

Date Received \_\_\_\_\_



City of Kotzebue  
P.O. Box 46  
Kotzebue, Alaska 99752

Permit No. \_\_\_\_\_  
For \_\_\_\_\_

## CITY OF KOTZEBUE BUILDING PERMIT CHECKLIST

This form is to assist you in the process of securing a City Building Permit and to point out certain requirements that must be met prior to any repair or construction for any building or use of land in Kotzebue. For a complete copy or review of City Code, please contact the City Planner or City Clerk. The City Planner can assist you with any of the following procedures.

**17.48.010 Required-Conformance of work.** Except as otherwise provided by law, no person may construct, erect, structurally alter, or move any structure unless the administrative official has issued a **building permit**, the administrative official shall certify in writing on the permit that the work permitted conforms to this chapter, subject to any variance granted under Chapter 17.40, and other city ordinances governing the use of land and structures.

**17.28.100 Minimum lot area.** Minimum lot size shall be regulated by the following **setback** requirements. All buildings shall be set back **twenty** feet from the front lot line and **ten** feet from the side and the rear lot lines, unless otherwise classified within a "historical use district or site".

**17.40.010 Variances.** The Commission shall review and act upon applications for **variances** from the requirements of Chapters 17.16 through 17.28 in accordance with this chapter.

**State Law** also requires a Plan Review by the State Fire Marshall for construction, repair, remodel, addition, or installation or change of fuel tanks and must be approved by the State Fire Marshal's Office **before ANY work** is started. Residential housing that is three-plex or smaller is exempt from this requirement, but not the City's requirements. Please contact: State Fire Marshall, 1979 Peger Road, Fairbanks, Alaska. 99709 Telephone (907)451-5200, Fax (907)451-5218.

Applicant: \_\_\_\_\_ Fax # or Email \_\_\_\_\_ Phone # \_\_\_\_\_

House Number \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ U.S.S. \_\_\_\_\_, Replat \_\_\_\_\_

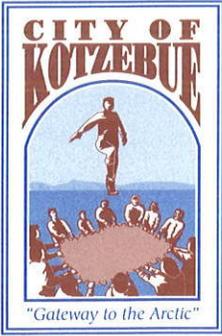
**Building Permit Application** – From the City Hall or Public Works Dept. Depending on what permits/approvals you need, Planning Commission and/or City Council approvals can take up to a month.

- 1)  First review your project with the City Planner or Public Works Director to determine what you may need (**building permit, setback or property variance, moving permit, water/sewer agreement, utility easement, excavation permit**) prior to starting your project.
- 2)  The Planner will be able to give you a copy of your property **dimensions**, identify utility easements and where **existing water and sewer** lines are located.
- 3)  Complete and leave the application at the City Hall and pay the application fee (\$10.00). You will be given a Permit number and Receipt, this is not the Permit. The City office will forward your application to Public Works for approval from the City Planner, Public Works Director, Kotzebue Fire Chief, and City Manager.
  - a)  The owner of the property must sign the application, as well as the applicant.
  - b)  Attach an as-built, map, drawings (all dimensions) of the lot and structures, setbacks, and/or scope of work to the application. This includes eaves (roof overhang), stairs, decks, and porches.
  - c)  The drawings must include adequate parking for the buildings intended use.

Find the corners of your lot and measure appropriately for setbacks of your building/project.

Notify the Public Works Department to verify setbacks and identify water and sewer lines.

When the City Planner signs off below, you will receive your Orange Color Building Permit, post in such a manner on the construction site that it will be seen from the roadway, then you may proceed.



P.O. Box 46  
Kotzebue, Alaska 99752

City Hall  
442-3401

Police Dept.  
442-3351

Fire Dept.  
442-3404

Public Works  
442-3401

Permit Number \_\_\_\_\_  
Fee Paid \_\_\_\_\_  
Receipt Number \_\_\_\_\_  
Date Received \_\_\_\_\_

## CITY OF KOTZEBUE BUILDING PERMIT APPLICATION

The City of Kotzebue has adopted the following codes:

- \* Uniform Building Code
- \* Uniform Mechanical Code
- \* Uniform Fire Code
- \* American Standard National Plumbing Code
- \* National Electric Code

### *INSTRUCTIONS:*

**A.** ALL APPLICATION QUESTIONS MUST BE ANSWERED COMPLETELY. WRITE N/A IF NO ANSWER IS NEEDED.

**B.** Kotzebue Municipal Code 17.48.010 states: Required- Except as otherwise provided by law, no person may construct, erect, structurally alter, or move a structure unless the administrative official has issued a building permit thereof. Before issuing a building permit, the administrative official shall certify in writing on the permit that the work permitted conforms to this chapter, subject to any variances granted under Chapter 17.40. and other City Ordinances governing the use of land and structures.

