



## One and Two Family Additions

An addition to a house, duplex, garage, or an accessory structure requires a building permit prior to performing any construction.

### Building Department & Permit Office

Mon-Fri  
8 a.m. -5 p.m.

2332 Royal Dr.  
Ft Mitchell, KY  
41017

859-957-2408

**Main:**  
859-331-8980

**Fax:**  
859-331-8987

**Website:**  
[www.pdskc.org](http://www.pdskc.org)

### Applications for a Residential Addition Permit must include the following:

1. A completed Zoning/Building Permit [application](#) & associated fee
2. Required information for contractor:
  - a. An affidavit of assurances, pursuant to KRS 198B.060(10)
  - b. Occupational license number for the city/county work is being performed
  - c. Proof of Kentucky Workers Compensation coverage & liability insurance
3. Three complete sets of construction drawings including site plans:

#### Construction drawings may include the following:

- a. **Foundation Plan** showing footings, foundation, girder and pier spacing. Basement foundation wall design should also be included.
- b. **Framing Plan and Wall Section/Cross Section** indicating all framing materials including size, spacing and span of materials (studs, joists, rafters, trusses, etc.).
- c. **Floor Plans** for entire structure labeling all rooms or areas and indicating locations of egress doors, windows and all smoke detectors.
- d. **Location and UL design of Fire Separation Wall** (fire resistance rated wall) to be installed due to location of the structure to the property line (within 5 ft) or dwelling unit separation for a duplex or townhouse.
- e. **Elevations** showing front, sides and rear of structure including location of doors and windows and height of structure.

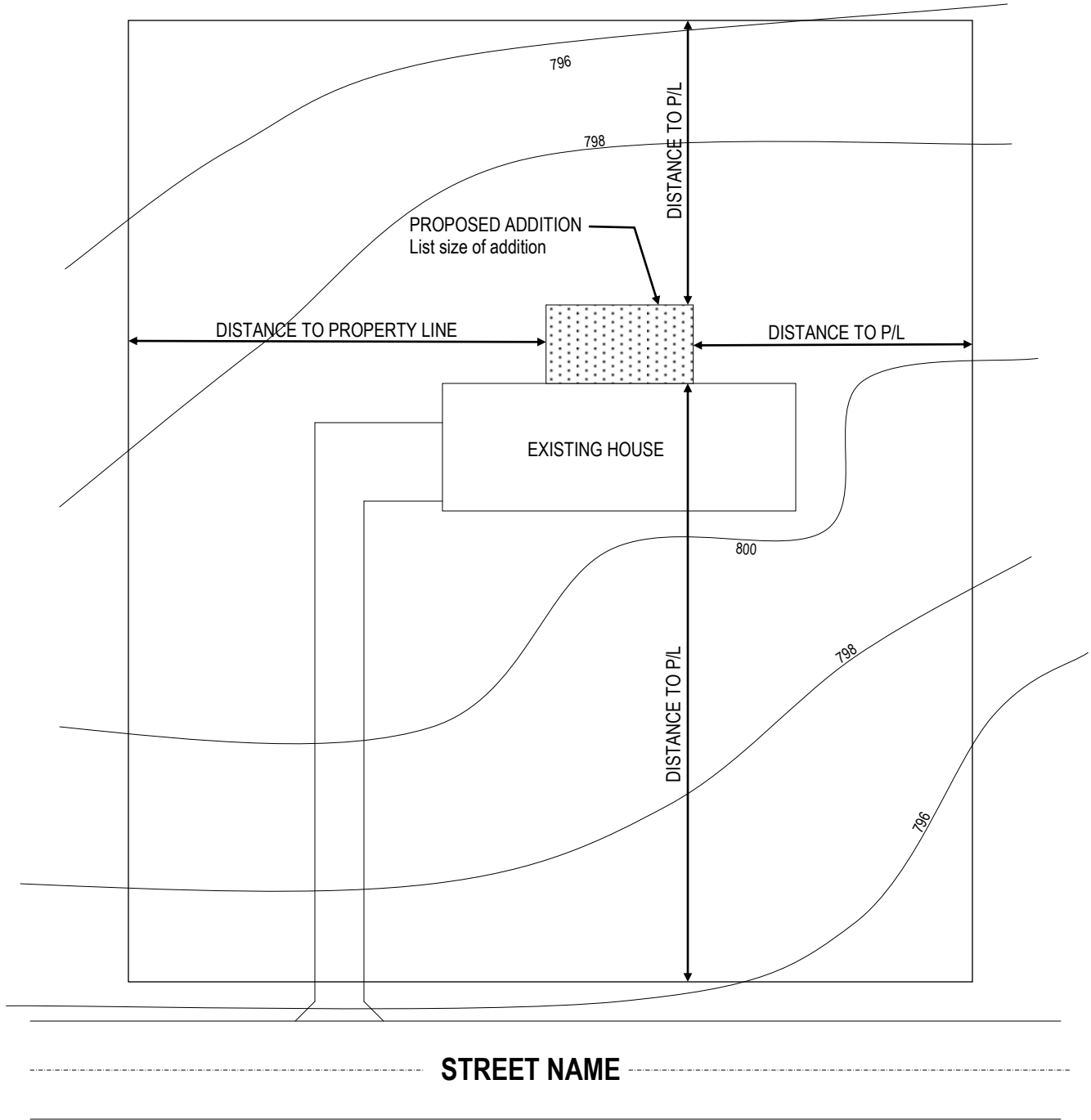
#### Site plan indicating:

