



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

Building Permit Application Process

1. Submit completed City of Whittier Building Permit & Certificate of Occupancy application.
2. Pay the \$20.00 permit fee when you submit your application.
3. Application should include drawings of proposed work.
4. If required, application should include a copy of the State Fire Marshall approval certificate. See attached for more information.
5. If building permit is for other than residential single family or duplex, you must include a Land Use Permit Certification form.
6. Application will be reviewed by the Public Works Department and you will be notified within 10 business days except when you construction plans are not consistent with established ordinances and city regulations (such as set backs). The application will then be referred to the Planning Commission for further review.

Should you have any questions, please contact the Director of Public Works at (907) 472-2327 ext 114.

CITY OF WHITTIER

APPLICATION FOR BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY

WARNING: Snow Load: 90lbs. per sq. ft. Snow accumulation can approach twelve feet on the ground during February or March and snow load problems and severe icing can pose dangers to buildings. Wind Load: 20lbs. per sq. ft. Winds in Whittier are known locally for their strength and duration and can reach 85mph.

TO BE COMPLETED BY APPLICANT		SPECIAL INFORMATION		TO BE COMPLETED BY BUILDING SECTION	
I. LOCATION OF BUILDING	NUMBER & STREET NS EW side of _____ (Other local geographic political, or legal subdivision identification)	SUBDIVISION	LOT	BLOCK	
II. IDENTIFICATION -	NAME	MAILING ADDRESS	PHONE NUMBER	I. BUILDING CODES IDENTITY	
OWNER					OCCUPANCY GROUP & DIVISION
LOCATION					TYPE OF CONSTRUCTION
ARCHITECT					FIRE ZONE
III. TYPE OF BUILDING -					USE DISTRICT
TYPE OF IMPROVEMENT	RESIDENTIAL	NON RESIDENTIAL	I. TYPE OF UTILITIES SEWER _____ PUBLIC _____ PRIVATE _____ WATER _____		
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR REPLACEMENT <input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO OR MORE FAMILY ENTER NUMBER OF UNITS _____ <input type="checkbox"/> TRANSIENT HOTEL, MOTEL OR DORMITORY - ENTER NUMBER OF UNITS _____ <input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> OTHER SPECIFY _____	<input type="checkbox"/> AMUSEMENT RECREATIONAL <input type="checkbox"/> CHURCH OTHER RELIGIOUS <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> PARKING GARAGE <input type="checkbox"/> SERVICE STATION REPAIR GARAGE <input type="checkbox"/> HOSPITAL INSTITUTIONAL <input type="checkbox"/> OFFICE, BANK, PROFESSIONAL <input type="checkbox"/> PUBLIC UTILITY <input type="checkbox"/> SCHOOL, LIBRARY OTHER EDUCATIONAL <input type="checkbox"/> STORES, MERCANTILE <input type="checkbox"/> TANKS - TOWERS <input type="checkbox"/> OTHER - SPECIFY _____			
OWNERSHIP	<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CORPORATION <input type="checkbox"/> FEDERAL, STATE OR LOCAL		II. VALUE OF CONSTRUCTION		
IV. SELECTED CHARACTERISTICS OF BUILDING		PRINCIPAL TYPE OF FRAME		VALUE OF BUILDING \$ _____	
DIMENSIONS	NUMBER OF STORIES _____	<input type="checkbox"/> MASONRY (WALL BEARING) <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STRUCTURAL STEEL <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> OTHER - SPECIFY _____	TYPE OF HEATING	TO BE INSTALLED BUT NOT INCLUDED IN THE ABOVE COST	
TOTAL SQ. FT. OF FLOOR AREA _____			<input type="checkbox"/> GAS <input type="checkbox"/> OIL <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> COAL <input type="checkbox"/> OTHER - SPECIFY _____	A. ELECTRICAL _____	
ALL FLOORS BASED ON EXTERIOR DIMENSIONS				B. PLUMBING _____	
TOTAL LAND ARE SQ. FT. _____				C. HEATING / AIR CONDITIONING _____	
V. FINAL INSPECTIONS		VI. FEES AND APPROVAL		D. OTHER (ELEVATOR, ETC.) _____	
BLDG. INSPECTION _____ DATE _____		BUILDING PERMIT FEE _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
ELEC. INSPECTION _____ DATE _____		PLAN CHECK FEE _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
MECH. INSPECTION _____ DATE _____		RECEIPT # _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
CERTIFICATE OF OCCUPANCY ISSUED _____ DATE _____		TOTAL _____ \$ _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
SIGNATURE OF APPLICANT _____ ADDRESS _____ DATE _____		IV. APPROVED BY: _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
		DATE ISSUED: _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
		PERMIT: _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
		AREA _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
		GRID _____		TOTAL VALUE OF CONSTRUCTION \$ _____	
		PLANNING DISTRICT _____		TOTAL VALUE OF CONSTRUCTION \$ _____	

