

Kentucky Building Submission Form Instructions
Last Revised: 04/04/2013

Submission of buildings for business development projects is primarily based on information provided by real estate professionals and local economic developers to the Kentucky Cabinet for Economic Development. Providing accurate, reliable and detailed information is imperative for a building to be considered by a client for economic development projects.

The Kentucky Online Building Submission Form consists of four or five tabs (pages), depending on the type of building. You may go to the Status Tab at any time to view which tabs are missing required information.

Adding Building Information:

On the Building Listings page, click on the [add a new building](#) link located at the top of the page. Provide the following basic information for the building to be added. Note: This information cannot be altered once submitted.

- Specify the county in which the building is located.
- Enter the building name.
- Specify the building type.
- Indicate if a multi-tenant building.

Submit the basic information and proceed with adding the remaining building information by following the instructions for editing building information.

Editing Building Information:

Editing information for the building is done using the following tabs (pages):

1. General Info Tab
2. Building Specs Tab
3. Utilities Tab (available only for industrial (manufacturing/warehouse/distribution) buildings)
4. Transportation Tab
5. Status Tab

Specific information for each is provided below.

GENERAL INFO TAB

1. **Name of Last Occupant (required)** – Unless building is new and has never been occupied, the name of the last occupant must be provided for environmental review.

Location

1. **Physical Address (required)** – Provide complete address of building, including zip code.
2. If known, enter the building's latitude and longitude, with 5 or 6 decimals of precision.
Example: 36.869873 and -89.73653
3. Check all boxes applicable to the building's location.

Types

1. Check all applicable building types, if any.

Zoning

1. **Zoning (required)** – Indicate if building is zoned and/or subject to protective covenants.
Note: If unsure of zoning status, contact the local economic development office of the county in which the building is located for assistance.
2. If zoned, provide Zoning Code/Description.
Examples: I-1/Light Industrial or PEC/Planned Economic Center

Vacancy

1. **Vacancy (required)** – Check the “Vacant” box, provide the anticipated vacancy date, and/or check the “Will be vacated within 90 days of notice” box (indicating that the facility can be vacated within 90 days of a signed sale or lease contract).

Ownership

1. **Ownership (required)** – Indicate whether the building is publicly or privately owned.

Owner

1. **Individual Name or Company Name (required)** – Enter the individual’s name or a company name; preferably both should be provided.
2. Mailing Address – Provide as much information as possible.
3. Phone/Fax/Email – Provide as much information as possible.
4. Additional Owners – Provide additional contact names and/or additional email addresses.

Agent Representative

1. Individual and Company Name – Not required, but preferred for project questions.
2. Mailing Address – Provide as much information as possible.
3. Phone/Fax/Email – Provide as much information as possible.

Economic Development Organization

1. E.D. Org. (Economic Development Organization) – Not required, but preferred. Use the drop down box to select the appropriate local economic development organization. Contact information for the organization will automatically be populated after the selection is made.

Pricing

For Sale or For Lease (required) - At least one SECTION must be completed prior to electronic submission.

For Sale

1. If for sale, check the appropriate box. Check the “As Is” box if the asking price being provided does not allow for improvements.
2. **Price (required)** – Enter the asking price using numbers only (do not include dollar signs, commas, or decimal points).
3. Terms – Enter any terms or conditions for sale.
Examples: Cash due at closing or Owner financing available.

For Lease

1. If for lease, check the appropriate box. Check the “As Is” box if the lease price being provided does not allow for tenant improvements.
2. **Price (required)** – Enter a minimum and maximum lease rate per square foot per year using numbers only (decimal points can be used, but do not include dollar signs).
3. **Length (required)** – Enter data for the longest lease length in the top box and the shortest lease length in the bottom box. If there are no pre-determined lease lengths, you must enter a zero in each box.
4. Terms – Enter any lease terms or conditions.
Examples: Triple Net or Modified Gross Lease
5. Tenant Pays – Indicate all items the tenant is responsible for paying that are not included in the lease amount.