- a. Location of all existing and proposed easements
- b. Identification of any street adjacent to the property
- c. Proposed or existing septic tank, leach field, or other septic system shall be shown to scale
- d. Property lines with bearing and dimensions
- e. Location of existing and proposed building(s) and uses. The distance from the existing and proposed building to the front and/or right of way lines, side and rear lines
- f. Location of driveway, sidewalks, and other off street parking areas as well as type of surfacing used
- g. Provisions for erosion control, hillside slippage, and sedimentation indicating the temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction
- h. Water drainage and grading lines
- i. The existing and proposed topography, shown by contours with intervals not to exceed five feet.

**Please note:** Electrical and/or HVAC work are to be applied for by the licensed contractor on separate permits.

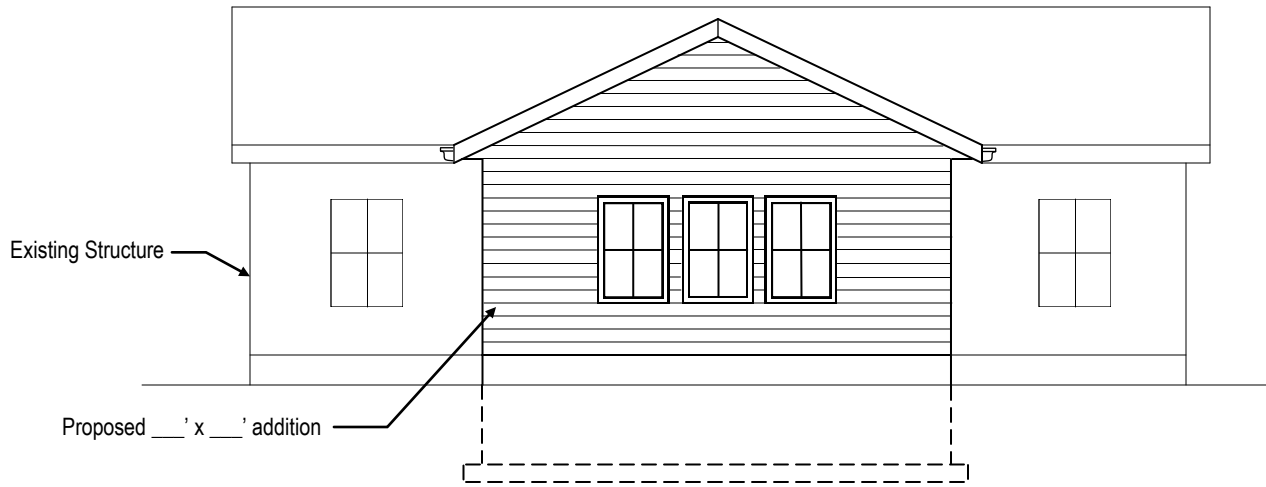
# SITE PLAN

## For Proposed Room Addition

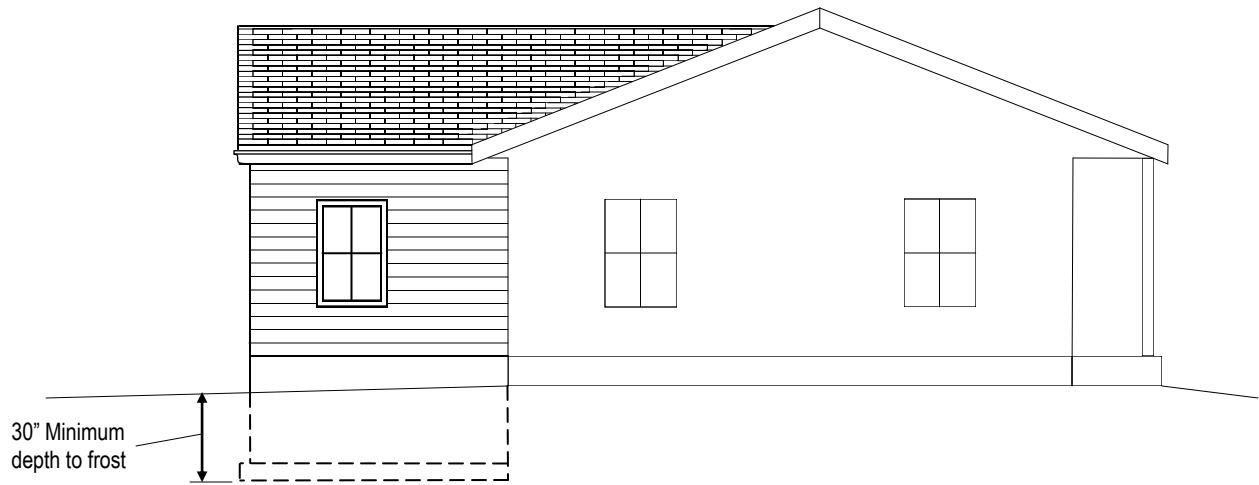


**NOTE:** The information included in this packet covers a typical wood-framed room addition constructed on a concrete foundation. It does not include all code requirements that could be applicable based on the methods and materials you choose to use. For more information, contact PDS staff at 859.331.8980 or stop by our office at 2332 Royal Drive in Fort Mitchell.

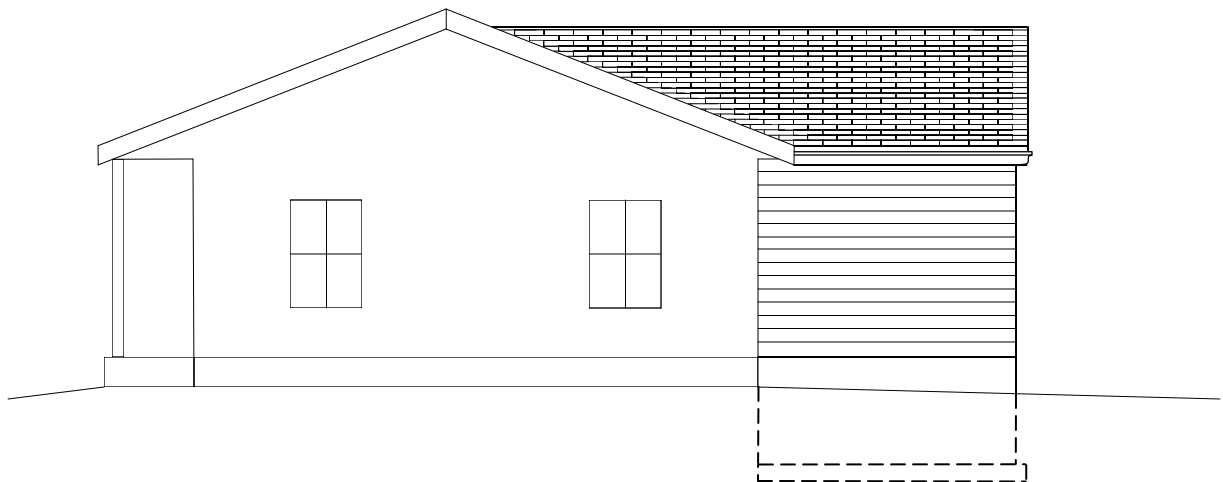
_____ sq. ft. Room Addition For Owner's Full Name Owner's Complete Address
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**REAR ELEVATION**



