

## CITY OF KOTZEBUE BUILDING PERMIT CHECKLIST

### [To be given to applicant]

This form is to assist you in the process of securing a City of Kotzebue 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 copy of applicable Kotzebue Municipal Code provisions, please contact the Planning Department. (The Kotzebue Municipal Code can also be found on-line at [www.municode.com](http://www.municode.com).)

The Planning Department 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 Planning Commission must review and act upon applications for variances from the requirements of chapters 17.6 through 17.28 of the Kotzebue Municipal Code.

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**Note:** In certain cases, State law also 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.

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- Building Permit Application - Depending on what permits/approvals you need, Planning Director, Planning Commission and/or City Council approvals can take up to six months, so start the process as soon as possible.**
  - (1) First review your project with the Planning Department 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 applicant is responsible for determining your property dimensions, identifying utility easements and where existing water and sewer lines are located.
  - (3) Complete and leave the Building Permit Application at City Hall and pay the Application Fee of \$10.00 **and** the additional fee, if any, as set out in the City of Kotzebue Planning Fee Schedule. You will be given a Permit Number and receipt. **This is not the Permit.** City Hall will forward your application to Public Works for review, processing and possible approval from the Planning Director, 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-type site plan, 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 building's intended use.
  - (4) You are responsible for finding the corners of your lot and measuring appropriately for setbacks of your building or project. This may require the services of a licensed surveyor which is at the expense of the applicant.

- (5) You can contact the Planning Department if you have questions about setbacks, property lines and identifying the location of water and sewer lines. **DO NOT DIG UNTIL YOU KNOW THE LOCATION OF UNDERGROUND UTILITIES.**
  
- (6) When the Permit is finally approved, you will receive your Orange Color Building Permit. Post the Building Permit in such a manner on the construction site that it will be seen from the roadway. Then, and only then may you proceed.

**Drainage: Reasonable use rule**

Building Permit applicants should be aware of liability for alterations to their property's drainage patterns. A landowner may make "reasonable" alteration to the drainage pattern of his/her/their parcel, with liability occurring when the alteration causes "unreasonable" harm toward neighboring parcels. This is the drainage law in Alaska as discussed by the Alaska Supreme Court in a 1986 case. See, *Braham v. Fuller*. Courts will follow this law in Alaska on drainage issues in civil litigation between adjoining/nearby property owners. The Building Permit applicant is responsible for proper drainage of his/her/their property as part of the Building Permit process. If the building process results in alteration of the property's drainage pattern which causes unreasonable harm to neighboring parcels, the neighboring property owners may pursue legal recourse against the Building Permit applicant. [Note: The City does not provide advice on proper drainage patterns for Building Permit applicants. Building Permit applicants should consult their own experts/advisors on this topic to avoid civil liability for harm toward neighboring parcels.]

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If you have any questions about the City's Building Permit process, please do not hesitate to contact the Planning Department, Sam Camp, at the Public Works Department, Second Floor, (907)442-5203, (907)412-2007 [cell], (907)442-2155 [fax], [satkinson@kotzebue.org](mailto:satkinson@kotzebue.org).

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's a tri-plex or smaller is exempt from this requirement, but not the City's building permit requirements.\*\*\***

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**GENERAL INFORMATION:**

Date:.....

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

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

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

Lot ..... Block ..... U.S.S. .... Tract .....

House#: ..... Street name:.....

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

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

**Residential**

New Construction \_\_\_\_\_  
Remodel \_\_\_\_\_  
Addition \_\_\_\_\_  
Mobile Home \_\_\_\_\_  
Move (**requires separate moving permit**) \_\_\_\_\_  
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 \_\_\_\_\_ (w/l/h)  
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.

[Note: If a Building Permit is issued by the Planning Director, the City reserves the right to do follow-up visits to the construction/building site to confirm that work being done on the site is in conformance with the terms of the Building Permit. If the work being done on the site **is NOT** in conformance with the terms of the Building Permit, the Building Permit may be revoked, a stop-order issued, and/or work done **NOT** in conformance with the terms of the Building Permit removed from the property.]

