

February 2017

City of Unalaska

# Building Permit Application Guidance

Department of Public Works  
and  
Department of Public Utilities

1035 East Broadway – P.O. Box 610  
Unalaska, Alaska 99685  
907-581-1260



*The Mission of the Department of Public Works is to responsibly develop and preserve the physical infrastructure which provides the foundation for our diverse and growing community, while recognizing our remote character and responding to our unique challenges.*

*The Mission of the Department of Public Utilities is to provide Electric, Solid Waste, Water, and Wastewater services that, within regulatory guidelines, meets or exceeds our customer's needs and expectations for safety, quality, and quantity; to provide these services at a competitive price and in a fair and equitable and environmentally responsible manner.*

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## **Do I need a Building Permit and what are the penalties if I do not have one?**

Unalaska Code of Ordinances (UCO) Title 17.04.030 requires building permits for non-exempt construction and reads as follows:

*(A) Unless specifically exempted from the requirement, no person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any buildings or structure within the incorporated area of the City of Unalaska without first obtaining a separate building permit for each such building or structure from the Department of Public Works (Public Works) .*

*(B) Failure to obtain any permit required by this title, other than one required by Chapter 17.08, or a violation of any permit condition or standard imposed by a permit issued pursuant to this title, is unlawful and shall be a minor offense, punishable by a penalty as provided in §1.24.040 or if no fine is there established, in an amount not to exceed \$500 for each violation or day a violation exists.*

UCO can be found here:

<http://www.amlegal.com/library/ak/unalaska.shtml>

It is not the purpose of this Guidance to stipulate penalties; rather it is to help inform and educate the public about how to successfully obtain Building Permits. Prospective applicants are also encouraged to meet with Public Works to discuss potential projects in advance and through all stages of their projects. However, be aware that the City Council strengthened the enforcement provisions of UCO in 2016 and significant penalties may be applied to unpermitted or non-compliant construction.

UCO Title 11.12 and 11.16 describe the process for abatement and enforcement in detail. In general, when the Building Official becomes aware of a violation, such as unpermitted construction, the property owner and/or responsible party will receive a written Notice to Abate. The Notice to Abate identifies the nuisance and the steps necessary to abate the nuisance. The Notice to Abate will also direct them to cease activities within a given timeframe, usually immediately, and will give a timeframe to abate nuisances. Notices of violation will either be delivered by USPS Certified mail and/or served by a uniformed officer from the Department of Public Safety (Public Safety). Recipients will have 15 days from receipt of the Notice to Abate to file an appeal with the Clerk's Office at City Hall.

If the Notice to Abate is not immediately complied with, the responsible party will be subject to penalties prescribed by law. The Building Official will present evidence to Public Safety and request that a uniformed officer issue citation(s). These penalties may compound every day that a violation continues as stipulated in UCO Title 1.24.040.

## **Which projects do not need a Building Permit?**

International Residential Code (IRC) Section R105.2 and International Building Code (IBC) Section 105.2 list construction work exempt from a Building Permit. Exempt improvements must still

comply with UCO such as zoning requirements (e.g. setbacks), State of Alaska Statutes, and Federal Regulations.

- One-story detached accessory tool and storage sheds, playhouses, and similar uses if they do not contain utilities, and are less than 14-feet in height and 120-square feet in floor area. Exempt structures must be greater than 10-feet from a dwelling or other structure, safe, structurally sound, and securely anchored.
- Exterior freestanding walls and fences not over 6-feet high, when measured from the ground.
- Retaining walls measuring less than 4-feet height not supporting a structure or a surcharge slope greater than 1:1.
- Finish work including carpeting, wall papering, painting, and non-structural siding and roofing which does not reduce the strength of the structure.
- Addition of window awnings not extending more than 54-inches from building envelope.
- Patios, decks, or driveways constructed not more than 30-inches above natural grade, which are not attached to a structure, and do not alter accessibility.
- Partial replacement of existing construction which includes normal maintenance and emergency repairs.

#### **Should I contact the Planning Department before applying for a Building Permit from Public Works?**

Applicants are encouraged to consult with the Planning Department for preliminary feedback prior to applying for a Building Permit, especially if building or development plans might conflict with UCO Title 8 Planning and Land Use Development. The Applicant can discuss applicable zoning and subdivision requirements with Planning Staff and revise their plans to meet requirements.

When plans are consistent with the City of Unalaska's Comprehensive Plan, it may be possible to remedy conflicts with UCO Title 8 listed in the following ways:

- The project is inappropriate for the property zoning. A **Zoning Amendment** may be required and appropriate, which may be approved at one Planning Commission meeting (held monthly) and two City Council meetings if certain requirements are met.
- The project is not a permitted use but the proposed use may be conditionally allowed. May require a **Conditional Use Permit**, which can be approved at one Planning Commission meeting (held monthly) if certain requirements are met. Allowing a conditional use means that the proposed use is within the intended use of that zoning district, e.g. a school in a residential zoning district. It's consistent with the spirit of the zoning, but because of the nature/intensity of the use, it needs special review on a case by case basis. Conditional uses are spelled out for each zoning district in UCO Title 8.

