



## Department of Planning

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# GUIDANCE NOTE

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GN0028 –June2023

### **AFTER-THE-FACT AND MISSED INSPECTIONS**

#### **Purpose**

These guidelines are developed to aid the applicant with submitting a request for an After-the-fact and or missed inspection.

#### **Scope**

The scope of this guidance is to outline the procedures to follow if a contractor/owner failed to obtain a required inspection from the Department of Planning. After the Fact inspection may include systems such as Building, Mechanical, Electrical, Gas, Plumbing etc. that has been covered or concealed prior to obtaining the requisite inspection.

#### **Application Requirements**

1. All applications shall include sufficient details to determine compliance with the technical codes and must include the following documents and reports as applicable:

a. **Structural**

An engineering report from an independent professional structural engineer registered with the Department of Planning verifying the structural integrity of the structure. This may be inclusive but not limited to surveyor reports, soils reports, and the test methods used, etc.

b. Electrical

A report from an independent licensed Master Electrician verifying compliance with the relevant code, Acts and Regulations. A full assessment and testing of the existing electrical system are required- The assessment and testing process must be documented such that it includes sufficient details of the installation etc. and the test methods used.

c. Plumbing

A written report from an independent licensed Master Plumber verifying compliance with the relevant code, Acts and Regulations. A full assessment and testing of the existing electrical system are required- The assessment and testing process must be documented such that it includes sufficient details of the installation, etc. and the test methods used.

d. Mechanical

A report from an independent mechanical engineer registered with the Department of Planning. The assessment and testing process must be documented such that it includes sufficient details of the installation, etc. and the test methods used. This may be inclusive but not limited to pressurization reports, etc.

e. Fire

A report from an independent qualified fire protection system installer or tester indicating the existing condition of the fire protection systems such as fire alarms and/or a fire sprinkler system etc. The assessment and testing process must be documented such that it includes sufficient details of the installation, etc. and the test methods used.

f. LPG/Fuel systems

A report from an independent qualified LPG/fuel system installer/tester indicating the existing condition of fuel systems such as generators, fuel tanks, gas heaters/appliances etc. The assessment and testing process must be documented such that it includes sufficient details of the installation, and the test methods used.

2. In the case of a single-family home no larger than 2500 square feet, the report and assessment regarding plumbing and electrical can be made by an independent licensed Journeyman Plumber and a licensed electrician who will follow the same reporting procedure as listed in item 1 above.

3. All reports submitted to the Department of Planning for review are required to include the following: the date of inspection, name of the applicant, permit number, block and parcel and the building number - where available, reports are required to include photographic evidence, and remediation measures if applicable therein which illustrate sufficient detail and clarity of the works being reported on. (Photographic and third-party hearsay evidence are not acceptable methods).

Request of additional information may be required which may include but not necessarily limited to plans of the existing building or structure, mechanical, electrical, fire, LPG and plumbing systems.

### **Inspections**

1. After the submitted documentation has been examined and approved, a life safety inspection may be required at the discretion of the Director of Planning.
2. Where applicable, the following Departments must be contacted for additional inspection requirements:
  - OFREG,
  - DEH,
  - NRA,
  - WAC,
  - CIFS
  - DOE

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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).