**CITY OF KOTZEBUE  
BUILDING PERMIT APPLICATION  
SITE PLAN REQUIREMENTS**

**Site Plan:**

A site plan must accompany this Application. The drawing must be legible and accurate. Please indicate the following:

1. All set-back and lot dimensions
2. House number(s) of buildings on the lot
3. Other structures on the lot
4. Proposed/existing utility locations - water/sewer/electricity.
5. Dimensions (width/length/height) and area of all existing/proposed structures on lot.
6. Dimensions (length) of all eaves of all existing/proposed structures on lot.
7. Location (including height) of all existing/proposed fences on the property.
8. Easements and alleys (whether public or private) on or abutting the lot.
9. Label all streets bordering the property.
10. Proposed/existing parking.
11. Elevation of first floor from ground level for existing/proposed structure(s)
12. Vehicle and/or pedestrian access if multiple structures share a lot.
13. Any other information that you feel has a bearing on this application.

[Note: The Planning Department may request additional information if necessary to properly review and process the application.]

If the site plan drawing is incomplete, this application will not be reviewed and/or processed.

If the building permit is issued, a final as-built-type site plan must be submitted to the Planning Department showing the completed building(s)/structure(s) to complete the building permit process.

The City is relying upon the information provided by the Applicant. False, incorrect and/or incomplete information may result in the denial of a building permit application and/or subsequent revocation of any building permit issued based upon such false, incorrect and/or incomplete information.

All building permit applications are reviewed, processed, and approved based upon the Applicant's representation that he/she/they is/are legal owner(s) or the duly authorized representative(s) of the legal owner. The City makes no representation and assumes no responsibility for the actual state of the title to the premises/property.

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OR DULY AUTHORIZED LEGAL REPRESENTATIVE OF THE OWNER OF THE PROPERTY REPRESENTED IN THIS APPLICATION AND THAT THE INFORMATION INCLUDED HEREIN IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND AGREE THAT FALSE, INCORRECT AND/OR INCOMPLETE INFORMATION IS GROUNDS FOR DENYING THIS APPLICATION AND/OR REVOKING A BUILDING PERMIT PREVIOUSLY ISSUED BASED UPON SUCH FALSE, INCORRECT AND/OR INCOMPLETE INFORMATION. IF REVOCATION OF A BUILDING PERMIT IS REQUIRED, A STOP ORDER IS REQUIRED AND/OR A REVOCATION ACTION IS NECESSARY, I AGREE TO REMOVE AT MY OWN EXPENSE ANY AND ALL STRUCTURES/IMPROVEMENTS TO STRUCTURES BASED UPON SUCH FALSE, INCORRECT AND/OR INCOMPLETE INFORMATION AND TO PAY REASONABLE COSTS AND ATTORNEYS FEES THE CITY MAY INCUR IN ANY SUCH STOP ORDER AND/OR REVOCATION ACTION.

\_\_\_\_\_  
Signature of Owner

Date:.....

\_\_\_\_\_  
Signature of Applicant (if other than Owner)

Date:.....



**REVIEW OF BUILDING PERMIT APPLICATION**  
(For Official Use Only)

**PLANNING DIRECTOR**

Has the Application been filled out completely and correctly? \_\_\_\_\_  
Has the State Fire Marshall Plan Review been completed? See, BUILDING PERMIT APPLICATION, INSTRUCTIONS, PARAGRAPH "C" \_\_\_\_\_

**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: \_\_\_\_\_  
Depth of basement: \_\_\_\_\_

**Protective Measures**

1. Has the Plan Review been completed? \_\_\_\_\_
2. Zoning Classification: \_\_\_\_\_
3. 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 – Planning Director** **Date:** \_\_\_\_\_

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**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- Public Works Director** **Date:** \_\_\_\_\_

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**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 Marshal Plan Review been completed? \_\_\_\_\_
4. Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
**Signature - Fire Chief** **Date:** \_\_\_\_\_

