

# City of Bowling Green

## Level I Building Permit Review Checklist

### (For sites NOT requiring a grading and drainage plan)

Project Name:

Location:


**General Requirements:**

	Y	N	N/A	Are the following included?
1.				Accurate vicinity map at an appropriate scale
2.				North arrow and scale
3.				Bench mark (note datum)
4.				Title Block containing:
A.				Name, address, and phone number of Builder/Applicant
B.				Name, address, and phone number of person or firm preparing plot plan
C.				Subdivision name, lot number, block, section, Plat Book and Page Number, etc. If not a subdivision of record, supply deed book and page number.
D.				Street address of site. Include house number obtained by owner from Planning Commission or insert a "blank" in front of the street name. House number will be assigned and inserted on the title block.
5.				Plans stamped by Professional Surveyor or Engineer
6.				Revision block denoting dates and revision descriptions

**Property Requirements:**

	Y	N	N/A	Are the following included?
1.				Property lines labeled with distances and bearings
2.				Total site/lot acreage (acreage and square feet)
3.				Building set back lines
4.				Easements (size, location, type)
5.				Location and size of public utilities and drainage system
6.				Street names and right-of-way width
7.				Frontage on an approved street accepted for public/private maintenance or given preliminary approval by the Planning
8.				Locations of existing buildings, roadways, parking lots or other hardened surfaces within the project boundaries. Existing
9.				Existing Contours (1 foot interval)
10.				Property corner elevations (if less than two percent (2%) slope on lot)
11.				PVA map code

**Grading:**

	Y	N	N/A	Are the following included?
1.				Total site acreage to be disturbed
2.				Indicate amount of impervious area.
3.				Note stating, "6 inch fall in 10 feet minimum from building"

**Buildings/Structures:**

	Y	N	N/A	Are the following included or been considered?
1.				Existing ground elevations at corners of proposed structures
2.				Proposed structure location (dimensions, description and relation to easements and property lines)
3.				Note: All finished floor elevations, including basement, must be minimum 1.5 feet above the 100-year floodplain elevation for the site.
4.				Note: Structures without basements shall have a minimum finish floor elevation 1.5 feet above the highest finished grade if crawl space is used, or 0.67 feet above for slab foundation.

**Streets and Sidewalks:**

	Y	N	N/A	Are the following included or been considered?
1.				Proposed driveway AND sidewalk (location and dimensions) including handicap ramps, if necessary
A.				Driveways within the City of Bowling Green must conform to City's Access Management Standards; found at
B.				Street sidewalk or curb cuts within the City of Bowling Green require a Right of Way Excavation permit.
C.				Note stating that sidewalks and drive entrance shall be constructed to meet ADA and City standards
2.				KYTC right-of-way access permit (if on a state route)
3.				All markings within public right-of-way must be thermoplastic and signage must meet MUTCD standards

**Traffic:**

	Y	N	N/A	Are the following included or been considered?
1.				Traffic Impact Study, requirements found at <a href="http://www.bgky.org">www.bgky.org</a>

**Drainage:**

	Y	N	N/A	Are the following included or been considered?
1.				Certification by licensed surveyor or engineer regarding flood hazard
2.				Summary of percent lot coverage for buildings, paving, etc.
3.				Existing drainage features, type and invert elevations
4.				Locations of drainage system features, streams, known sinkholes, drywells, springs, wetlands and/or ponds, floodways and flood zones adjacent to the project boundaries or within 50' of project site.
5.				Note that entrances pipes shall be minimum of 24 foot – 15 inch pipe with 6 inch minimum cover (if applicable)
6.				Drainage flow arrows and spot grading elevations as required
7.				Drainage basins that encompass all or a portion of the project, with acreages for each drainage basin identified on the plans or in the calculations submittal. Recorded 100yr. flood elevation for basin included.

**Erosion Prevention and Sediment Control:**

	Y	N	N/A	Are the following erosion prevention and sediment control items included or been considered?
1.				Areas to be disturbed (square feet or acreage)
2.				Area disturbed equal an acre or more or part of a larger common development. (if yes you will need a SWPPP and NOI)
3.				Name of EPSC Certified Contractor
4.				"Standard EPSC Plan", available online with permit applications
5.				Locations shown on the plan that are not to be disturbed.
6.				Details for all structural and non-structural BMP's shown on the plans with dimensions, specifications, and amount of material needed.
7.				Designated areas for stockpiled soil.
8.				Protection at discharge points where water is leaving the site.

The following notes must be included on the plans.

1.				As a minimum, all erosion and sediment control practices will be constructed and maintained according to the standards located in the City of Bowling Green's BMP Manual, Storm Water Ordinance, and as required by state and federal laws.
A.				A copy of the approved EPSC plans shall be maintained at the project site at all times. This copy shall be presented to the City of Bowling Green's representatives upon request.
B.				All EPSC measures are to be placed prior to or as the first step in clearing and grading. The contractor is responsible for any additional erosion control measures necessary to prevent erosion and sedimentation as determined by the City of Bowling Green.

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|    |  |  | The contractor shall inspect all erosion and sediment control devices at least once a week and at least once a day during rainfall events. The contractor shall perform any repairs or maintenance immediately in order to ensure effective erosion and sediment control. |
| C. |  |  | The contractor shall maintain a record of all inspections and maintenance activities at the project site. This record shall be made available to the City of Bowling Green upon request.  |
| D. |  |  | All areas disturbed shall be stabilized accordingly. When the site is brought to final grade it must be stabilized within 14 days.  |
2. Disturbed areas not at final grade must be stabilized within 21 days.

**Note:** This checklist is intended to serve as a guideline for plan preparation. Additional items may be required depending on unique conditions.