Comments/Remarks

1. Provide information on any unique building attributes or characteristics not identified elsewhere in the building form that should be highlighted/noted.
Examples: 24-hour video monitoring or Campus setting consists of three buildings or 100% HVAC
2. Indicate if the building has been environmentally remediated.

Before clicking on another tab, it is imperative that you save all data using the Save button located in the lower left hand corner of the form. If this is not done, all changes made on the form will be lost.

BUILDING SPECS TAB

Usage

1. Previous Use – Detailed description can be used to identify unique infrastructure.
Example: Former Plastic Injection Molding

Site

1. **Acreage (required for industrial buildings; optional for other building types)** – (numeric field)
Enter the parcel size to be controlled by the new owner or lessee.
2. **Additional Acreage (required for industrial buildings; optional for other building types)** – (numeric field) List additional contiguous acreage available if it and the building parcel have the same owner(s). This land will be marketed as available for an additional fee, but will not be included in the published sale or lease price. If no additional acreage is available, enter zero (0).

Construction

1. **Year Constructed (required)** – (numeric field) Year must be entered.
Example: 1997
2. Years of Additions/Renovations – Enter all years in which additions were made to or renovations were completed on the building. Separate each year with a semi-colon.
Example: 1986; 1995; 2000
3. **Construction Type (required for industrial buildings; optional for other building types)** – Identify material/construction process.
Examples: Pre-cast Concrete or Tilt Up Concrete-Steel or Insulated Metal Panels
4. **Floor Dimensions (required for industrial buildings; optional for other building types)** – (numeric field) The submission form will not accept “Unknown” for Floor Dimensions.
Examples: 325’ X 200’ or 300’ X 215’ with offsets

Sections

(Required - At least one Section must be entered)

Click [Add Section](#) to create a new record.

- Use the available dropdown box to select the type of section.
Note: Each section type (including Other/Miscellaneous) can only be used once.
Note: The Other/Miscellaneous section type should be used to identify specialty areas.
Examples: 2,000 SF paint booth or 5,000 SF Lab/Clean Space
- Enter the section square footage using numbers only (do not enter commas or decimal points).
Note: The total building square footage is automatically calculated as the sum of the square footage of all building sections.
- Use the dropdowns to specify the availability of air conditioning and space heating in the section.

To complete the section, you **MUST** click on the Save Changes icon located at the right end of the row.

Repeat until all sections have been entered.

Multi-Tenant Info (Applicable to multi-tenant buildings only)

1. **Total Available Square Footage (required)** – Enter total building square footage currently available (i.e., excluding currently leased square footage) using numbers only (do not include dollar signs, commas, or decimal points).
2. **Minimum Contiguous Available Square Footage (required)** – Enter the minimum contiguous building square footage currently available using numbers only (do not include dollar signs, commas, or decimal points).
3. **Maximum Contiguous Available Square Footage (required)** – Enter the maximum contiguous building square footage currently available using numbers only (do not include dollar signs, commas, or decimal points).
4. Multi-Tenant Notes – Enter any multi-tenant notes.
5. Lease Notes – Notes regarding specific leases to other tenants may be entered if desired.

Ceiling Height (Applicable to industrial buildings only)

1. **Minimum (required)** – Exclude office area ceiling height.
2. **Maximum (required)** – Highest ceiling point in the building.
3. **At Eave** – If the same as the minimum ceiling height, re-enter minimum height. However, height may vary from the minimum ceiling height.
For example, a facility may have a minimum ceiling height of 16 ft. in the quality control lab, but the manufacturing eave height is 24 ft.
4. **At Center Ceiling Height** – If the same as the maximum ceiling height, re-enter the maximum height. However, height may vary from maximum ceiling height.
For example, a building may have 40 ft. ceilings in the bay but the pitched roof in the manufacturing area has a 35 ft. ceiling height.