THE OWNER AND THE UNDERSIGNED HEREBY AGREE TO COMPLY WITH ALL APPLICABLE CONSTRUCTION LAWS OF THE CITY & STATE

2760 Sherwood Lane, Ste 1-A
Juneau, Alaska 99801
Phone (907) 465-4331
Fax (907) 465-5521

5700 E. Tudor Road
Anchorage, Alaska 99507
Phone (907) 269-5604
Fax (907) 269-0098

1979 Peger Road
Fairbanks, Alaska 99709
Phone (907) 451-5200
Fax (907) 451-5218

APPLICATION FOR FIRE AND LIFE, SAFETY PLAN REVIEW
Authority: 13 AAC 50.027

1. Name of building: _____

2. Provide a description of the work in this project: _____

3. Provide cost of work for: new building addition to existing building renovations occupancy change OR
 fuel system project.

Project cost \$ _____

4. Describe location of project by street address (if any), city, AND legal description (Lot, Block & Subdivision): _____

5. Describe what this building is to be used for: _____

Type of construction: _____ Indicate use or IBC Occupancy: _____

Total square footage: _____ Sprinkler system to be installed: YES NO

Fire Alarm system to be installed: YES NO

APPLICANT'S NAME: _____	BUILDING OWNER'S NAME: _____
COMPANY NAME: _____	BUSINESS NAME: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
CITY/STATE: _____	CITY/STATE: _____
ZIP: _____ PHONE: _____	ZIP: _____ PHONE: _____
FAX: _____	FAX: _____

I certify that I have read and examined this application and know the same to be true and correct. I recognize that approval of plans submitted does not presume to give approval to oversights by the Division of Fire Prevention nor grant authority to violate or cancel the provisions of any other state or local law regulating this occupancy. **WHEN THE ORIGINAL APPROVED PLANS ARE ALTERED OR MODIFIED IN ANY WAY, THEY MUST BE RESUBMITTED AND AN ADDITIONAL PLAN CHECK FEE WILL BE CHARGED; THE ADDITIONAL PLAN CHECK RATE WILL BE \$50.00 PER HOUR, MINIMUM 2 HOURS = \$100.00 MINIMUM FEE.** 13AAC 50.027(8): "If any work for which a plan review and approval is required by this subsection has been started without first obtaining plan review and approval, a special processing plan review fee will be charged. The special processing plan review fee is \$100.00 for a first violation. The special processing plan review fee for a subsequent violation by the same person is an additional charge equal to the amount of the standard plan review fee for the project."

APPLICANT'S SIGNATURE

DATE

PLAN REVIEW CHECKLIST: (AS 08.48 STAMPED ARCHITECTURAL/ENGINEERED PLANS REQUIRED)

- DIMENSIONAL PLOT PLAN: Show distance to property lines and existing buildings.
- ARCHITECTURAL DRAWINGS: Floor plans, building sections, interior and exterior wall details, door and hardware type.
- MECHANICAL DRAWINGS: Hood and duct, heating/ventilation, fuel tank size and location.
- ELECTRICAL DRAWINGS: Emergency lighting, fire alarm system, etc.
- FIRE PROTECTION SYSTEM: Sprinklers, hood suppression, carbon monoxide detectors, location and classification of fire extinguishers, etc.

BEFORE BEGINNING THE CONSTRUCTION, ALTERATION, REPAIR, OR CHANGING THE OCCUPANCY OF A BUILDING, A SUBSTANTIAL LAND STRUCTURE, OR ANY STRUCTURE REGULATED BY THE STATE FIRE MARSHAL, PLANS AND SPECIFICATIONS MUST BE SUBMITTED TO THE STATE FIRE MARSHAL FOR EXAMINATION AND APPROVAL. (13 AAC 50.027(a))

IT IS IN VIOLATION OF STATE LAW TO BEGIN ANY CONSTRUCTION BEFORE A PERMIT HAS BEEN ISSUED BY THIS OFFICE.

AS 18.70.010 – AS 18.70.100



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LAND USE PERMIT CERTIFICATION FOR USE OTHER THAN SINGLE FAMILY OR DUPLEX

Whittier Municipal Code 15.04.010 (D) requires that applicants for a land use permit for a use other than single family or duplex residential use shall certify in writing that they are aware that the structure and use proposed in the application may be subject to requirements of state and federal law, including the Americans with Disabilities Act (ADA), (42 USC 12182) and that the applicant intends to comply with all applicable local, state and federal laws in the construction and use set out in the application. Therefore, if you are applying for a land use permit for a use other than a single family or duplex residential use, you must review and sign this certification.

