



**BUILDING PERMIT APPLICATION:**  Commercial  Residential

**Applicant Name:** \_\_\_\_\_  Owner  Contractor  Other \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_

**Project Address:** \_\_\_\_\_  
Legal Description Block \_\_\_\_\_ Lot \_\_\_\_\_ Sub-Lot \_\_\_\_\_ U.S. Survey \_\_\_\_\_  
KGB Parcel Number \_\_\_\_\_ Are you in a Floodplain?  Yes  No Zone \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ email \_\_\_\_\_

**General Contractor:** \_\_\_\_\_ 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)

- New Construction
- Addition to Existing Structure
- Alteration to Existing Structure
- Tenant Improvement
- Foundation or Retaining Wall
- Garage or Utility Building
- Plumbing
- Electrical
- Mechanical
- Wood Deck and Stairs
- Demolition
- Other \_\_\_\_\_

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

**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.*

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

See Page 2 for residential permit submittal requirements  
See Page 3 for commercial permit submittal requirements

**Submit three (3) sets of plans with this application**

## **RESIDENTIAL PERMIT SUBMITTAL REQUIREMENTS**

*Residential permits are applicable to single family homes and duplex homes. Triplex and larger multi-family housing is reviewed under Commercial permit requirements.*

**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.

**Grading Plan:** Engineering Division requires a "[Site Development Permit](#)" for all new residences. Plans must contain 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.

**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 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 *International Residential Code, 2012 Edition* (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.

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

# COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

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

\*Note: not all listed items may be required for Commercial Alterations

## New Multi-Family Project or Multi-Family Addition or Alteration\* (Triplex or larger):

- |                                                                               |                                                    |                                                          |
|-------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Site Plan <sup>1</sup>                               | <input type="checkbox"/> Grading and Drainage Plan | <input type="checkbox"/> Architectural Plan <sup>2</sup> |
| <input type="checkbox"/> Soils Report                                         | <input type="checkbox"/> Mechanical/Plumbing Plan  | <input type="checkbox"/> Electrical Plan                 |
| <input type="checkbox"/> Structural Plan <sup>3</sup>                         | <input type="checkbox"/> Structural Calculations   | <input type="checkbox"/> Exiting Plan <sup>4</sup>       |
| <input type="checkbox"/> Specifications for Assemblies and Equipment Proposed |                                                    |                                                          |
| <input type="checkbox"/> Fire Sprinkler design (when required by Code)        |                                                    |                                                          |

\*Note: not all listed items may be required for Multi-Family Alterations

## Commercial Tenant Improvement Project:

- |                                                 |                                                          |                                                                        |
|-------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Site Plan <sup>1</sup> | <input type="checkbox"/> Architectural Plan <sup>2</sup> | <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 <sup>4</sup>                     |
| <input type="checkbox"/> Structural design*     | <input type="checkbox"/> Structural Calculations*        | <input type="checkbox"/> Fire Sprinkler design (when required by Code) |

\*Note: Structural design and calculations shall be provided when applicable.

**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**

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

<sup>2</sup> **Architectural Plan:** Floor Plan, Reflected Ceiling Plan and Exterior Elevations

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

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