They may be appropriate for the zoning district, but need to be approved by the Planning Commission before a Building Permit is issued.

- The project is unable meet the bulk standards of zoning (property line setback minimums, not enough parking, maximum building heights, etc.) due to a unique situation. These may require a **Variance**, which may be approved at one Planning Commission meeting (held monthly) if certain requirements are met.
- The project requires utility and/or drainage easements. In most cases easements must be negotiated with the Planning Department and recorded prior to issuance of a Building Permit.

### **Which projects also need Alaska State Fire Marshal Plan Review?**

Only the Alaska State Fire Marshal can definitively determine whether Alaska State Fire Marshal Plan Review is needed. Public Works will require an Alaska State Fire Marshal Review certificate and a copy of the Alaska State Fire Marshal reviewed Construction Plans for all IBC Building Permits unless the Owner demonstrates exemption.

It is the Owner's responsibility to independently apply for and obtain the Alaska State Fire Marshal Review.

Be aware that the Alaska State Fire Marshal may defer to the local Fire Chief regarding fire apparatus access, Fire Department Connection (FDC) location and access, fire protection water supplies, key boxes, and premises identification. These items must be discussed with and approved by the Fire Chief in writing before an Alaska State Fire Marshal Review certificate is issued. In order to provide the needed approval, the applicant will need to demonstrate to the Fire Chief through drawings or other evidence that the planned construction meets the following requirements. Unless otherwise stated all references are to the 2009 International Fire Code (IFC).

- **Fire Apparatus Access:** Fire apparatus access will be in accordance with Section 503. Provide evidence that apparatus access meets the requirements of Section 503.1.1 "The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building." And Section 503.2.1 "Fire apparatus access roads shall have an unobstructed width of not less than 20 feet".
- **FDC Location and Access:** FDC connections will be installed in accordance with Section 912, provide drawings of the automatic sprinkler system indicating FDC location meeting the requirements of Section 912.2 "With respect to hydrants, driveways, buildings, and landscaping, fire department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the building for other fire apparatus" and 912.2.1 "Fire department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access."

- Fire Protection Water Supplies (hydrants): Fire protection water supplies will be in accordance with Section 507 and Appendix B and Appendix C.
- Key Boxes: Key boxes are not currently required however, they are highly recommended. If purchased, key boxes must be KNOX Rapid Entry System brand. KNOX Order/Authorization forms are available upon request from the City of Unalaska Division of Fire & EMS.
- Premises Identification: Be aware that the premises address must be displayed in accordance with Unalaska Code of Ordinances §15.12.060 MAINTENANCE OF ADDRESSES "The property owner of a building with an assigned address is responsible for displaying and maintaining the assigned number in a conspicuous location which is clearly visible from the road which the address is assigned, with the numbers being no smaller than 5¼" high. The number should be placed on the building, and when the building is not visible from the road, the number should be also placed at the primary entry driveway. The property owner is encouraged if possible to place numbers in areas that are not only conspicuous, but that may be lighted when it is dark outside."

#### **How does a Plan Review work?**

The Plan Review is a cursory examination of an Application for compatibility with City of Unalaska Code of Ordinances. Only Request for Utility Service inspections are provided by Public Utilities. The Owner maintains complete liability for design, construction, satisfaction of minimum legal and code requirements, and fulfillment of all other obligations.

1. The Owner or their designated agent delivers the Application to Public Works.
2. The City Engineer will review the Application for completeness. If the Application is complete it will be routed to Engineering, Planning, and Public Safety.
3. If Engineering, Planning, and Public Safety approve the Application, then it will be routed to Electric, Water, Sewer, and Roads.
4. If Electric, Water, Sewer, and Roads approve the Application, it will be routed to the Building Official, i.e. the Director of Public Works, for final review and approval.
5. The Owner may be notified by telephone that their Building Permit and/or Request for Utility Service are ready for pickup at Public Works. The payment of the Building Permit and Utility Service Request fees are due at this time as well as copies of Alaska State Fire Marshal Review documentation for IBC Plan Reviews.
6. During construction with a Request for Utility Service, it is the Owner's responsibility to obtain Excavation Permits and schedule/ coordinate inspections with Public Utilities in advance. It is the Owner's responsibility to hold the Inspection Card and return it to Public Works/Public Utilities after all inspections are signed off by the appropriate Utility Division. Failure to pass inspections prior to backfill may result in uncovering of those utilities for inspection at the Owner's expense before services are turned on and the Inspection Card Deposit will not be returned.

