



BUILDING PERMIT APPLICATION:

☐ Commercial*

☐ Residential**

No work shall be performed prior to approval of plans and the issuance of a Building Permit.

Project Address: _____

Legal Description: Lot _____ Sub-Lot _____ Block _____ U.S. Survey _____

KGB Parcel Number _____ Are you in a Floodplain? ☐ Yes ☐ No Zone _____

Owner Name: _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ email _____

Co-Applicant Name (Contractor etc.): _____ License. No. _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ email _____

PARTY RESPONSIBLE FOR PERMIT FEES: ☐ Owner ☐ Contractor ☐ Other _____

TYPE OF WORK PROPOSED

(Check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition to Existing Structure | <input type="checkbox"/> Alteration to Existing Structure |
| <input type="checkbox"/> Tenant Improvement | <input type="checkbox"/> Foundation or Retaining Wall | <input type="checkbox"/> Garage or Utility Building |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Wood Deck and Stairs | <input type="checkbox"/> Demolition | <input type="checkbox"/> Fire Protection (sprinklers, alarm) |
| <input type="checkbox"/> Other _____ | | |

Estimated Cost of Construction: \$ _____ (include materials and labor)

Per AS 08.18.071(b)(4) Residential Work with a value over \$10,000 must be performed by a licensed general contractor with residential endorsement

DESCRIPTION OF WORK

Existing Building Size: _____ sq. ft. Stories in Height: _____ Building Height: _____ ft.

New Building Size: _____ sq. ft. Addition Size: _____ Sq. ft. Deck Size: _____ sq. ft.

Commercial Permits Only

Use of Building _____ Type of Construction _____

Occupancy Classification _____ Fire Sprinklers: ☐ Yes ☐ No Fire Alarm: ☐ Yes ☐ No

*All provisions of the currently adopted **Building Codes and City Ordinances** shall be complied with, whether specified herein or not. Plans approved by the City of Ketchikan Building Division form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application and before I accept my permit, the owner shall be made aware of all permit conditions.*

Signature

Date

Signature of Property Owner _____

Signature of Co-Applicant _____

**SUBMIT COMPLETED PERMIT, PLANS AND ASSOCIATED DOCUMENTS TO THE KETCHIKAN GATEWAY BOROUGH
PLANNING AND COMMUNITY DEVELOPMENT OFFICE LOCATED AT 1900 1ST AVENUE, SUITE 126, KETCHIKAN, AK 99901**

* See Page 2 for residential permit submittal requirements

** See Page 3 for commercial permit submittal requirements

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL BUILDING PERMIT

Residential permits are applicable to single family homes and two family (duplex) homes.

Three family (triplex) and larger multi-family housing is reviewed under Commercial permit requirements.

- **Site Development Permit** is required for all new residences and additions to existing residences. Plans must show slopes, elevations, placement of earthwork and excavation/fill quantities. Contact staff at 907-228-4727 for a copy of the “Pre-Submittal Checklist” and any questions you might have prior to application submittal.
- **Service Connection Permit** is required for all new connections and repairs to existing connections to City water, sewer and storm drain services.
- **Request for Utility Locates** is required for identifying and locating any underground utilities in the project area.
- **Traffic Permit** is required if any construction activity will occur in a right of way, including sidewalks.

Site Plan: Submit a fully dimensioned site plan to scale showing location, size, and use of all structures, on the lot. Show property lines, easements and rights-of-way and a North arrow. Show new or altered utilities as applicable.

Foundation Plan: Provide a fully dimensioned foundation plan drawn to scale, including continuous perimeter footing with interior and exterior isolated footings, if applicable. Specify width and depth of footings and walls, size and spacing of reinforcement bars, size and spacing of anchor bolts and locations of connectors (For uplift and shear walls). Identify floor joists, girders, posts, sheathing, access, ventilation and slab thickness when applicable.

Floor Plan: Provide a fully dimensioned floor plan for each level of the structure drawn to scale. Identify the use of every room within the dwelling, including storage uses. Specify window/door size and locations. Include all plumbing fixtures, mechanical appliances and electrical outlets, including the locations of the electrical service entrance and the load center panel (distribution) in the dwelling.

Exterior Elevations: Provide front, rear and side elevations with the plans. Indicate all roof and wall-covering materials, windows and other specific materials and projections proposed.

Cross Sections: Provide section-cuts through foundation, walls, floors, ceiling and roofs. Indicate proper cross references for each of the section-cut details. These details will help identify structural members and their connections to each other. Roof Slopes, Ceiling heights, insulation values, roofing materials, bearing-point blocking, fire blocking, draft stops and other critical components are clarified in a typical cross-section detail.

