

# How to Apply for a *Commercial* Building Permit

## When is a Commercial Building Permit Required?

Almost all commercial work requires a building permit, including new construction, remodels, additions, tenant improvements, changes of use and repairs involving new framing, plumbing, mechanical or electrical work.

## Why are Commercial Building Permits and Inspections Required?

- ✓ It's the law.
- ✓ Building permits ensure that structures are designed and constructed in accordance with the building codes, and all other applicable codes and ordinances, to ensure the safety of the building and its occupants.
- ✓ Inspections are conducted to ensure that construction conforms to the approved building plans, city codes, ordinances and other requirements.

## Who Can Apply for a Commercial Building Permit?

A property owner, tenant, licensed design professional or licensed contractor may apply for the permit.

Work on commercial projects, however, may only be done by contractors licensed in the State of Alaska.

## Do I Need Any Other Permits?

Depending on your project, you may need any of the following permits:

- Zoning Permit, this is issued by the Ketchikan Gateway Borough Planning and Community Development Department
- Site Development Permit for any grading, cutting or filling of the property.
- Excavation Permit for utility locates.
- Side Sewer Permit for connection to city wastewater system.
- Traffic Permit for any construction activity that affects roads and sidewalks.
- Other agency approval as required such as:
  - Alaska Department of Transportation
  - Alaska Department of Environmental Conservation
  - US Army Corp of Engineers

## What Fees Must I Pay?

- Building Permit Fee.
- Site Development Permit Fee
- Side Sewer Permit Fee

## What Information is Needed to Obtain a Commercial Building Permit?

- ✓ Three complete sets of plans, dimensioned and drawn to scale, sealed and signed by a licensed design professional registered in the State of Alaska.
- ✓ Description of the proposed work (new construction, remodel, etc.).
- ✓ Project address and legal description of the property. If no address exists, the city will assign one.

- ✓ Property owner's name, mailing address, contact person, phone number and email address.
- ✓ Permit applicant's name, mailing address, contact person, phone number and email address.
- ✓ Contractor's name, mailing address, contact person, phone number, email address and license number.

## Where Do I submit Permit Applications?

Building permit applications are first submitted to the Ketchikan Gateway Borough for zoning approval, then the Borough will forward the plans to the City.

Site Development, Excavation and Side sewer permits are submitted to the City of Ketchikan Public Works office.

## What Kind of Plans Do I Need?

- A site plan showing the building, any driveway, walkway, parking area, retaining walls, utilities, easements and other structures
- Construction details, including foundation, structure, plumbing, mechanical, electrical, fire alarm, and any special design features
- Complete floor plans
- Elevation plans of each side of the building
- Engineering data, including signed calculations and geotechnical report
- Energy calculation data
- Any other site improvements such as grading or accessory structures
- Locations of hydrants, standpipes, and sprinkler systems
- ADA access requirements

## Can I start working before the permit is issued?

No, a permit must be issued prior to commencement of any work.

## When Should I Call for Inspections?

Inspections should be requested prior to covering work.

If an inspection fails, the customer must correct any issues and call for re-inspection before moving on to the next stage of construction.

After project completion, you should request a Final Inspection. Once this is complete, a Certificate of Occupancy will be issued.

## Questions?

Ketchikan Gateway Borough Planning and Community Development  
1900 First Ave, Ketchikan, AK 99901  
907-228-6610

City of Ketchikan Building Department  
2930 Tongass Ave, Ketchikan AK 99901  
907-228-4727

City of City of Ketchikan Fire Marshal  
70 Bawden St, Ketchikan, AK 99901  
907-225-9616

## BUILDING PERMIT PROCESS



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