At any point where the Application has insufficient information or conflicts with City Ordinance, a Plan Review Letter may be sent to the Owner. Routing of the Application may stop pending the Owner's written response.

### **What is a Plan Review Letter?**

When Public Works has questions about an Application, requires additional information or actions, and/or requires changes to the Construction Plans, a Plan Review Letter may be sent to the Owner explaining those items and the steps that are needed to address them.

At this point, the Plan Review may be put on hold pending a written line item response and/or revised and/or additional information from the Owner.

### **I received a Plan Review Letter; is this normal?**

Yes, this is a normal part of this process. Most Applications, even when prepared by experienced design professionals, may receive a Plan Review Letter. A Plan Review Letter may delay approval of the Application. The Owner can minimize delays by researching and communicating with Public Works, Public Utilities, and Planning about their project in advance; using the optional cover letter to describe their project; and by submitting complete legible Applications and Construction Plans.

### **How long will it take to receive a Building Permit?**

The Owner should apply for a Building Permit as early as possible to avoid delays. Public Works goal is to respond to Applications within 14 days; however, Public Works does not maintain dedicated Plan Review staff. Realistically, the review period may vary from a few weeks to months depending on the workload of staff and the completeness and quality of the Plan Review Application and Construction Plans.

Owners are welcome to contact Public Works/Public Utilities to discuss a future or ongoing Plan Review Application or to appeal a Plan Review Letter.

### **What design and construction building codes are followed in Unalaska?**

City of Unalaska Ordinance has adopted various building codes in Title 17 by reference. Currently, Public Works interprets the "latest edition" of the various codes to mean the building codes currently adopted by the State of Alaska in 13 AAC 50.

Public Works donated the following code books to the City of Unalaska Public Library in January 2014:

- International Building Code (IBC)
- International Residential Code (IRC)
- National Electrical Safety Code (NESC or ANSI C2)

- National Electrical Code (NEC or NFPA 70)
- Uniform Plumbing Code (UPC)
- International Fire Code (IFC)
- International Mechanical Code (IMC)
- International Fuel Gas Code (IFGC) Chapters 6 and 7
- ICC 600 Standard for Residential Construction in High Wind Regions
- Code Check Complete 2<sup>nd</sup> Edition

The conventional light-frame construction and other proscriptive construction provisions of IBC Section 2308 and IRC Section 301 do not apply in Unalaska due to basic 3-second gust wind speed in excess of 110-miles per hour. The provisions of *ICC 600 Standard for Residential Construction in High Wind Regions* or other standard listed in the IBC and/or IRC for high wind regions must be used instead.

#### **What are design loads in Unalaska?**

The construction environment in Unalaska is challenging. Hurricane force winds, strong seismic forces which often govern, high ground snow loads that engender consideration in lateral seismic analysis, heavy wind driven precipitation, corrosive marine conditions, and geographical remoteness necessitate careful planning, design, and construction.

- The basic 3-second wind gust speed may be taken as at least 130-mph per the IBC. Exposure categories C and D are accepted depending on location, but D is most common.
- Seismic spectral parameters may be determined using a site specific method accepted by the IBC or IRC. Site Class D or E must be used if an applicable site specific soils report is not available.
- The ground snow load may be taken as at least 40-psf for simple smooth roofs with vertical:horizontal pitch steeper than 4:12, at least 50-psf for flatter pitches and/or complex 4:12 pitched roofs, and at least 60-psf for flat roofs.
- The frost depth is 4 feet.

#### **What are the Application submittal requirements?**

Applications must include:

- Cover letter (optional).



- Building Permit application form.
- Construction Plans.
- IBC only. State Fire Marshal certificate and approved plans (may be provided as a deferred submittal). Most applicants apply for State Fire Marshal Plan Review concurrently.

Cover letters and photographs describing the project and enumerating the enclosures are encouraged and help staff to understand your project, which may expedite your Plan Review.

Application materials will only be accepted by drop-off at Public Works or delivery by US Post. Only one hard copy is required for IBC and IRC applications.

Public Works accepts plans in 8.5x11 or 11x17 for IRC applications and 11x17 for IBC applications. Drawings must be scaled with a standard engineering or architectural scale.

Partial submittals are not accepted without clear notation on the cover page or cover letter elaborating the deferred submittal(s).

In some cases, the Construction Plans must be revised. The Owner may resubmit the entire set of Construction Plans or submit new additional Construction Plan sheets as inserts. Delta notation and clouding must be used to denote changes and a revised Cover Sheet must also be included which clearly notes the revision(s) history, the new date, and the altered sheet index.

