

# CITY OF WHITTIER

## APPLICATION FOR BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY

TO BE COMPLETED BY APPLICANT			
<b>I. LOCATION OF BUILDING</b>	NUMBER & STREET	SUBDIVISION	LOT
	NS		
	EW side of _____ feet E W from Intersection of _____		
<small>(Other local geographic political or legal jurisdiction identification)</small>			
<b>II. IDENTIFICATION -</b>	NAME	MAILING ADDRESS	PHONE NUMBER
<b>OWNER</b>			
<b>LOCATION</b>			
<b>ARCHITECT</b>			
<b>III. TYPE OF BUILDING -</b>			
<b>TYPE OF IMPROVEMENT</b>	<b>RESIDENTIAL</b>	<b>NON RESIDENTIAL</b>	
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> AMUSEMENT RECREATIONAL	
<input type="checkbox"/> ADDITION	<input type="checkbox"/> TWO OR MORE FAMILY ENTER	<input type="checkbox"/> CHURCH OTHER RELIGIOUS	
<input type="checkbox"/> ALTERATION	NUMBER OF UNITS _____	<input type="checkbox"/> INDUSTRIAL	
<input type="checkbox"/> REPAIR REPLACEMENT	<input type="checkbox"/> TRANSPARENT HOTEL, HOTEL OR DOWNTOWNY - ENTER	<input type="checkbox"/> PARKING GARAGE	
<input type="checkbox"/> FOUNDATION ONLY	NUMBER OF UNITS _____	<input type="checkbox"/> SERVICE STATION REPAIR GARAGE	
<b>OWNERSHIP</b>	<input type="checkbox"/> GARAGE	<input type="checkbox"/> HOSPITAL INSTITUTIONAL	
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> CARPORT	<input type="checkbox"/> OFFICE, BANK, PROFESSIONAL	
<input type="checkbox"/> CORPORATION	<input type="checkbox"/> OTHER SPECIFY _____	<input type="checkbox"/> PUBLIC UTILITY	
<input type="checkbox"/> FEDERAL, STATE OR LOCAL		<input type="checkbox"/> SCHOOL, LIBRARY OTHER EDUCATIONAL	
		<input type="checkbox"/> STORES, MERCHANTS	
		<input type="checkbox"/> TANKS - TOWERS	
		<input type="checkbox"/> OTHER - SPECIFY _____	
<b>IV. SELECTED CHARACTERISTICS OF BUILDING</b>			
<b>DIMENSIONS</b>	<b>PRINCIPAL TYPE OF FRAME</b>	<b>TYPE OF HEATING</b>	
NUMBER OF STORIES _____	<input type="checkbox"/> MASONRY (WALL BEARING)	<input type="checkbox"/> GAS	
TOTAL SQ. FT. OF FLOOR AREA _____	<input type="checkbox"/> WOOD FRAME	<input type="checkbox"/> OIL	
ALL FLOORS BASED ON EXTENDED DIMENSIONS _____	<input type="checkbox"/> STRUCTURAL STEEL	<input type="checkbox"/> ELECTRICITY	
	<input type="checkbox"/> REINFORCED CONCRETE	<input type="checkbox"/> COAL	
TOTAL LAND AREA SQ. FT. _____	<input type="checkbox"/> OTHER - SPECIFY _____	<input type="checkbox"/> OTHER - SPECIFY _____	
<b>THE OWNER AND THE UNDERSIGNED HEREBY AGREE TO COMPLY WITH ALL APPLICABLE CONSTRUCTION LAWS OF THE CITY &amp; STATE</b>			
SIGNATURE OF APPLICANT _____	ADDRESS _____	DATE _____	
<b>SPECIAL INFORMATION</b>		<b>TO BE COMPLETED BY BUILDING SECTION</b>	
<b>I. TYPE OF UTILITIES</b>		<b>1. BUILDING CODES IDENTITY</b>	
SEWER _____	PUBLIC _____ PRIVATE _____	OCCUPANCY GROUP & DIVISION _____	
WATER _____		TYPE OF CONSTRUCTION _____	
		FIRE ZONE _____	
		USE DISTRICT _____	
<b>State Fire Marshal Plan Review Number _____</b>		<b>II. VALUE OF CONSTRUCTION</b>	
		VALUE OF BUILDING _____ \$	
		TO BE INSTALLED BUT NOT INCLUDED IN THE ABOVE COST	
		A. ELECTRICAL _____ \$	
		B. PLUMBING _____ \$	
		C. HEATING / AIR CONDITIONING _____ \$	
		D. OTHER (ELEVATOR, ETC.) _____ \$	
		<b>TOTAL VALUE OF CONSTRUCTION</b> _____ \$	
		<b>III. FEES AND APPROVAL</b>	
		BUILDING PERMIT FEE _____ \$	
		PLAN CHECK FEE _____ \$	
		RECEIPT # _____ \$	
		<b>TOTAL</b> _____ \$	
<b>IV.</b>		<b>AREA</b>	
		GRID _____	
		PLANNING DISTRICT _____	
<b>V. FINAL INSPECTIONS</b>			
APPROVED BY: _____			
DATE ISSUED: _____			
PERMIT: _____			
BUILD. INSPECTION _____	DATE _____		
ELEC. INSPECTION _____	DATE _____		
MECH. INSPECTION _____	DATE _____		
CERTIFICATE OF OCCUPANCY ISSUED _____	DATE _____		