Floor Framing Plan: Provide a full-dimensioned floor framing plan drawn to scale. Indicate joist sizes, spacing and spans. Show locations of any walls or posts that carry loads. Provide details for openings in the floor and connections to walls.

Roof Framing Plan: Provide a fully dimensioned roof framing plan drawn to scale. Indicate rafter/ceiling joists size, spacing and spans. Provide details for ridges, hips, valleys, eaves, purlins, struts and bracing where applicable. If trusses are proposed, provide two sets of truss calculations and layout plan(s). Specify attic access location and size.

Plans may be designed by the homeowner, draftsman or licensed design professional who is registered to practice within the State of Alaska. When structures are of unusual shapes and style, structural design may become difficult. In such cases, the City Staff highly recommends the help of a State of Alaska Licensed and Registered Design Professional (Architect or Engineer).

Referenced Document: The current adopted version of the *International Residential Code* (IRC) can be found in the reference section at the City of Ketchikan Public Library or at the City Clerk’s office at 344 Front Street (907) 228-5658.

- **Note:** Additional information and details, including possible Structural design and calculations, may be necessary prior to building permit issuance.
- Contractors working on residential projects are required to have Residential Endorsement from the State of Alaska when the value of the construction will be \$10,000 or more.

If you have any questions, please contact staff at 907-228-4737 or 907-228-4720

SUBMITTAL REQUIREMENTS FOR COMMERCIAL BUILDING PERMIT

State of Alaska Registered Architect/Engineer sealed plans required for commercial work per AS 08.48

New Commercial, Commercial Addition or Alteration Project:

- | | | |
|---|--|--|
| <input type="checkbox"/> Request for Locates | <input type="checkbox"/> Service Connection Permit | <input type="checkbox"/> Site Development Permit |
| <input type="checkbox"/> Site Plan ¹ | <input type="checkbox"/> Grading and Drainage Plan | <input type="checkbox"/> Architectural Plan ² |
| <input type="checkbox"/> Soils Report | <input type="checkbox"/> Mechanical/Plumbing Plan | <input type="checkbox"/> Electrical Plan |
| <input type="checkbox"/> Structural Plan ³ | <input type="checkbox"/> Structural Calculations | <input type="checkbox"/> Exiting Plan ⁴ |
| <input type="checkbox"/> Specifications for Assemblies and Equipment Proposed | | <input type="checkbox"/> Fire Sprinkler design (when required by Code) |
| <input type="checkbox"/> Hazardous Materials Declaration List | | |

Commercial Tenant Improvement Project:

- | | | |
|---|--|--|
| <input type="checkbox"/> Site Plan ¹ | <input type="checkbox"/> Architectural Plan ² | <input type="checkbox"/> Key Plan (Show location within building) |
| <input type="checkbox"/> Electrical Plan | <input type="checkbox"/> Mechanical/Plumbing Plan | <input type="checkbox"/> Exiting Plan ⁴ |
| <input type="checkbox"/> Structural Plan | <input type="checkbox"/> Structural Calculations | <input type="checkbox"/> Fire Sprinkler design (when required by Code) |
| <input type="checkbox"/> Specifications for Assemblies and Equipment Proposed | | |

Notes:

- Not all listed items may be required for Commercial work.
- Repairs are considered alterations and require plans from a licensed design professional (exceptions may apply).
- If additional information not listed above is required, please include that in your submittal.
- Three-family (triplex) and larger multi-family housing are considered commercial work and are reviewed under provisions of the *International Building Code*, as adopted and amended by the City of Ketchikan.
- Construction activity that will occur in a right of way will require a Traffic Permit.

Note: Deferred Submittals must be identified on the plans. For example, “Pre-Manufactured Truss calculations and layout plans to be reviewed by Architect/Engineer of Record and submitted for approval to the City of Ketchikan Building Division prior to scheduling a rough-frame inspection.”

Deferral of any submittal items shall have the prior approval of the Building Official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Building Official.

If you have any questions, please contact staff at 907-228-4737 or 907-228-4720

¹ **Site Plan:** Include a vicinity map showing the general location of the project.

² **Architectural Plan:** Floor Plan, Reflected Ceiling Plan and Exterior Elevations

³ **Structural Plan:** Foundation, floor framing, roof framing, structural cross-sections, structural details and structural specifications.

⁴ **Exiting Plan:** Indicate all required exits and path(s) of travel to all of the required exits.