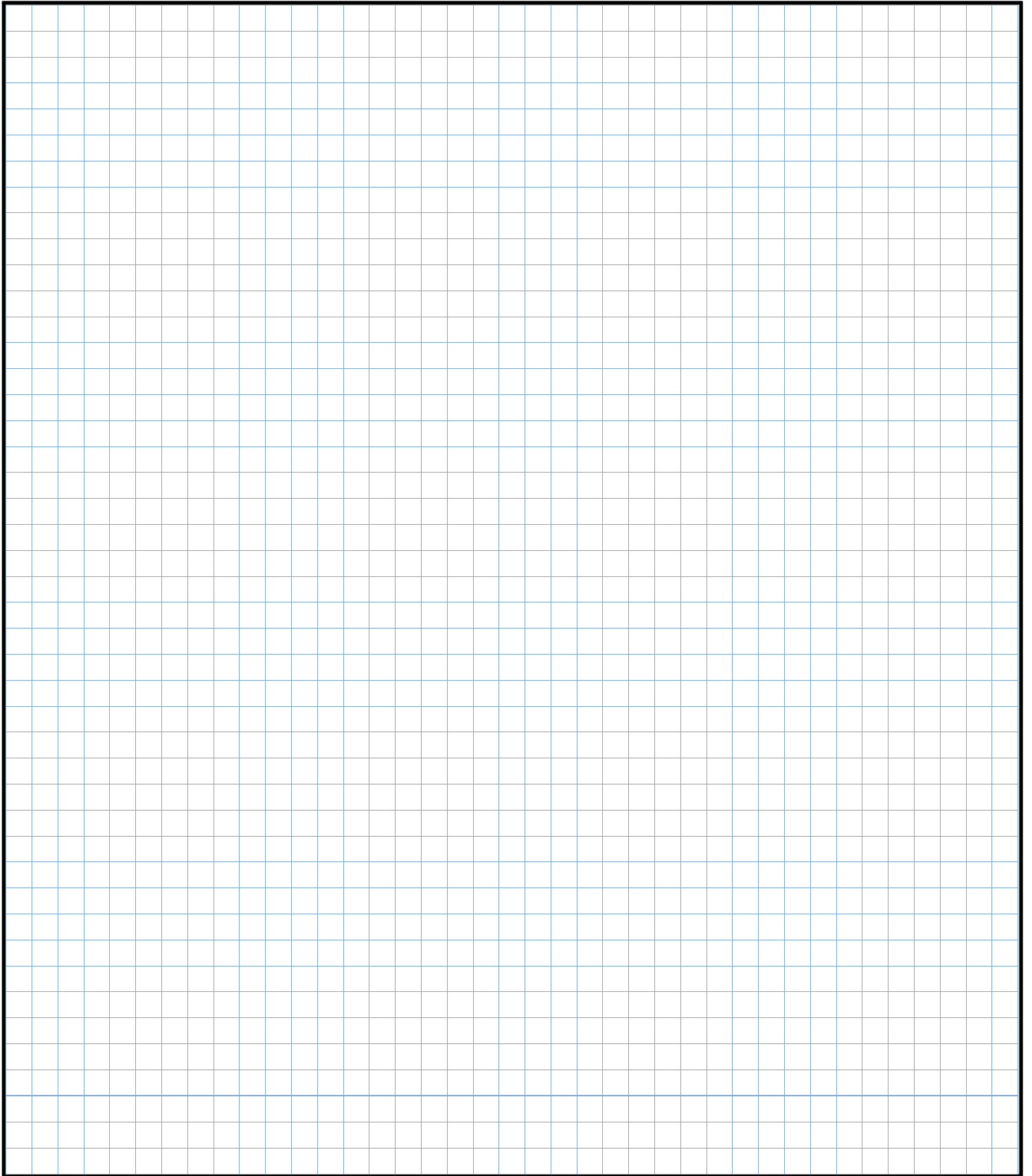
Sample Site Plan



Scale: 1" = 20'

SITE PLAN

SCALE _____



Location of Property _____

Street Number and Name, Lot Number and Subdivision

**CITY OF MURRAY
DEPARTMENT OF ENGINEERING
ENCROACHMENT PERMIT**

RELEASED DATE: _____

PERMIT NO.: _____

APPLICANT IDENTIFICATION

Name: _____	Contact Person: _____
Address: _____	City: _____
State: _____	Zip Code: _____
Phone #: _____	Email: _____

PROJECT IDENTIFICATION

Street: _____ Number: _____

Location on Street: N S E W X-ing

Project Status: Maintenance Construction

TYPE OF ENCROACHMENT

Commercial Entrance		
Business		
Private Entrance:	Single Family	Farm
Utility:	Overhead	Underground
Grade:	Fill	Landscape on R/W
Airspace:	Agreement	Lease
Other(specify):	_____	

ATTACHMENTS

Please list each item to be attached: _____

Brief Description of Work to be Done: (if private entrance, show sktech with pipe location.
Separate attached drawings required for encroachments other than private entrances.)