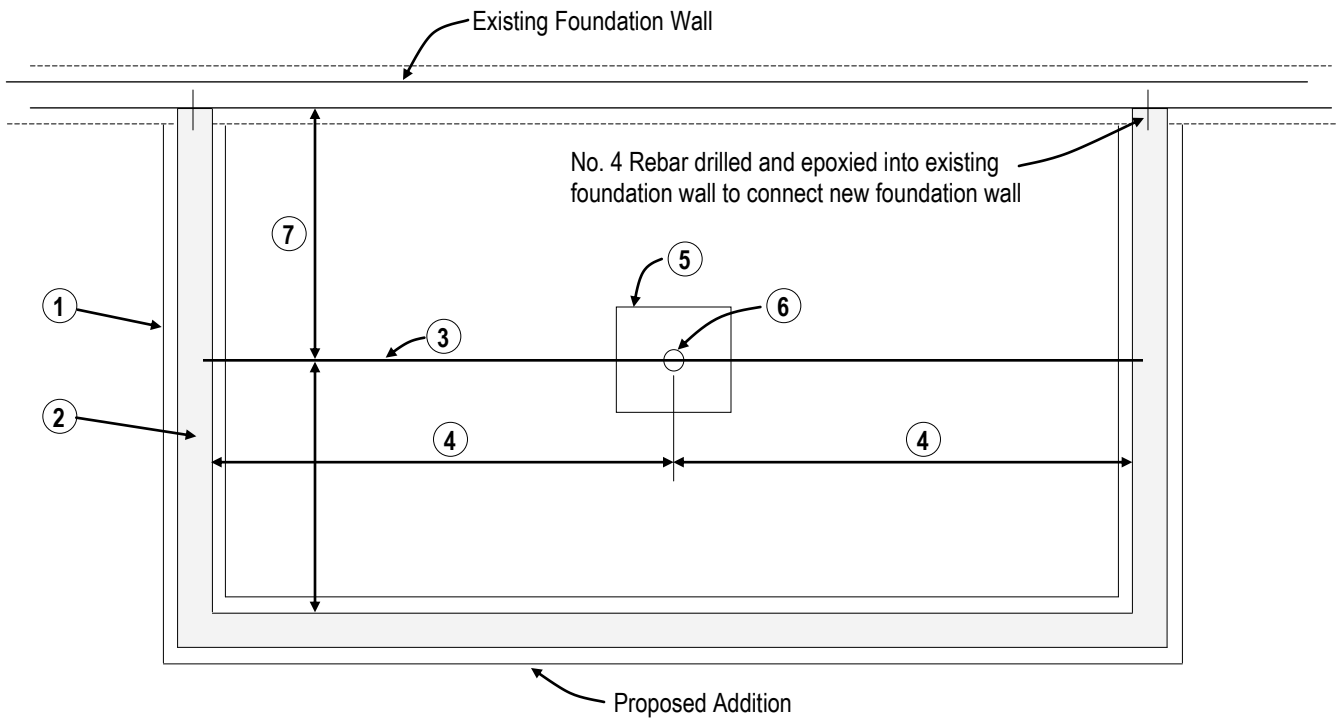
**LEFT SIDE ELEVATION**



**RIGHT SIDE ELEVATION**

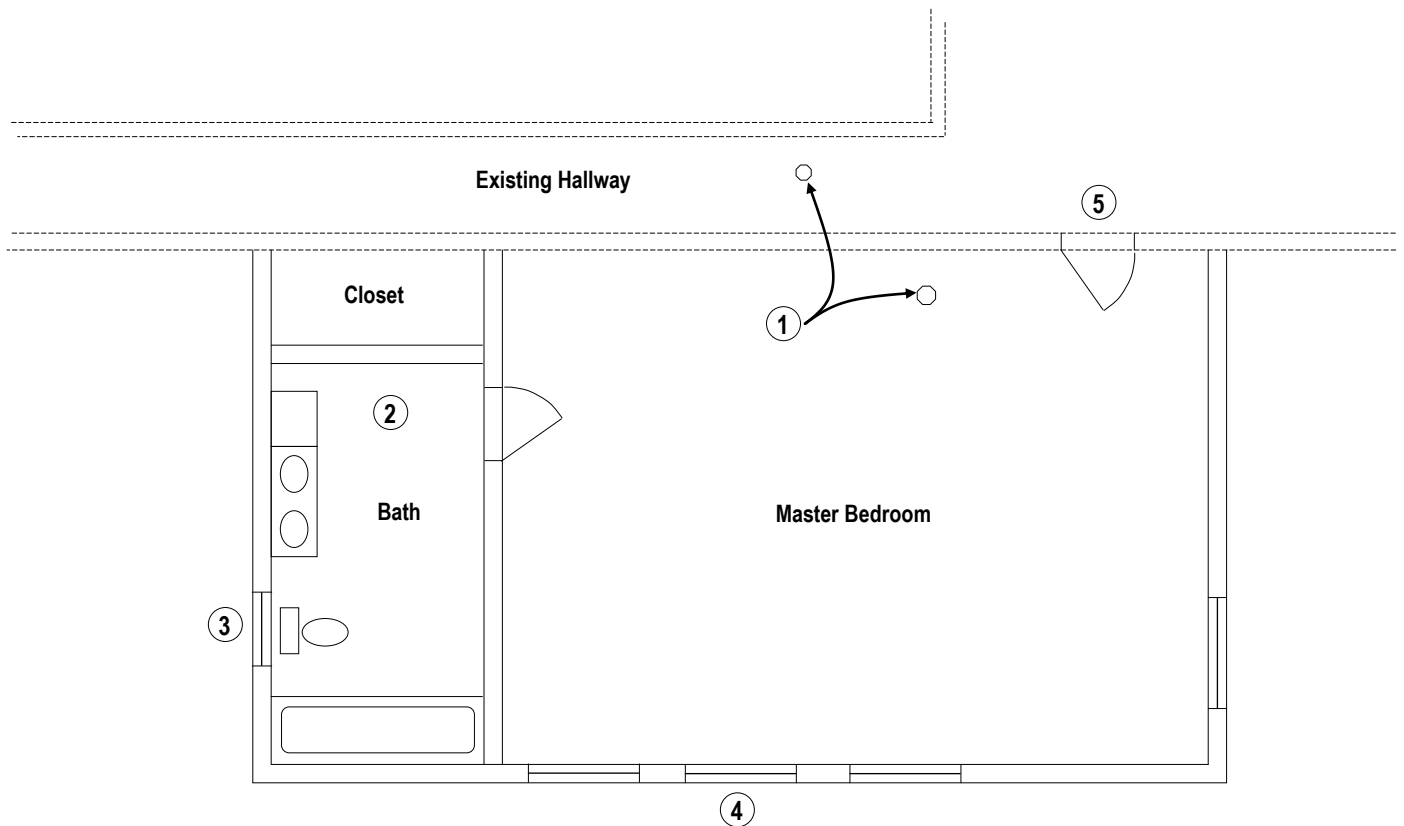
# FOUNDATION PLAN

Please differentiate between existing structure and proposed construction



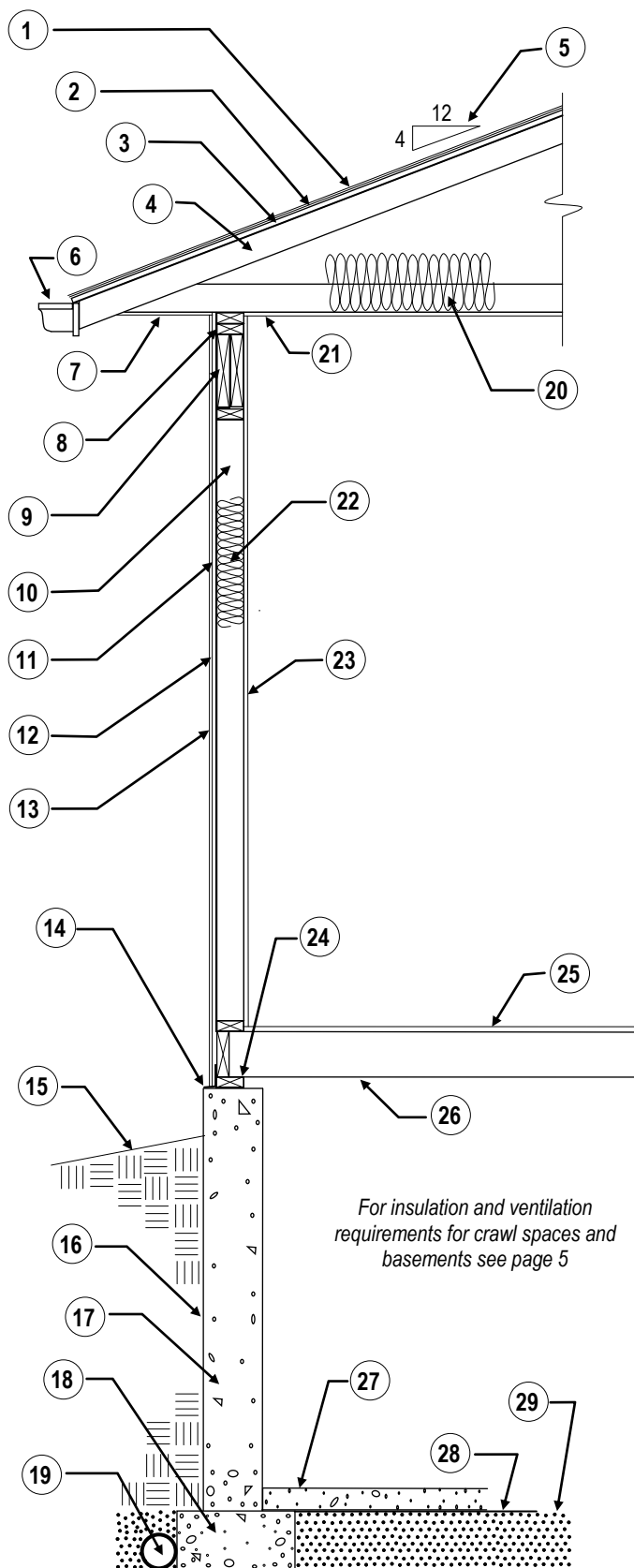
- ① Footing type, width and thickness. Identify size and type of reinforcement to be used if any.  
Example: 8" x 18" concrete footing with 2 number 4 rebar.
- ② Foundation wall type, height and thickness. Identify size, type and spacing of reinforcement to be used (if any).  
Example: 8" wide x 8' high concrete foundation wall with number 4 rebar placed horizontally at 12" on center.
- ③ Beam type, size and thickness. Example: 2- 1 3/4" x 11" LVL Beam
- ④ Beam span between supports. List the distance between each beam support including walls and or posts.
- ⑤ Column footing type, size, thickness and reinforcing used (if any).  
Example: 24" x 24" x 12" thick concrete column footing(s) with 3 number 4 rebar both ways.
- ⑥ Column type, size and spacing  
Example: 3" diameter schedule 40 steel columns
- ⑦ Floor joist type, size and span (distance from bearing point to bearing point)  
Example: 2 x 10 SYP (Southern Yellow Pine) floor joists spaced at 16" on center.