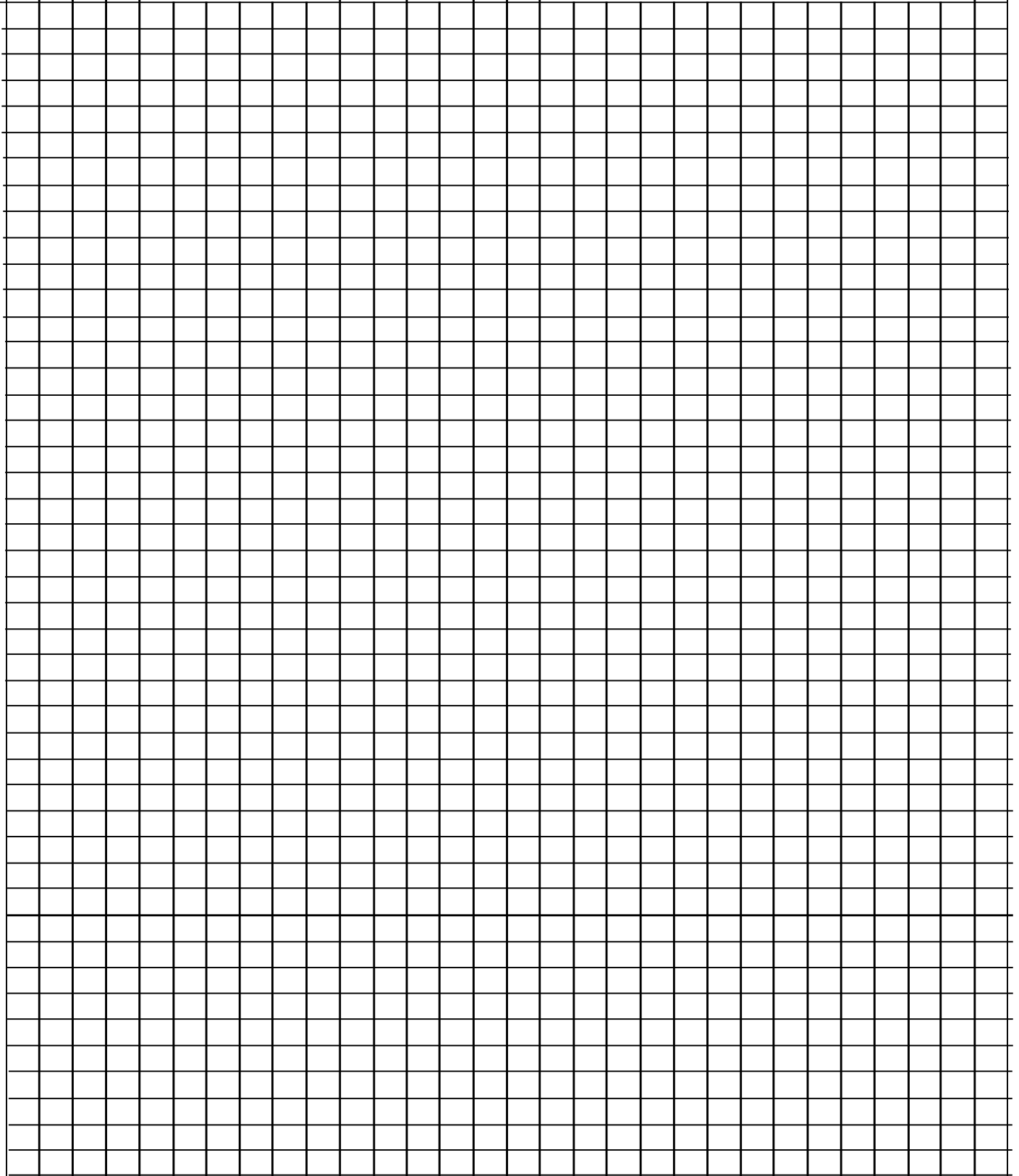
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**CITY MANAGER'S COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Signature - City Manager** **Date:** \_\_\_\_\_

# Initial

## Site Plan



# Final

## Site Plan

