



## Department of Planning

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# GUIDANCE NOTE

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GN 0015- January 2020

## **SUBMISSION REQUIREMENTS FOR A TEMPLATE PERMIT**

### **Purpose**

The Department of Planning in an initiative to improve customer service has developed this Guidance Note to aid the applicant with the submission of a Template Permit.

### **Scope**

A Template permit is used where the developer proposes to build multiple structures in a subdivision or on the same lot that has the same design and floor area. Pre-approval for a template permit is required.

### **Submittal requirement:**

- Obtain permission from the Director of Planning
- Create a T (Template) Permit in OPS
- The description should state – Template, Mode#/or name.....
- Submit plans for all discipline for review for code compliance
- Once the template has been approved the drawings will be stamped with template stamp and permit number starting with "T" for template affixed

### **Planning Permission**

Submit approved template plans (floor, elevations and new site plan) to planning for approval

### **Building Permit Submittal:**

- Upload Planning approved drawing along with other approved template drawing i.e. plumbing, electrical, mechanical, etc.

### **How the review process works:**

- Template plans will be cross-referenced to verify the authenticity
- Stamp plans with new permit number (B 20-\_\_\_\_\_) once cross-referencing had been completed

**Notes:**

1. Any modification to the template may render the template permit invalid. Submission of a new approval will be required.
2. Any changes to building code and/or regulations would render the template invalid.
3. Review time for the template permit will be as normal submission. Refer to the Department of Planning website for plan review lead times.

For additional information, please email the Department of Planning at [info@planning.gov.ky](mailto:info@planning.gov.ky) or call (345) 244-6501 or visit our website at [www.planning.ky](http://www.planning.ky).