Truck Docks/Doors (Applicable to industrial buildings only)

1. **Inside Truck Docks** – Enter the number of interior truck/loading docks. If there are no inside truck docks, you must enter a zero.
2. **Outside Truck Docks (required)** – Enter the number of exterior truck/loading docks. If there are no outside truck docks, you must enter a zero.
3. **Drive-In Doors** – Enter the number of drive-in doors for the facility. If there are no drive-in doors, you must enter a zero.

Floor (Applicable to industrial buildings only)

1. **Floor Type (required)** – Examples: concrete, asphalt, gravel
2. **Floor Thickness (required)** – The database will not accept “Unknown” for Floor Thickness.
Example entry: 8” or 6”- 8”
3. Reinforced – Indicate whether or not floors are reinforced.

Column Spacing (Applicable to industrial buildings only)

Click [Add Bay](#) to create a new record.

- Indicate that the bay is clear span OR enter the distances from column to column using only numbers and decimal points.

To complete the record, you **MUST** click on the Save Changes icon located at the right end of the row. Repeat until all bay data has been entered.

Cranes (Applicable to industrial building type only)

1. Number of Cranes – Enter the number of cranes contained in the facility.
2. Click [Add Crane](#) to create a new record.
 - Type – Using the dropdown box, select the type of crane.
 - Capacity – (numeric field) Enter the crane capacity. Example: 10 or 30
 - Vertical – (numeric field) Enter the vertical height of the crane under hook.
 - Horizontal – (numeric field) Enter the travel span distance of the crane.

To complete the record, you **MUST** click on the Save Changes icon located on the right end of the row.

Repeat until all crane data has been entered.

Building Floor Plan

1. Building Floor Plan – Check the box if a floor plan is available for the building.

Sprinkler System (Applicable to industrial buildings only)

1. Check the sprinkler box if applicable. Indicate all sprinkler system types (wet or dry) located throughout the building.
Note: Many facilities have both a wet and dry sprinkler system in different areas of the building.

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UTILITIES TAB (Available for industrial buildings only)

Electric Service

Click [Add Electric Co Provider](#) to create a new record.

- Electric Co. – Select the name of the electric company using the drop-down box.
- 3-Phase – Check box if 3-phase power is available in the building.
- Dual Svc. – Check box if there is a dual electric service feed to the building.
- Volt/Amp on File – Check box if the volt and amp information is known/documented.

To complete the record, you **MUST** click on the Save Changes icon located at the right end of the row. Repeat until all electric company data has been entered.

Natural Gas/Alternative Fuels

1. Gas Served or Gas Possible – Check appropriate box.
Note: If natural gas service is not available to the building, make no selection.
2. Notes – If gas service is possible, but not yet provided, you must type in the requirements for extending gas service to the building.

Example: 4” line 1 mile north of building along US 60

3. Gas Company Name – Select the name of the natural gas company using the drop-down box.
4. Click [Add Gas Line Information](#) to create a new record.

NOTE: If unsure of line size, type or location, contact the local economic development office of the county in which the building is located; they can assist you in tracking down utility data.

- Line Size – (numeric field) Provide the line size in inches.
- Line Type – Specify the line type using the drop-down box.
- Line Location – Specify the line location using the drop-down box.

To complete the record, you **MUST** click on the Save Changes icon located on the right end of the row.

Repeat until all gas line data has been entered.

5. Alternative Fuel(s) – Provide a description of any alternative fuels used by the building.

Example entry: Functional 10,000 Gallon Propane Tank on Site

Broadband Service Providers

Click [Add Broadband Service Provider](#) to create a new record.

- Broadband Service Provider – Select the name of the company using the dropdown box.

To complete the record, you **MUST** click on the Save Changes icon located at the right end of the row. Repeat until all broadband service providers have been entered.