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 (previous and new): \_\_\_\_\_

2. Provide a project description and previous review number (if applicable) of the work: \_\_\_\_\_

3. Type of Project and cost:  new building  addition to an existing building  renovations  occupancy change  
 foundation/framing  fuel system project  relocation  fire system project (Alarm/Suppression, Clean Agent, & Kitchen Systems)  
Project Cost \$ \_\_\_\_\_ (Required for Fuel Systems and Renovations/Remodels (labor and materials))

4. Describe use of the building: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Physical Address (required): # \_\_\_\_\_ Street \_\_\_\_\_ Suffix \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Type of construction: \_\_\_\_\_ (I, II, III, IV, V) Indicate use or IBC occupancy: \_\_\_\_\_ (A,B,E,F,S,I,H,R,U)

Total square footage: \_\_\_\_\_  
Suppression system to be installed:  YES  NO - # Devices: \_\_\_\_\_  
Fire Alarm system to be installed:  YES  NO - # Devices: \_\_\_\_\_

APPLICANT NAME: _____	OWNER NAME: _____
COMPANY NAME: _____	BUSINESS NAME: _____
MAILING ADDRESS: _____	MAILING ADDRESS: _____
CITY: _____	CITY: _____
ZIP: _____ STATE: _____	ZIP: _____ STATE: _____
PHONE: _____ FAX: _____	PHONE: _____ FAX: _____
EMAIL: _____	EMAIL: _____

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 and Life Safety nor grant authority to violate or cancel the provisions of any other state or local law regulating this occupancy. 13AAC 50.027(c)(5): "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."

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**CHECKLIST: (AS 08.48 STAMPED ARCHITECTURAL/ENGINEERED PLANS & IBC 106.1- BY REGISTERED DESIGN PROFESSIONAL)**

*Please Submit Only Applicable Documents*

- DIMENSIONAL PLOT PLAN: Show distance to property lines and existing buildings.
- STRUCTURAL PLANS: Drawings, showing supports, connections, design criteria, ground snow load, 3 second wind gust and seismic design cat.
- 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: Automatic sprinklers, hood suppression, etc.

**BEFORE BEGINNING THE CONSTRUCTION, ALTERATION, REPAIR, OR CHANGING THE OCCUPANCY OF A BUILDING, A SUBSTANTIAL LAND STRUCTURE, OR 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.**



# 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. The application should include drawings of your proposed work.
4. If required, the application should include a copy of the State Fire Marshall approval certificate. See attached for more information.
5. If the building permit is for other than residential single family or duplex, you must include a Land Use Permit Certification form.
6. The application will be reviewed by the Public Works Department and you will be notified within 10 business days, except when your construction plans are not consistent with established ordinances and city regulations (such as setbacks).
7. 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.



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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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## **WHITTIER MUNICIPAL CODE Every Property Having Water and Sewer**

### **13.04.140 Water supply required-When**

- A. No person shall fail to provide an adequate water supply to any structure or 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 Toilet installation**

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 owner's 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 property line. (Ordinance 4-5-83, Art. II-4, 1983)

### **13.08.090 Connection to public sewer required- When**

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)



## **BUILDING, REMODELING, OR RENOVATING?**

Construction, repair, remodel, addition or change of occupancy of any building / structure, or installation or change of fuel tanks 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.

The State Fire Marshal is responsible for Building, Fire and Mechanical Plan Reviews.

**Authority: AS 18.70.080**

**Alaska Administrative Code 13AAC 50.027**

For South Central Alaska, contact:



**Division of Fire and Life Safety**  
**5700 East Tudor Road**  
**Anchorage, Alaska 99507**  
**Phone (907) 269-5604**  
**Fax (907) 338-4375**  
**TDD (907) 269-5094**



**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 therefor, 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))