## FLOOR PLAN



- ① Smoke detectors are to be installed throughout the existing dwelling and new addition in the following locations.
  - Inside all sleeping rooms
  - Outside of all sleeping rooms within 10' of the sleeping room door
  - Every floor including basementsSmoke detectors must be interconnected so the actuation of one alarm will activate the remainder of the alarms.  
Smoke detectors in the existing portion of the home are not required to be interconnected if access to wiring in existing area is not available.  
Carbon Monoxide detectors are required to be installed in the immediate vicinity of sleeping rooms of the proposed construction (if applicable)
- ② Bathroom's must have light and ventilation that comply with one of the following:
  - Operable window no less than 3 sq. ft. one half of which must be operable.
  - Artificial light and mechanical ventilation. Ventilation air from the space must be exhausted directly to the outside.
- ③ Glazing (glass/windows) in walls containing or facing hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface and measured less than 60" horizontally and in a straight line from the water's edge shall be considered a hazardous location. This shall apply to single glazing and all panes in multiple glazing. This glass must be tempered safety glass or other approved material.
- ④ All sleeping rooms must have at least one emergency escape opening with a maximum sill height of 44". The opening shall have a minimum opening width of 20 inches and a minimum opening height of 24". The net clear opening shall be no less than 5.7 sq. ft. or 5.0 sq. ft. for ground floor openings
- ⑤ Identify any alterations being made to existing structure. List all structural elements removed, modified or added. Include opening size, beam and or header size and span. Note: New header shall be sized to support all roof and floor loads above and design should include a method of transferring all loads to the foundation.

## TYPICAL WALL SECTION For Light Frame Construction on Concrete Foundation

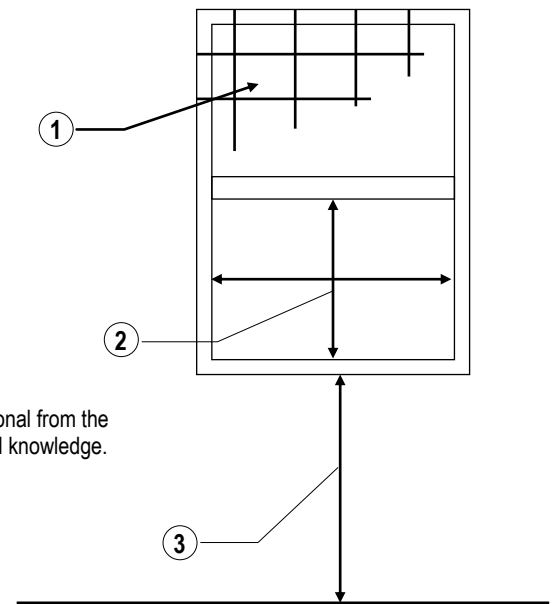
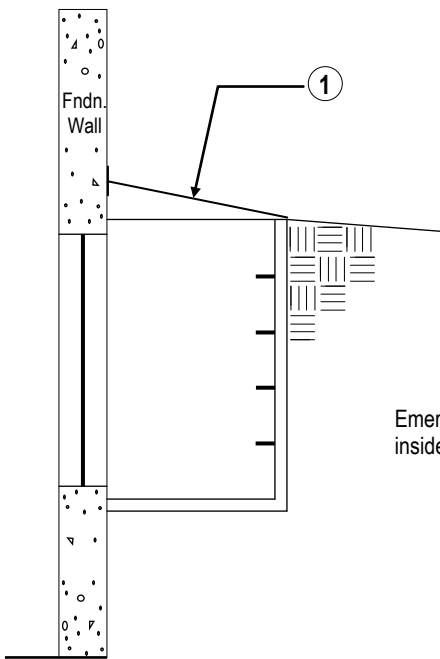


1. Roof covering
2. Roof underlayment
3. Type and size of roof sheathing
4. Roof Framing: rafters or trusses, size, span and spacing
5. Roof Slope
6. Gutters size
7. Attic ventilation method
8. Size of top plate, indicate double or single top plate
9. List all header sizes
10. Stud size, height and spacing
11. Thickness and type of exterior sheathing
12. Weather resistive barrier
13. Exterior wall covering: brick veneer, vinyl siding etc.
14. Provide flashing at sill and all exterior wall penetrations.
15. Height of backfill
16. Method of foundation waterproofing
17. Foundation height, thickness and rebar size and spacing
18. Footing size, rebar size and spacing. Min. footing depth: 30"
19. Foundation drainage method
20. Attic insulation minimum R-38
21. Ceiling type
22. Wall insulation min. R-13 for 2x4 walls R-19 for 2x6 walls
23. Interior wall covering
24. Sill plate type, size, anchoring method & spacing of anchors
25. Floor sheathing type and size
26. Floor joist type, size, span and spacing
27. Min. slab thickness 3-1/2"
28. Min. 6 mil vapor barrier between gravel and concrete floor
29. Clean gravel base between subgrade and concrete slab

## EMERGENCY ESCAPE WINDOW DETAIL

When placing a sleeping room in a basement, an emergency escape window from the sleeping room to the outdoors must be provided. See the information below for emergency escape windows and window wells as they pertain to your job.