## What are the IRC Construction Plan requirements?

Minimum Construction Plan requirements for IRC Plan Review are the neat legible documents listed below, plus other requirements which may apply. Construction Plans prepared by a registered design professional or licensed contractor are recommended but not required so long as an accepted method of prescriptive construction for high wind regions is noted and followed.

The purpose of these requirements is for the Owner to demonstrate that they have collected and understand sufficient information about their property to legally construct a building upon it.

1. IRC Cover Sheet is an overview of the project. Checklist:

- ✓ **Project title.** Examples include *New 2 Story 3-Bedroom Residence*, etc.
- ✓ **Prescriptive Construction Method Proposed.** For example *Light Wood Frame construction per ICC 600 Standard for Residential Construction in High Wind Regions*.
- ✓ **Date.** The year and month the Application was submitted.
- ✓ **Address.** The physical address of the property.
- ✓ **Legal Description.** This information is found in the most recent version of the plat map and UCO. It should include the platted property description and UCO zoning.
- ✓ **Vicinity Map.** A USGS or internet street map pointing out the location of the property and the surrounding area for about 1/2 mile.
- ✓ **Code Note.** The following note is required to be written out:

ALL WORK SHOWN HEREIN AND INCIDENTAL WORK NOT SHOWN SHALL BE CONSTRUCTED IN CONFORMANCE WITH APPLICABLE BUILDING CODES ADOPTED IN ALASKA 18 AAC 75 INCLUDING THE IBC, IRC, NESC, NEC, UPC, IFC, IMC, IFGC AND ALL OTHER LOCAL, STATE, AND FEDERAL REGULATIONS.

2. IRC Site Plan(s) are a map of your property. Checklist:

- ✓ **Dimensions and Orientation.** Standard engineering and/or architectural scale and north arrow.
- ✓ **Survey Control.** Show the known survey monuments that will be used to locate construction on the property.
- ✓ **Symbol and Legend.** Label all of the items shown on the Site Plan.
- ✓ **Structures.** Show the location of all existing and proposed structures and their height.
- ✓ **Property Boundaries.** Platted property boundaries.
- ✓ **Setbacks.** Dimensioned distances from all structures' to property boundaries.
- ✓ **Adjacent Properties.** Show at least a portion of adjacent properties and rights of way and label them with their legal description.
- ✓ **Access and Egress.** Show the location of driveways and the location of sufficient parking spaces for the proposed dwelling(s).
- ✓ **Easements.** Show any public or private easements located on the property.

- ✓ **Public Utilities.** Show the location and size of existing and proposed utility services including electric lines, electric meter, sewer lateral and clean outs, water and water meter, and storm drainage.

3. IRC Details. Checklist:

- ✓ **Floor Plans.** Scaled floor plans labeled with IFC occupancy types and a description of each space.
- ✓ **Ingress and Egress.** Windows and doors.
- ✓ **Fire Safety.** Smoke detectors and fire extinguishers.
- ✓ **Structural.** Public Works recommends foundation and structural plan cross sections and notes.
- ✓ **Utilities.** Attach the needed Public Works/Public Utilities standard utility service details.

### What are the IBC Construction Plan requirements?

Minimum Construction Plan requirements for IBC Plan Review are neat legible documents prepared by an Alaska registered design professional.

1. IBC Cover Sheet is an overview of the project. Checklist:

- ✓ **Project Title.** Examples include *New Warehouse*, etc.
- ✓ **Project Description.** A paragraph description of project and utility needs.
- ✓ **Date.** The year and month the Application was submitted.
- ✓ **Address.** The physical address of the property.
- ✓ **Legal Description.** This information is found in the most recent version of the plat map and UCO. It should include the platted property description and UCO zoning.
- ✓ **Vicinity Map.** A USGS or internet street map calling out the location of the property and the surrounding area for about 1/2 mile.
- ✓ **Sheet Index.** Title and page numbers of sheets.
- ✓ **Deferred Submittals.** List and description of deferred submittals such as structural calculations or steel building shop drawings which are not part of the Sheet Index.
- ✓ **Revisions Block.** Notes revisions status.
- ✓ **Code Note.** The following note is required to be written out:

ALL WORK SHOWN HEREIN AND INCIDENTAL WORK NOT SHOWN SHALL BE CONSTRUCTED IN CONFORMANCE WITH APPLICABLE BUILDING CODES ADOPTED IN ALASKA 18 AAC 75 INCLUDING THE IBC, IRC, NESC, NEC, UPC, IFC, IMC, IFGC AND ALL OTHER LOCAL, STATE, AND FEDERAL REGULATIONS.

2. IBC General Notes as required by codes and to show design information required by IBC Section 1603 *Structural Design Construction Documents*.