I, _____, on behalf of _____
(Name) (Business Name or myself)
hereby certify that _____ is/am (circle one) aware that
the structure and use proposed in this application may be subject to anti-
discrimination requirements of state and federal law, including but not necessarily
limited to the Americans with Disabilities Act (ADA), and further, that I will comply
with all such applicable laws.

Signature

Title

Date



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NOTICE BUILDERS / BUILDING OWNERS / ENGINEERS / ARCHITECTS

Before beginning construction, alterations, or repairs of, or changing the occupancy in an occupancy or building regulated by the State Fire Marshal, plans and specifications regarding location on property, area, height, number of stories, occupancy, type of construction, fire-resistive construction, interior finish, exit facilities, electrical systems, mechanical systems, automatic fire-extinguishing systems and fire alarm systems must be submitted to the nearest Regional Office of the Alaska State Fire Marshal for examination and approval. It is prohibited to occupy a building for which plans have not been examined and approved.

NOTE: Exception; The above does not pertain to single family dwellings, duplexes or triplexes, or in the deferred jurisdictions of Juneau, Fairbanks, Kenai and Anchorage, (Eagle River, Chugiak area and Girdwood areas must submit plans to the Regional State Fire Marshals Office).

Failure to submit plans as required per 13AAC50.027 can result in costly construction delays, possible building construction changes or legal action pursuant to applicable statutes and laws currently in effect.

EFFECTIVE October 1, 1990 whenever any work, for which a plan review is required, has been commenced without said approval a special inspection will be made, and the additional cost of the inspection will be included as a part of the plan review fee. This will be an additional charge equal to the standard fee but not less than \$50.00.

Further information can be obtained by contacting the:

ALASKA STATE FIRE MARSHAL'S OFFICE

Northwest Regional Office
1979 Peger Rd.
Fairbanks, AK 99701
Ph. (907) 456-4002

Southcentral Regional Office
5700 Tudor Rd.
Anchorage, AK 99507
Ph. (907) 269-5604

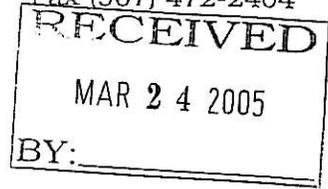
Southeast Regional Office
450 Whittier St. Box N
Juneau, AK 99811
Ph. (907) 465-4331



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WHITTIER MUNICIPAL CODE WMC - EVERY PROPERTY HAVING WATER AND SEWER

13.04.140

A. No person shall fail to provide an adequate water supply to any structure of premises owned by him, where a water supply is a necessary sanitary convenience.

B. No person shall occupy or use any structure which is located within one hundred feet of a sewer main unless the structure is provided with an adequate water supply.
(Prior code 32.05.080)

13.08.050

The owners of all houses, buildings or properties used for human occupancy, employment, recreation, or other purposes, situated within the city and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary or combined sewer of the city are required at the owners' expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter, within ninety days after date of official notice to do so, provided that said public sewer is within one hundred feet (30.5 meters) of the property line. (Ord. 4-5-83, Art. II - 4, 1983)

13.08.090

At such time as a public sewer becomes available to property served by a private wastewater disposal system, a direct connection shall be made to the public sewer within sixty days in compliance with this chapter, and any septic tanks, cesspools and similar private wastewater disposal facilities shall be cleaned of sludge and filled with suitable material.
(Ord. 4-5-83, Art. III - 6, 1983)

Title 15

BUILDINGS AND CONSTRUCTION

Chapters:

15.04 Buildings and Land Use

15.08 Condemnation Procedures

15.12 Signs

Chapter 15.04

BUILDINGS AND LAND USE

Sections:

15.04.010 Land use permit—Required

15.04.020 Land use permit—Expiration

15.04.010 Land use permit—Required.

A. No new construction may commence within the city unless a land use permit is first obtained from the city clerk. All applications for new construction, which are not consistent with established ordinances and city regulations will be referred to the planning and zoning commission for review. A nonrefundable fee of twenty dollars will be assessed for each application received by the city clerk prior to processing.

B. The land use permit should have annotated on it warnings as to snow load to be expected, wind factors, and other concerns as appropriate, to be considered in building in the Whittier area.

C. A copy of the executed land use permits shall be forwarded by the city to those state agencies responsible for code enforcement.

D. Applicants for a land use permit for a use other than single family or duplex residential use shall certify in writing that they are aware that the structure and use proposed in the application may be subject to requirements of state and federal law, including the Americans With Disabilities Act (ADA), (42 USC 12182) and that the applicant intends to comply with all applicable local, state, and federal laws in the construction and use set out in the application. (Ord 363-97, §2,1997; Ord. 111-88 §2, 1988; Ord. 104-88 §2, 1988; Ord. 2-1-83A §1, 1983; prior code §26.05.010 (part))

15.04.020 Land use permit—Expiration. A land use permit issued under this chapter shall automatically expire within one year of its date of issuance. (Ord. 111-88 §3, 1988; Ord. 104-88 §3, 1988; Ord. 2-1-83A §2, 1983; prior code §26.05.010(part))

17.20.280 Board of adjustment--Judicial review. A municipal officer, a taxpayer, or a person jointly or severely aggrieved, may appeal an action of the board of adjustment to the superior court by filing with the City Clerk written notice within ten days of the action appealed. The notice shall specify grounds for appeal. When the notice is filed, the board shall at once transmit to the superior court clerk copies of all papers constituting the record in the case.