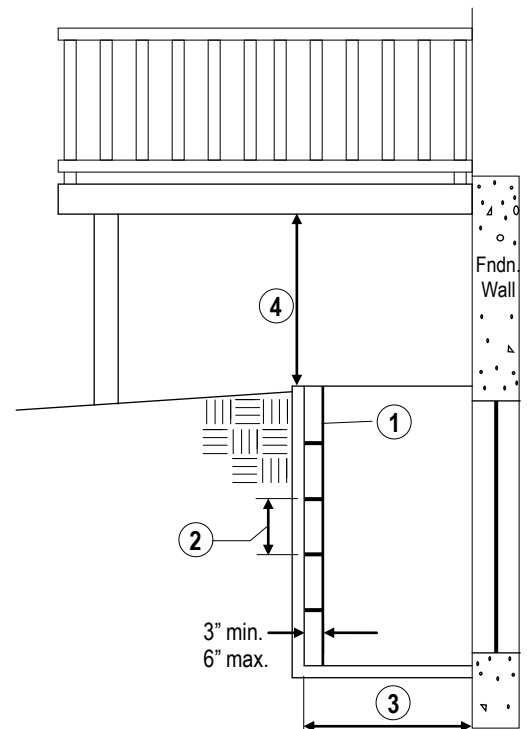
- ① Bars, grilles, covers, screens or similar devices are permitted to be placed over emergency escape openings or window wells provided they meet the minimum net clear opening requirements and such devices are releasable or removable from the inside without the use of a key, tool, special knowledge or force greater than that which is required for normal operation of the escape and rescue opening.
- ② The emergency escape window must have a minimum opening of 5 square feet. The opening must be at least 20" wide and the height of the opening must be at least 24".
- ③ 44" Max. sill height for egress (bedroom) windows measured from floor to top of sill.



Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge.

## EMERGENCY ESCAPE WINDOW WELL DETAIL

- ① Window wells greater than 44" deep must have a permanent ladder or steps usable with the window in the fully open position.
- ② Ladder or rungs shall have an inside width of at least 12" and spaced not more than 18" o/c for the full height of the window well.
- ③ Window well must have a minimum 3' x 3' horizontal area and allow for full opening of the emergency escape window
- ④ Emergency escape windows under decks or porches are permitted as long as the window can be fully opened and a path not less than 36" in height is provided to a court or yard.



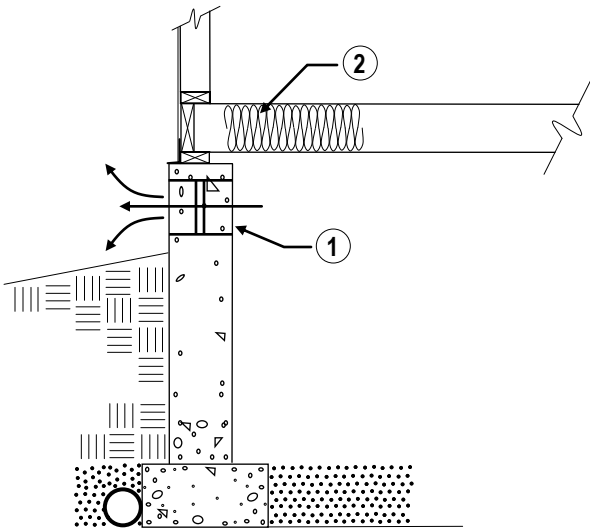
**Basement and Crawl Space Exterior Wall Insulation Requirements:**