3. IBC Site Plan(s) are a map of your property. Checklist:

- ✓ **Dimensions and Orientation.** Standard engineering and/or architectural scale and north arrow.

- ✓ **Survey Control.** Show the known survey monuments that will be used to locate construction on the property.
  - ✓ **Symbol and Legend.** Define any symbols used in the Site Plan such as the line type used to represent property lines or utilities, etc.
  - ✓ **Structures.** The location of all existing and proposed structures and their height.
  - ✓ **Property Boundaries.** Platted property boundaries.
  - ✓ **Setbacks.** Dimensioned distances from all structures' to property boundaries.
  - ✓ **Adjacent Properties.** Show at least a portion of adjacent properties and rights of way and label them with their legal description.
  - ✓ **Access and Egress.** Show the location of driveways.
  - ✓ **Easements.** Show any public or private easements located on the property.
  - ✓ **Public Utilities.** Show the location and size of existing and proposed utility services including electric lines, electric meter(s), sewer line and clean out, water and water meter, and storm drainage.
  - ✓ **Fire.** Show the location of the closest fire hydrants, IFC emergency vehicle access, and Fire Lane signage.
  - ✓ **Drainage.** Show the path of storm water on the property and drainage structures such as ditches, swales, and culverts. IBC projects which significantly alter existing drainage may require an Alaska Department of Environmental Conservation (ADEC) approved storm system plan and separator(s) prior to discharge to a public storm system.
  - ✓ **Parking.** Show the location of sufficient parking spaces for the proposed structures.
4. IBC Details include floor plans with IFC occupancy, foundation plans, structural plans, and public utilities service connections.
- ✓ **Floor Plans.** Scaled floor plans labeled with IFC occupancy types and a description of each space.
  - ✓ **Ingress and Egress.** Windows and doors.
  - ✓ **Structural.** Foundation and structural plans.
  - ✓ **Utilities.** Attach or use the necessary Public Works/Public Utilities standard utility service details. Show others as required.
5. IBC Structural Calculations per the IBC which clearly reference the code decision tree and employ the appropriate Allowable Stress Design (ASD) and/or Load Resistance Factor Design (LRFD) load combinations to demonstrate the stability and durability of the main force resisting system. Foundation calculations must neglect the first 1-foot of soil cover.
6. IBC Alaska State Fire Marshal Certificate and a complete copy of the Approved Alaska State Fire Marshal Plan Review Construction Plans.

#### **Do I need a business license to contract work in Unalaska?**

A City of Unalaska business license is required to perform paid construction work in Unalaska. Contact the City Clerk's Office at City Hall for more information.

Contractors should note that, if you are working on a non-exempt project without a Building Permit, you are in violation of the terms of your City of Unalaska business license.

### **The application asks for information that I don't know. How can I find this information?**

Pick up an information request form from Public Works and let us know what types of information you are looking for. A common request would ask for the following:

- ✓ The plat.
- ✓ Property zoning.
- ✓ Easements not shown on the plat.
- ✓ Miscellaneous maps of the property or adjacent right of ways Public Works may have on file.
- ✓ Utility maps and information.

Note that Utility Maps, if available, will be provided for reference only. The location of existing utilities may only be determined by calling for an underground locate and surveying the locate marks in the field. It is the responsibility of the Owner to verify these locations.

### **Which Application Forms do I fill out?**

There are three application forms.

**FORM A** – APPLICATION FOR BUILDING PERMIT. Fill out a FORM A for all applications and attach Form B and Form C as needed.

**FORM B** – UTILITY SERVICE REQUEST. FORM B is for new or alterations of existing public utility services.

**FORM C** – EXCAVATION PERMIT. FORM C is for use of the public right of way, City owned property, and/or public utility easements.

The below are example scenarios with a description of which forms to fill out.

1. I am installing a new structure and need to connect to utility services in the right of way.

FORM A + FORM B + FORM C

2. I am installing new utility services to an existing structure.

FORM A + FORM B + FORM C

3. I am subdividing a parcel and need to bring utility services to each new lot.

FORM A + FORM B + FORM C

4. I am adding an addition to a building on a lot and do not need new utility services or to

alter utility services.

FORM A

5. I am making an addition to a building and need new utility services or to alter utility services including work in the right of way to connect utilities.

FORM A + FORM B + FORM C

6. I am making an addition to a building on a lot and need new utility services or to alter utility existing services but do not need to enter the right of way or a public utility easement to alter utilities.

FORM A + FORM B

7. I am installing new privately owned infrastructure or doing repair work on privately owned infrastructure in the right of way, in a public easement, or on City property.

FORM A + FORM C

All applications with a FORM B will upon approval receive a Fee Advice Letter with instructions and fees. Upon payment of utility fees and deposits a **FORM D** – UTILITY INSPECTION CARD will be provided to you. It must be signed off by the utility and returned to Public Utilities before services will be initiated and the deposit refunded.