**C.** State law requires a Plan Review by the State Fire Marshall for construction of Commercial, Industrial, or Multi-Family (larger than a tri-plex) Residential structures prior to construction. Please contact: State Fire Marshall, 5700 East Tudor Road, Anchorage, Alaska 99507. Telephone: (907) 269-5604.

### *GENERAL INFORMATION:*

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

**City of Kotzebue  
Building Permit Application  
Site Plan**

On the following page please indicate the following:

1. All set-back and lot dimensions
2. Proposed utility routing
3. Other structures on the lot
4. Show the areas of each structure
5. Show proposed building with areas
6. Parking
7. Show access if multiple dwellings share a lot
8. Height of all proposed structures
9. Elevation of first floor of proposed structures
10. Label street(s) bordering property

If the drawing is incomplete this application cannot be processed. An official "As Built Survey" of the property will be required after the foundation of the building is complete.

Permits are issued on basis of applicant's representation that he/she is the owner of the premises. The City makes no representations and assumes no responsibility for the actual state of the title to the premises.

I hereby acknowledge that I have read this application and state the above is correct and complete and agree to comply with all applicable State Laws and Codes and ordinances of the City of Kotzebue.

Signature of owner(s) \_\_\_\_\_

Date \_\_\_\_\_

Property Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ USS \_\_\_\_\_ House # \_\_\_\_\_

**WORK TO BE PERFORMED UNDER THIS PERMIT:**

**Residential**

New Construction \_\_\_\_\_  
Remodel \_\_\_\_\_  
Addition \_\_\_\_\_  
Mobile Home \_\_\_\_\_  
Move \_\_\_\_\_  
Change Use of Site \_\_\_\_\_  
Other \_\_\_\_\_

**Commercial**

New Construction \_\_\_\_\_  
Remodel \_\_\_\_\_  
Addition \_\_\_\_\_  
Change Use of Site \_\_\_\_\_  
Other \_\_\_\_\_

**Type of Construction:**

Frame \_\_\_\_\_  
Block \_\_\_\_\_  
Concrete \_\_\_\_\_  
Log \_\_\_\_\_  
Other \_\_\_\_\_