IMPORTANT: (PLEASE READ)

When the work is completed in accordance with the terms of this encroachment permit your indemnity will be released. However, the permit is effective until revoked by the city of murray and the terms on the permit and accompanying permit documents and drawings remain in effect as long as the encroachment exists. Future maintenance of the encroachment is the responsibility of the permittee. It is important that you understand the requirements of this encroachment permit application and accompanying documents. If you have not done so, it is suggested that you review these documents and place the permit package in a safe place for future reference. A copy of this permit and all documents shall be given to your contractor and shall be readily available at the work site for the encroachment permit inspector to review at all times. Failure to meet this requirement may result in cancellation of this permit. In the event this application is approved, this document shall constitute a permit for the applicant to use the right-of-way, but only in the manner authorized by this document and regulations of the department and the drawings, plans, attachments and other pertinent data attached hereto and made a part hereof.

THE PERMITTEE AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

1. The permittee shall comply with and is bound by the requirements of the City of Murray on the date of the issuance of this permit.
2. Any permit granted hereunder shall be with the full understanding that it shall not interfere with any similar rights or permits heretofore granted to any other party except as otherwise provided by law.
3. A plan prepared by _____ and dated _____ is attached hereto and made a part hereof, which describes the facilities to be constructed by the permittee for which facilities this permit is granted. The permittee agrees as a condition to the issuance of the permit to construct and maintain such facilities in accordance with said plan, and the permittee shall no use the facilities authorized herein in any manner contrary to that prescribed by the permit and plan. Normal usage and routine maintenance only are authorized under this permit.
4. Permittee shall at all times from date when work is first commenced and until such time as all facilities are removed from the right-of-way premise, defend, protect and save harmless the City of Murray from all liability, claims, and demands arising out of work undertaken by the permittee pursuant to this permit, due to any negligent act or omission by the permittee, its servants, agents, employees or contractors. This provision shall not inure to the benefit of any third party or operate to enlarge any liability of the City beyond that existing at common law if this right to indemnity did not exist.
5. Upon a violation of any of the provisions of this permit, the City may revoke the permit by giving notice to the permittee in writing to remove from the right-of-way any facilities placed thereon within a reasonable time as set forth in the notice, and in the event said facilities are not so removed, and the right-of-way restored the City may cause same to be removed, and the costs thereof shall be charged to the permittee.
6. The permittee, his successors and assigns shall use the encroachment premises in compliance with all Federal requirements imposed pursuant to the provision of the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000-1) and regulations of the U.S. Department of Transportation as set forth in Title 49 C.F.R., Part 21, and as said regulations may be amended.
7. Permittee agrees that in the event it should become necessary, as may be reasonably determined by the City for the facilities covered by this permit to be removed or relocated in connections with the reconstruction, relocation or improvement of the abutting highway, the City may revoke this permit and require removal or relocation by the permittee at his own expense according and pursuant to the procedures provided in Paragraph 8 above except in those cases where the City is required by law to pay any or all the same.
8. The permittee understand and agrees that this permit is personal to the permittee and shall no inure to his successors and assigns without the written approval of the City and that he is bound by the provisions of this permit as long as the encroachment exists unless a written release has been obtained from the City.
9. This permit does not alleviate any requirements of any other government agency.

THE UNDERSIGNED APPLICANT (BEING DULY AUTHORIZED REPRESENTATIVE/OWNER) DOES AGREE TO ALL TERMS AND CONDITIONS SET FORTH HEREIN.

JANUARY 1st JULY 1st ,20 _____ ,20 _____
 Completion Date Date Signature

RECOMMENDED FOR APPROVAL

TITLE _____ SIGNATURE _____ DATE _____

PRIVATE ENTRANCE: TO BE COMPLETED BY PERSONNEL INSTALLING FACILITY.

INSTALLED BY: _____ 20_____
 SIGNATURE TITLE DATE

THIS PAGE IS FOR DEPARTMENT USE ONLY

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

ZONING

Zoning Approval:				Date:
Zone:		Use:		
Setbacks	Front Yard:	Rear Yard:	Side Yard:	Side Yard:
Variance Approved? Yes or No		Variance Date(If Applicable):		
Notes:				
Planning Manager Approval:				Date:
Notes:				
Stormwater Engineer Approval:				Date:
Notes:				
<input type="checkbox"/> Workers Comp/Affidavit <input type="checkbox"/> Encroachment Permit <input type="checkbox"/> Subcontractors List <input type="checkbox"/> Business License				