**FORM A - APPLICATION FOR BUILDING PERMIT**  
**AUTHORITY: UCO TITLE 17 BUILDINGS AND CONSTRUCTION**

### PROJECT DESCRIPTION:

**CONTACT INFORMATION:**

APPLICANT'S NAME: _____	OWNER'S NAME: _____
COMPANY NAME: _____	COMPANY NAME: _____
TELEPHONE: _____	TELEPHONE: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
EMAIL ADDRESS: _____	EMAIL ADDRESS: _____

### PROPERTY DESCRIPTION:

TAX LOT ID NUMBER #: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

ZONING CLASSIFICATION UCO TITLE 8: \_\_\_\_\_

**TYPE OF PROJECT - CHECK ALL THAT APPLY [X]:**

☐ IRC – 1 TO 3 DWELLING UNITS     ☐ IBC - COMMERCIAL/INDUSTRIAL/4 + DWELLING UNITS  
☐ NEW BUILDING    ☐ ADDITION    ☐ RENOVATION    ☐ DEMOLITION    ☐ OTHER \_\_\_\_\_  
☐ FORM B - UTILITY SERVICE REQUEST     ☐ FORM C - EXCAVATION PERMIT

**OTHER APPROVALS REQUIRED - CHECK ALL THAT APPLY [X]:**

☐ ALASKA STATE FIRE MARSHAL    ☐ PLANNING DEPARTMENT    ☐ OTHER\_\_\_\_\_

**ATTACHMENTS - CHECK ALL THAT APPLY [X]:**

☐ COVER LETTER    ☐ CONSTRUCTION PLANS    ☐ STRUCTURAL CALCULATIONS  
☐ ALASKA STATE FIRE MARSHAL CERTIFICATE    ☐ FORM – B UTILITY SERVICE REQUEST  
☐ FORM – C EXCAVATION PERMIT    ☐ OTHER \_\_\_\_\_

**NOTES:**

APPLICANT SIGNATURE \_\_\_\_\_ PRINTED NAME AND BUSINESS \_\_\_\_\_ DATE \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ PRINTED NAME AND BUSINESS \_\_\_\_\_ DATE \_\_\_\_\_

**FORM B - UTILITY SERVICE REQUEST**

AUTHORITY: UCO TITLE 10 PUBLIC UTILITIES

**ELECTRIC - CHECK ALL THAT APPLY [X]:**

☐ 1-2 DWELLING UNIT RESIDENTIAL ELECTRIC

☐ COMMERCIAL/INDUSTRIAL/3+ DWELLING UNIT RESIDENTIAL ELECTRIC

☐ TEMPORARY CONSTRUCTION POWER

☐ 1-PHASE      ☐ 3-PHASE      MAIN DISCONNECT AMPERAGE \_\_\_\_\_

☐ 120/240V    ☐ 120/208V    ☐ 277/480V    ☐ 480/DELTA

NEC ELECTRICAL LOAD CALCULATIONS ATTACHED FOR COMMERCIAL/INDUSTRIAL YES ☐ NO ☐

**WATER - CHECK ALL THAT APPLY [X]:**

DEMAND LOAD FROM THE UNIFORM PLUMBING CODE APPENDIX A (GPM) \_\_\_\_\_

☐ DOMESTIC WATER    ☐ ¾"    ☐ 1"    ☐ 1½"    ☐ 2"    ☐ 4"    ☐ 6"    ☐ OTHER \_\_\_\_\_

☐ FIRE AND/OR HYDRANT      ☐ 2"    ☐ 4"    ☐ 6"    ☐ 8"    ☐ OTHER \_\_\_\_\_

BACKFLOW PROTECTION REQUIRED FOR 3+ RESIDENTIAL, COMMERCIAL/INDUSTRIAL, AND FIRE.

BACKFLOW TECHNICIAN ON FILE WITH DEPARTMENT? YES ☐ NO ☐ NAME: \_\_\_\_\_

**SEWER - CHECK ALL THAT APPLY [X]:**

☐ GRAVITY SEWER    ☐ 2"    ☐ 4"    ☐ 6"    ☐ 8"    ☐ OTHER \_\_\_\_\_

☐ PRESSURE SEWER    ☐ 2"    ☐ 4"    ☐ OTHER \_\_\_\_\_

☐ INSTALL SEPTIC SYSTEM    ☐ ABANDON SEPTIC SYSTEM (REQUIRED W/IN 30 DAYS OF SHUT OFF)