Water

1. **Water Served or Water Possible (required)** – Check appropriate box.
2. Notes – If water service is possible, but not yet provided, you must type in the requirements for extending water service to the building. Otherwise, leave blank.

Example: 8” line 4,000 feet north of building along US 60

3. Water Company Name – Select the name of the water company using the drop-down box.
4. Click [Add Water Line Information](#) to create a new record.

NOTE: If unsure of line size, type or location, contact the local economic development office of the county in which the building is located; they can assist you in tracking down utility data.

- Line Size – (numeric field) Provide the line size in inches.
- Line Type – Specify the line type using the drop-down box.
- Line Location – Specify the line location using the drop-down box.

To complete the record, you **MUST** click on the Save Changes icon located at the right end of the row.

Repeat until all water line data has been entered.

Sewer

1. **Sewer Served or Sewer Possible (required)** – Check appropriate box.
2. Notes – If sewer service is possible, but not yet provided, you must type in the requirements for extending sewer service to the building. Otherwise, leave blank.
Example: 8” line 4,000 feet north of building along US 60
3. Sewer Company Name – Select the name of the company using the drop-down box.
4. Click [Add Sewer Line Information](#) to create a new record.

NOTE: If unsure of line size, type or location, contact the local economic development office of the county in which the building is located; they can assist you in tracking down utility data.

- Line Size – (numeric field) Provide the line size in inches.
- Line Type – Specify the line type using the drop-down box.
- Line Location – Specify the line location using the drop-down box.

To complete the record, you **MUST** click on the Save Changes icon located at the right end of the row.

Repeat until all sewer line data has been entered.

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TRANSPORTATION TAB

River Access (Applicable to industrial buildings only)

1. Public Riverport – Select the name of the riverport using the drop-down box.
2. Miles from building – Provide the distance from the building to the riverport.
3. In Riverport City Limits – Check this box only if the building is located in a community that offers access to a public riverport.
4. Property adjacent to a navigable river – Check this box if the building property is adjacent to a navigable river.

Highway Access

Click [Add Highway](#) to create a new record.

- **Highway (required)** – Select the name of the highway using the dropdown box.
- **Miles from bldg. (required)** – Provide the driving distance from the building to the highway.

To complete the record, you **MUST** click on the Save Changes icon located at the right end of the row. Repeat until all highway data has been entered.

Airport Access

1. **Commercial/Int'l (required)** – Use the drop-down box to select the nearest commercial/international airport.
2. **Miles to Airport (required)** – Provide the driving distance from this building to the selected commercial/international airport.
3. Local – Use the dropdown box to select the nearest local airport (general aviation).
4. Miles to Airport – Provide the driving distance from this building to the selected local airport.

Rail Access (Applicable to industrial buildings only)

Click [Add Rail Co](#) to create a new record.

- Rail Co – Select the name of the company using the drop-down box.
- Rail in Bldg. – Check the box if a rail spur is located inside the building.
- Rail Location Description – Provide a description of the rail line as it relates to the building.
Example 1: CSX line runs parallel to the bldg. Example 2: P&L spur serves 10 rail doors

To complete the record, you **MUST** click on the Save Changes icon located at the right end of the row. Repeat until all rail access data has been entered.

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STATUS TAB

This page is a tool that illustrates the status (completeness) of each data entry/editing tab/page. Once all required information for a tab/page has been entered, a check will appear in the box located to the left of tab/page name to indicate it is complete.

If a tab/page is not complete, you may click on the “Missing/Required” link to the right of the tab/page name to open a window listing required information that is missing.

You will not have the ability to submit a building if any pages are incomplete. Once every page is complete, you will be able to:

- Upload Photos (a maximum of 10 in .jpg format only).
- Edit the photo specs.
- View and approve a draft building data sheet
- Submit the building.

Note: Do not submit the building until you have completed all the tasks (e.g., changing building data, uploading photos) you wish to perform. Submitting the building is the final step in the electronic submission process.