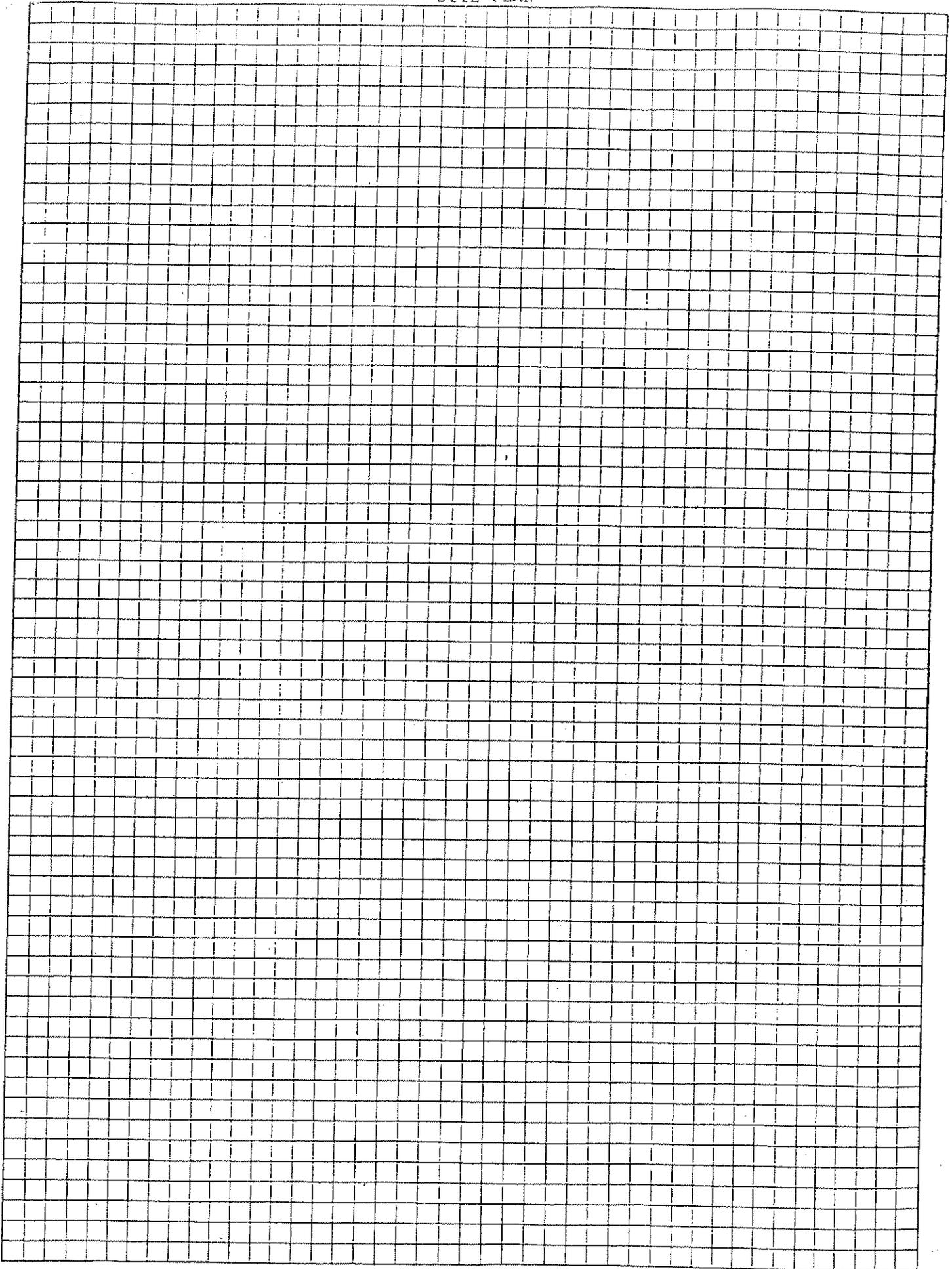
Size of Building \_\_\_\_\_  
Number of Stories \_\_\_\_\_  
Basement (Yes or No) \_\_\_\_\_

Are there other buildings on the property? If Yes, show where on the site plan. \_\_\_\_\_ Show access on the Site Plan.

Complete the Site Plan on the next page including all structures on the lot. Show buildings to scale.

Is water/sewer service desired? (Yes or No) \_\_\_\_\_ If yes, please sketch service routing on the Site Plan and fill out a water/sewer agreement.

SITE PLAN



**FOR OFFICE USE ONLY**  
**\*\*\*APPROVALS\*\*\***

*Planning Director:*

Has the application been filled out completely and correctly? \_\_\_\_\_  
Has the State Fire Marshall plan review been completed? (Comm Bldg.) \_\_\_\_\_

Flood information

Has the property been identified as flood prone by HUD-BIA? (Yes or No) \_\_\_\_\_  
Ground elevation of construction site after preparation: (above or below sea level) \_\_\_\_\_  
Elevation of first finished floor: \_\_\_\_\_  
Elevation of basement \_\_\_\_\_

Protective measures

1. Has plan review been completed? \_\_\_\_\_
2. Have all required set-backs been met? \_\_\_\_\_
3. Is there adequate parking available? \_\_\_\_\_
4. Does the property meet Flood Zone Elevation requirements? \_\_\_\_\_
5. Additional comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Public Works Director:*

1. Has the Plan review been completed? \_\_\_\_\_
2. Is water/sewer available in the area? \_\_\_\_\_
3. Has a water/sewer agreement been received? \_\_\_\_\_
4. Additional comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Fire Chief:*

1. Has the Plan Review been completed? \_\_\_\_\_
2. Is there adequate access to the property for emergency vehicles? \_\_\_\_\_
3. Has the State Fire Marshall plan review been completed? \_\_\_\_\_
4. Additional comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*City Manager's Comments:* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_