**WRITTEN DESCRIPTION AND ATTACHMENTS - CHECK ALL THAT APPLY [X]:**

☐ FORM A - BUILDING PERMIT    ☐ FORM C - EXCAVATION PERMIT    ☐ CONSTRUCTION/SITE PLANS

☐ STANDARD DETAILS <http://www.ci.unalaska.ak.us/publicworks/page/building-excavation-permits>

**DESCRIPTION:**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND BUSINESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND BUSINESS

\_\_\_\_\_  
DATE



**FORM C - EXCAVATION PERMIT**

AUTHORITY: UCO TITLE 15 STREETS AND OTHER PUBLIC PLACES

**TYPE OF WORK - CHECK ALL THAT APPLY [X]:**

- ☐ OTHER USE OF ROW, CITY PROPERTY, OR EASEMENT    ☐ PUBLIC UTILITY    ☐ PRIVATE UTILITY  
☐ UTILITY INTERRUPTION    ☐ STORMWATER CONVEYANCE    ☐ DRIVEWAY  
☐ ASPHALT/CONCRETE CUT    ☐ PARTIAL ROAD CLOSURE    ☐ FULL ROAD CLOSURE

**DESCRIPTION:**

DURATION OF WORK: \_\_\_\_\_ TO \_\_\_\_\_

**AGREEMENTS - CHECK ALL THAT APPLICANT IS IN AGREEMENT WITH [X]:**

- ☐ I HAVE READ AND AGREE TO ABIDE BY UNALASKA CODE OF ORDINANCE TITLE 15 AND ALL OTHER APPLICABLE STATE, FEDERAL, AND MUNICIPAL REGULATIONS.  
[http://www.amlegal.com/codes/client/unalaska\\_ak/](http://www.amlegal.com/codes/client/unalaska_ak/)
- ☐ I AGREE TO WARRANTY MY WORK FOR 1 YEAR FOLLOWING COMPLETION.
- ☐ I AGREE TO PROVIDE TRAFFIC CONTROL PER THE MUTCD CHAPTER 6H *TYPICAL APPLICATIONS*.  
<http://mutcd.fhwa.dot.gov/pdfs/2009/mutcd2009edition.pdf>
- ☐ I AGREE TO BARRICADE ALL DITCHES AND IF LEFT OPEN AT NIGHT TO ALSO DEMARCATHE THEM WITH BARRICADES AND FLASHERS.
- ☐ I AGREE TO RESTORE ALL EXCAVATIONS AND BURY ALL PIPE AND CONDUIT IN ACCORDANCE WITH COU STANDARD DETAIL 20-1 UTILITY CUT. <http://www.ci.unalaska.ak.us/publicworks/page/building-excavation-permits>
- ☐ I AGREE TO PRELOCATE ALL EXISTING UTILITIES PRIOR TO EXCAVATION AND AM RESPONSIBLE FOR THEIR REPLACEMENT AND/OR REPAIR ACCORDING TO CITY OF UNALASKA SPECIFICATIONS IF THEY ARE DAMAGED DURING MY WORK. I ALSO AGREE TO IMMEDIATELY CONTACT DPU FOR AN INSPECTION PRIOR TO BACKFILL IF MY WORK UNCOVERS ANY SEWER/WATER/ELECTRICAL.

**ATTACHMENTS - CHECK ALL THAT APPLY [X]:**

- ☐ FORM A - BUILDING PERMIT    ☐ FORM - B UTILITY SERVICE REQUEST    ☐ ADEC STORMWATER PERMIT    ☐ CONSTRUCTION DETAILS    ☐ SITE PLAN    ☐ TRAFFIC CONTROL PLAN
- ☐ OTHER \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND BUSINESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PUBLIC WORKS APPROVAL SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
DATE

**FORM D - UTILITY INSPECTION CARD**

AUTHORITY: UCO TITLE 10 PUBLIC UTILITIES

**INSTRUCTIONS:**

UTILITY SERVICE REQUEST #: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

FOR INSPECTIONS CALL 907-581-1260 24 HOURS IN ADVANCE. PRESENT THIS CARD TO EACH UTILITY INSPECTOR. AFTER ALL ITEMS ARE SIGNED OFF PRESENT THIS CARD AT DEPARTMENT OF PUBLIC UTILITIES TO INITIATE SERVICES AND RECEIVE RETURN DEPOSIT IF APPLICABLE.

