

Permit No.: _____

Fee Paid: _____

Receipt No.: _____

Date Received: _____

CITY OF KOTZEBUE BUILDING PERMIT APPLICATION

The City of Kotzebue does not currently have a building inspection program. However, the City would recommend that the Applicant review the current versions of the following Codes before any design and construction is started:

- 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 Marshal for construction, repair, remodel, additions, 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 a tri-plex or smaller is exempt from this requirement, but not the City's building permit requirements.

The Alaska Statutes require the State Fire Marshal to adopt regulations for plan reviews. See, AS 18.70.080(a)(2).

As stated on the Plan Review Bureau site:

Construction, repair, remodel, addition, or change of occupancy of any building/structure, or installation or change of fuel tanks must be approved by the Division of Fire and Life Safety before ANY work is started.

Residential housing that is three-plex or smaller is exempt from this requirement.

[Taken from: <https://dps.alaska.gov/Fire/PRB/Home>]

The focus of this State of Alaska exemption is on **residential** housing/**residential** purposes, not "personal" use. So, a storage building/warehouse-type structure is not a residential housing unit nor is it a structure for residential purposes regardless of a claim by the owner that it is for "personal" use.

Therefore, in order to comply with State law, the City's building permit procedure must comply with the requirements of state law. Namely, if the permit is for construction, repair, remodeling, addition(s) to or change of occupancy of any building/structure that is used for **residential** housing/**residential** purposes that is a three-plex or smaller such is exempt from the Plan Review Bureau/State Fire Marshal requirements. However, if the permit is for construction, repair, remodeling, addition(s) to any building/structure that is **NOT** used for **residential** housing/ **residential** purposes [or a building used for residential purposes containing four or more dwelling units] such a building permit is required to follow the Plan Review Bureau/State Fire Marshal submission requirements.

GENERAL INFORMATION:

Date: _____

Applicant's Name: _____ Owner's Name: : _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Cell: _____ Cell: _____

PROPERTY DESCRIPTION:

Lot _____ Block _____ U.S.S. _____ House #: _____

WORK TO BE PERFORMED UNDER THIS PERMIT:

**See, INSTRUCTIONS, PARAGRAPH "C" ABOVE
REGARDING RESIDENTIAL versus COMMERCIAL**

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? (Yes or No) _____
If yes, show on the Site Plan. Show access on the Site Plan

Complete a Site Plan as per the instructions 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.

Are there FEMA/flood plain requirements?
If yes, please describe what has been done to check those requirements and comply with them.



