



KENTUCKY DEPARTMENT OF PARKS  
**LESSEE PROPERTY MODIFICATION REQUEST**

**Purpose:** When a Lessee desires to modify, upgrade, alter, or improve any leased property, the Lessee shall comply with the following procedures and standards prior to commencement of any construction activity.

**Procedures:**

1. The Lessee shall forward to the Department of Parks, Facilities Management, Real Properties (“Parks”) a preliminary request containing adequate details for a complete and expedient review. The request shall include the following items at a minimum:
  - a. Description of the proposed changes
  - b. Reason for requesting the changes
  - c. Expected impacts to the built and natural surroundings
  - d. Desired construction schedule
  - e. Schematic plan of proposed changes including site map of the location
2. Parks will evaluate the preliminary request to determine if it complies with the provisions of the lease and that Parks is in agreement with the proposed changes. As a part of this process, Parks will forward the request to the Finance and Administration Cabinet (“FAC”) for evaluation and concurrence. A written response from the Commonwealth, either approving or rejecting the proposed changes will be sent to the Lessee.
3. If the leased premises is located on Army Corps of Engineers (“Corps”) or Tennessee Valley Authority (“TVA”) property, Parks will forward the preliminary request to the applicable agency field office for evaluation.
4. If the preliminary request is approved, the Lessee shall submit three complete sets of detailed design documents to Parks. The documents must be prepared and sealed by a design professional licensed in the Commonwealth of Kentucky. As a part of this process, Parks will forward the documents to FAC for evaluation and concurrence. A written response from the Commonwealth approving or denying the preliminary request will be sent to the Lessee.
5. If the leased premises is located on Corps or TVA property, the Lessee shall also submit the design documents to the applicable agency for evaluation.
6. If the design documents are approved, the Lessee shall submit the documents to the Department of Housing, Building and Construction (“HBC”) for review and permitting.
  - a. The Kentucky Building Code requires all state owned buildings, regardless of group classification or special use, to be designed by either a registered Architect or Engineer (per table 122.1 of the Building Code).
  - b. Further, HBC has jurisdiction to review and issue permits for all State owned property per section 104, paragraph 104.16.9 of the Building Code, which defines "State owned property" as "Buildings owned by or **built on** property owned by the Commonwealth, regardless of occupancy classification or size."
7. The Lessee shall forward copies of all building permits and regulatory authority approvals to Parks prior to commencing any construction activity.

- a. The Lessee will be fully responsible for ensuring compliance with all regulatory approvals and obtaining all building and trade permits that are required for the proposed work.
  - b. The Lessee shall not occupy or utilize the facility until HBC has issued a Use and Occupancy permit.
8. Any proposed changes to the approved work shall be submitted to Parks for approval prior to initiating the change. A written response to this request will be sent to the Lessee by the Commonwealth.
  9. At the completion of all work, the Lessee shall provide Parks with as-built documentation of the completed project identifying any and all required changes to the approved work including all warranty documentation and an updated insurance certificate incorporating improvements to the property.
  10. Parks will visit the site and perform a final completion review. This will include, but may not be limited to, obtaining photographic documentation and new building property tagging.

**Standards:**

1. All new buildings or modifications shall be properly permitted and shall comply with the Kentucky Building Code, current edition as adopted by HBC.
2. All electrical modifications shall be properly permitted and shall comply with the National Electric Code, current edition as adopted by HBC.
3. All facilities shall be ADA accessible.
4. Verification of the completion of an investigation of any and all cultural resources required shall be performed prior to the disturbance of any grade.
5. Modifications to any historic structure shall be reviewed and approved by the State Historic Preservation Office.
6. All construction materials utilized shall be commercial grade quality. Designs and materials shall provide for longevity and serviceability.
7. All new roof construction shall provide a 2 year installation warranty and min. 30-year product warranty. Warranty documents shall be provided to Parks at the completion of the work.