**ELECTRIC – REQUIRED [X] FINAL APPROVAL INSPECTOR INITIALS AND DATE:**

- [ ] \_\_\_\_\_ CONNECTION AT SECTION CAN
- [ ] \_\_\_\_\_ OPEN SERVICE TRENCH WITH CONDUIT
- [ ] \_\_\_\_\_ METER BASE AND MAIN DISCONNECT SWITCH
- [ ] \_\_\_\_\_ OTHER \_\_\_\_\_
- [ ] \_\_\_\_\_ OTHER \_\_\_\_\_

**WATER – REQUIRED [X] FINAL APPROVAL INSPECTOR INITIALS AND DATE:**

- [ ] \_\_\_\_\_ SERVICE TAP OR TEE
- [ ] \_\_\_\_\_ CURB STOP VALVE OR WATER VALVE BOX AT ROW OR PROPERTY LINE
- [ ] \_\_\_\_\_ OPEN TRENCH AND PIPE
- [ ] \_\_\_\_\_ HYDRANT
- [ ] \_\_\_\_\_ BACKFLOW PREVENTER INSPECTION
- [ ] \_\_\_\_\_ BACKFLOW PREVENTER TEST
- [ ] \_\_\_\_\_ WATER METER INSPECTION
- [ ] \_\_\_\_\_ OTHER \_\_\_\_\_

**SEWER – REQUIRED [X] FINAL APPROVAL INSPECTOR INITIALS AND DATE:**

- [ ] \_\_\_\_\_ SERVICE TAP OR TEE
- [ ] \_\_\_\_\_ OPEN TRENCH AND PIPE
- [ ] \_\_\_\_\_ CLEANOUT
- [ ] \_\_\_\_\_ MANHOLE
- [ ] \_\_\_\_\_ OTHER \_\_\_\_\_

\_\_\_\_\_  
FINAL SIGNATURE, DIRECTOR OF PUBLIC UTILITIES

\_\_\_\_\_  
DATE

**FORM E - RIGHT-OF-WAY USE PERMIT**

AUTHORITY: UCO TITLE 15 STREETS AND OTHER PUBLIC PLACES

**ACTIVITY TYPE - CHECK ALL THAT APPLY [X]:**

- ☐ OTHER USE OF ROW, CITY PROPERTY, OR EASEMENT    ☐ PUBLIC UTILITY    ☐ PRIVATE UTILITY  
☐ UTILITY INTERRUPTION    ☐ STORMWATER CONVEYANCE    ☐ DRIVEWAY  
☐ ASPHALT/CONCRETE CUT    ☐ PARTIAL ROAD CLOSURE    ☐ FULL ROAD CLOSURE

**DESCRIPTION:**

ACTIVITY DURATION: \_\_\_\_\_ TO \_\_\_\_\_

**AGREEMENTS - CHECK ALL THAT APPLICANT IS IN AGREEMENT WITH [X]:**

- ☐ I HAVE READ AND AGREE TO ABIDE BY UNALASKA CODE OF ORDINANCE TITLE 15 AND ALL OTHER APPLICABLE STATE, FEDERAL, AND MUNICIPAL REGULATIONS.  
[http://www.amlegal.com/codes/client/unalaska\\_ak/](http://www.amlegal.com/codes/client/unalaska_ak/)
- ☐ I AGREE TO WARRANTY MY WORK FOR 1 YEAR FOLLOWING COMPLETION.
- ☐ I AGREE TO PROVIDE TRAFFIC CONTROL PER THE MUTCD CHAPTER 6H *TYPICAL APPLICATIONS*.  
<http://mutcd.fhwa.dot.gov/pdfs/2009/mutcd2009edition.pdf>
- ☐ I AGREE TO BARRICADE ALL DITCHES AND IF LEFT OPEN AT NIGHT TO ALSO DEMARCATHE THEM WITH BARRICADES AND FLASHERS.
- ☐ I AGREE TO RESTORE ALL EXCAVATIONS AND BURY ALL PIPE AND CONDUIT IN ACCORDANCE WITH COU STANDARD DETAIL 20-1 UTILITY CUT. <http://www.ci.unalaska.ak.us/publicworks/page/building-excavation-permits>
- ☐ I AGREE TO PRELOCATE ALL EXISTING UTILITIES PRIOR TO EXCAVATION AND AM RESPONSIBLE FOR THEIR REPLACEMENT AND/OR REPAIR ACCORDING TO CITY OF UNALASKA SPECIFICATIONS IF THEY ARE DAMAGED DURING MY WORK. I ALSO AGREE TO IMMEDIATELY CONTACT DPU FOR AN INSPECTION PRIOR TO BACKFILL IF MY WORK UNCOVERS ANY SEWER/WATER/ELECTRICAL.

**ATTACHMENTS - CHECK ALL THAT APPLY [X]:**

- ☐ FORM A - BUILDING PERMIT    ☐ FORM – B UTILITY SERVICE REQUEST    ☐ ADEC STORMWATER PERMIT    ☐ CONSTRUCTION DETAILS    ☐ SITE PLAN    ☐ TRAFFIC CONTROL PLAN
- ☐ OTHER \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND BUSINESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PUBLIC WORKS APPROVAL SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
DATE