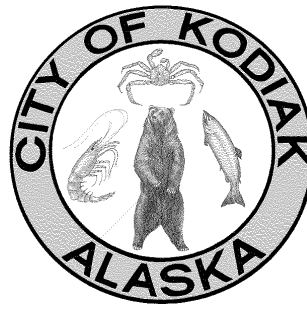


Building Something? Anything?



Find Out What Regulations Affect Your Property and Avoid Problems Later

Local Permit Requirements For Construction

- 1. ZONING COMPLIANCE** for ALL construction projects in the Borough is required **PRIOR TO STARTING ANY CONSTRUCTION**. In order to obtain a zoning compliance permit you must be the legal owner of the property or have written authorization to represent the owner. **Please bring the following information into the Community Development Department** at (710 Mill Bay Road, Room 205):

Zoning compliance permit fee is a minimum of **\$30.00**.

- ☐ The legal description of the property;
- ☐ A site plan of the proposed project, including a parking plan for the required number of parking spaces;
- ☐ A complete description of the proposed project; and
- ☐ A complete description of the existing development on the property (which will be verified through assessing records).

The following information may also be required:

- ☐ An as-built survey of the property; and
 - ☐ Proof of ownership (deed), if the property was purchased within the past 90 days.
-

- 2.** Once zoning compliance has been received, check with the Department of Building Safety for **BUILDING PERMIT** completion. There is a fee for issuance of a building permit. **Bring the following:**

- ☐ The **zoning compliance permit**;
- ☐ For a commercial project two (2) sets of **architectural & structural plans** for the proposed project, calculations and specifications as required by section 107 of the International Building Code (these items must be prepared by professionals licensed to do business in the State of Alaska per (AS 08.48.331)).
- ☐ For a triplex or four-plex one (1) set of plans for the proposed project with information as required by section 107 of the International Building Code (engineering must be prepared by a professional licensed to do business in the State of Alaska per (AS 08.48.331)).
- ☐ For a One or Two family residence, one (1) set of plans for the proposed project with information as required by section R106 of the International Residential Code (any engineering must be prepared by a professional licensed to do business in the State of Alaska per (AS 08.48.331)).

Allow approximately one (1) month for the plan review process for commercial structures, public and institutional structures, and residential structures larger than a Four-plex. Allow seven (7) working days for smaller structures.

The following **MUST BE OBTAINED (prior to the issuance of a Building Permit):**

- ☐ Application for Sewer or Water Connection if applicable.
- ☐ A **driveway permit** from the appropriate agency; City, Borough or State.
- ☐ Approval from the **Local Fire Marshall** for access, water supply and sprinkler systems (if required) to commercial structures, public and institutional structures, and residential structures larger than a Four-plex.
- ☐ If the lot is not connected to public sewer and water, the installation of a septic system as required by the Alaska Department of Environmental Conservation per (18 AAC 72.015) & (18 AAC 72.410)

**The lot's corner markers are required to be shown in the field.
An as-built survey may be required.**

3. Once the permit has been issued, the following stages of construction require INSPECTIONS:

- excavation;
 - all underground utilities*;
 - foundation/setbacks;
 - framing;
 - rough electrical;
 - rough plumbing;
 - Insulation; and
- Final-certificate of occupancy/verification of use of the structure/ driveway and parking

***Prior to utility inspections being performed, a utility account must be set up with the appropriate finance agency.**

Each inspection must be requested (with a minimum 24-hour notice) and that work approved, prior to any additional work progressing beyond that point.

Compliance with Zoning and Building regulations is required by law. The permitting system is in place to protect you, your family, and future owners of the property. You may have a difficult time when selling or trying to collect on an insurance claim on a building that contains unpermitted construction.

For more information contact:

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**City of Kodiak
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