An appeal from the board of adjustment stays enforcement proceedings unless the court issues an enforcement order based on a certificate of imminent peril to life or property made by the board. (Ord. 7-19-84 § 1(part) 1984; prior code §23.25.030(E))

17.20.290 Payment of fees required. The planning commission shall not consider any matter until there is first paid a fee as required below, except that such a fee shall not be required where the city or an official body thereof is the moving party. The amount of required fee is as follows:

A. For consideration of an application for a conditional use permit, variance application or zoning text or map amendment: twenty dollars;

B. For consideration of an application for a planned unit development: five hundred dollars per acre or a maximum fee of five thousand dollars to enable the planning commission to obtain adequate staff and/or professional assistance for a review of the proposed project;

C. The fees in this section shall be waived where the city is the developer;

D. The fee set out in subsection B of this section may be reduced or waived when the planning commission determines that no professional assistance is needed for review of the project. (Ord. 7-19-84 §1(part) 1984; prior code §23.25.040)

Chapter 17.36

ENFORCEMENT

Sections:

17.36.010 Interpretation--Conflict with other laws

17.36.020 Permit--Revocation and invalidation

17.36.030 Permit--Required

17.36.040 City liability

17.36.010 Interpretation--Conflict with other laws.

A. In their interpretation and application, the provisions of this chapter shall be held to be minimum requirements adopted for the promotion of the public health, safety and welfare.

B. Whenever the requirements of this title are at variance with the requirements of any other lawfully adopted rules, regulations, ordinances or other legislative actions, the more restrictive, or that imposing the higher standard, shall govern. (Ord. 7-19-84 §1(part) 1984; prior code §23.45.010)

17.36.020 Permit--Revocation and invalidation. Any permit authorized by this title issued in reliance upon any materially false statement in the application therefore, or in supporting documents or oral statements, is absolutely void and is revoked. (Ord. 7-19-84 §1(part) 1984; prior code §23.45.020)

17.36.030 Permit--Required. It is unlawful to perform significant grading work, tree removal or other landscape alteration or to erect, construct, reconstruct, alter, move or change the use of any building, sign or other structure or improvement within the city without obtaining a permit from the city zoning administrator. (Ord. 7-19-84 §1(part) 1984; prior code §23.45.030)

17.36.040 City liability. This title shall not be construed to hold the city or its authorized agents responsible for any damage to property or injury to persons by reason of inspection authorized herein, or failure to inspect, or by reason of issuance of a building permit as herein provided. (Ord. 7-19-84 §1(part) 1984; prior code §23.45.050)

Chapter 17.40

VIOLATIONS

Sections:

17.40.010 **Designated**

17.40.020 **Action to abate**

17.40.030 **Penalty imposition not to preclude further action**

17.40.040 **Remedies to be cumulative**

17.40.050 **Violation--Penalty**

17.40.010 **Designated.** The erection, construction, reconstruction, alteration, moving, conversion or maintenance of any building or structure and the use of any land, structure or building which is continued, operated or maintained contrary to any provisions of this title, is declared to be a violation of this title and unlawful. (Ord. 7-19-84 §1 (part) 1984; prior code §23.45.040(A))

17.40.020 **Action to abate.** The city attorney shall, immediately upon such violation being called to his attention, institute injunctive, abatement, or other appropriate action to prevent, enjoin, abate or remove such violation. Such right of action shall also accrue to any property owner who may be especially damaged by any violation of this title. (Ord. 7-19-84 §1(part) 1984; prior code §23.45-.040(C))

17.40.030 **Penalty imposition not to preclude further action.** The imposition of any penalty hereunder shall not preclude the city or affected property owner from instituting any appropriate action or proceeding to require compliance with the provisions of this title. (Ord. 7-19-84 §1(part) 1984; prior code §23.45.040(D))

17.40.040 **Remedies to be cumulative.** Any remedies provided for herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law. (Ord. 7-19-84 §1(part) 1984; prior code §23.45 .040(E))

17.40.050 **Violation--Penalty.** Any person or corporation, whether as principal, agent or employee, who violates any provision of this title shall be, for each offense, punished by a fine of not more than five hundred dollars. Each day any violation of this zoning ordinance continues will constitute a separate offense. (Ord. 7-19-84 §1(part) 1984; prior code §23.45.040(B))