**Crawl Spaces:**

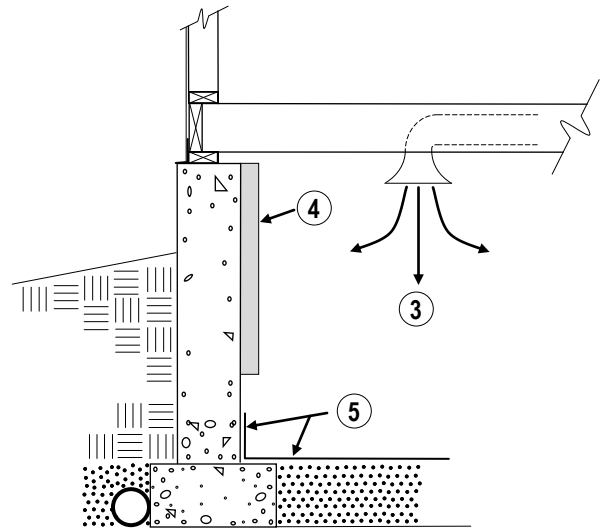
- ① Under floor space (crawl space) between the bottom of the floor joists and the earth under any building (except basements) shall have ventilation openings through foundation walls or exterior walls. The minimum net area of ventilation openings shall not be less than 1 square foot for each 150 square feet of under floor area. One such opening shall be within 3 feet of each corner of the building.
- ② Floors above crawl spaces ventilated to the outdoors must have a minimum R-19 insulation.
- ③ As an alternative to insulating floors over crawl spaces, crawl space walls shall be permitted to be insulated when the crawl space is not vented to the outside. The crawl space must now be ventilated mechanically.
- ④ Mechanically Vented Crawl Space wall insulation shall be R-10 continuous insulated sheathing on the interior or exterior of the wall. Crawl space wall insulation shall be permanently fastened to the wall and extend down from the floor to finished grade level then horizontally and/or vertically for at least an additional 24".
- ⑤ Exposed earth in unvented crawl spaces shall be covered with a continuous Class 1 vapor retarder. All joints of the vapor retarder shall overlap by 6" and be sealed and taped. Vapor retarder must extend up the wall a minimum 6" and shall be attached to the wall.

**Basement Walls:**

Exterior walls associated with conditioned basements shall be insulated from the inside or outside of the basement wall from the top of the basement wall down to the design frost depth in accordance with Section R403.1.4.



**Crawl Space Ventilated to Outside**

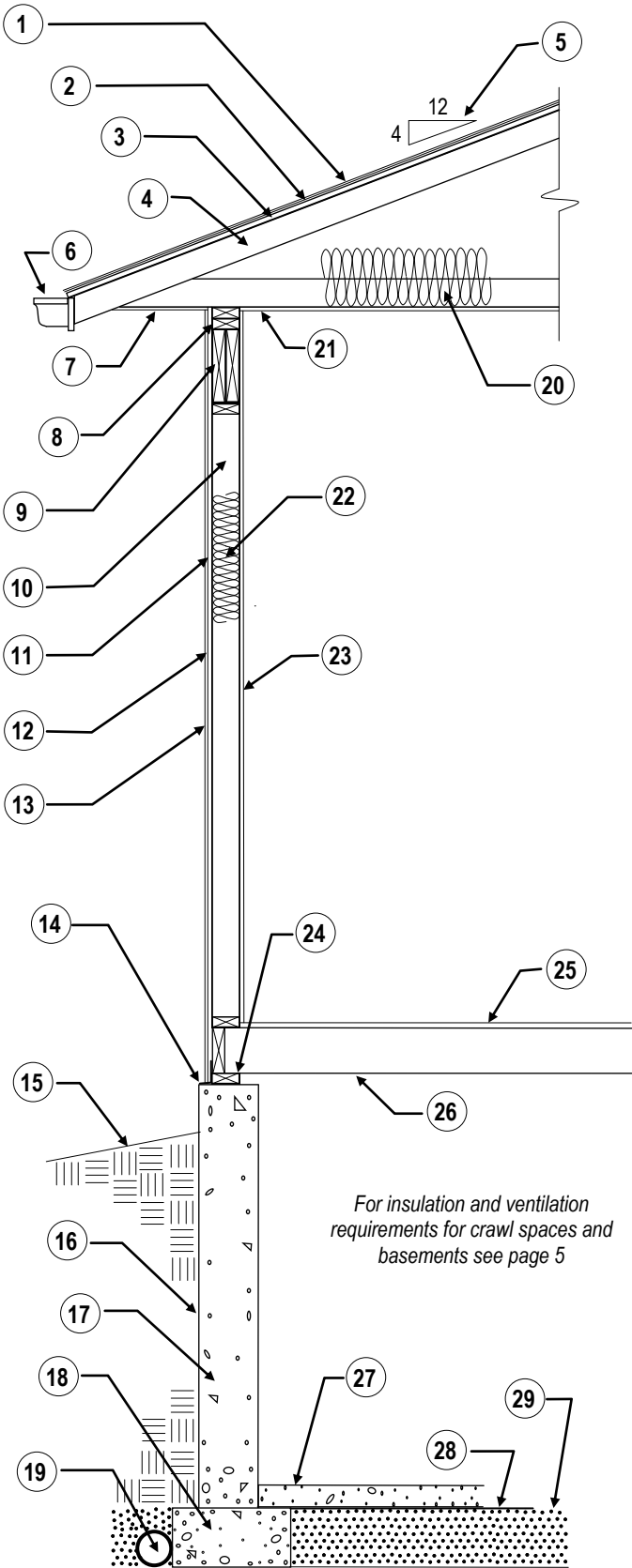


**Mechanically Ventilated Crawl Space**



# TYPICAL WALL SECTION

## For Light Frame Construction on Concrete Foundation



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