



City of Whittier

Gateway to Western Prince William Sound

PO 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. The application should include drawings of your proposed work.
3. If required, the application should include a copy of the State Fire Marshall approval certificate. More information can be found at <https://dps.alaska.gov/fire/prb/home>.
4. If the building permit is for other than residential single family or duplex, you must include a Land Use Permit Certification form.
5. Submit your application by email to cityclerk@whittieralaska.gov or in person at the Public Safety Building, 660 Whittier Street, Whittier, Alaska.
6. The application will be reviewed by staff, and you will be notified within 20 business days except when your construction plans are not consistent with established ordinances and city regulations (such as setbacks).
7. Pay the permit fee upon completion of the staff review of your application. The fee is 5% of the total estimated building cost.
8. The application will then be referred to the Planning & Zoning Commission for further review.

Should you have any questions, please contact the Assistant City Manager at (907) 472-2327 ext. 217.



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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 the 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 _____,

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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Application for Land Use Permit and Certificate of Occupancy

All new construction and remodels shall be permitted and comply with all local, state, and federal laws.

LOCATION OF BUILDING		
Number and Street	(or) Subdivision	(AND) Lot (AND) Block
NS E W side of _____; _____ feet E W from intersection of _____ (other geographic, political, or legal subdivision identification)		
TYPE OF UTILITIES		
	Public	Private
Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>
OWNER(S) INFORMATION		
Name	Mailing Address	Phone Number
STATE FIRE MARSHAL PLAN		
Review Number: _____		
TYPE OF BUILDING		
Type of Improvement	Residential	Non-Residential
<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 Number of Units: _____ <input type="checkbox"/> Transient Hotel, Motel, or Dormitory 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/Institution <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		



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SELECTED CHARACTERISTICS OF BUILDING			
Dimensions		Principal Type of Frame	Type of Heating
Number of Stories		<input type="checkbox"/> Masonry (Wall Bearing)	<input type="checkbox"/> Gas
Total Square Foot of Floor Area		<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Oil
All Floors Based on Exterior		<input type="checkbox"/> Structural Steel	<input type="checkbox"/> Electricity
Dimensions		<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Coal
Total Square Foot of Land Area		<input type="checkbox"/> Other – Specify:	<input type="checkbox"/> Other – Specify:
Total Estimated Building Cost		_____	_____
CERTIFICATION			
The owner and the undersigned hereby agree to comply with all applicable construction laws of the city and state.			
Signature of Applicant	Address	Date	

WARNING: Whittier receives extreme amounts of snow and wind. 2012 International Building Code (IBC) Chart 1608.2 requires 300 pounds per square foot snow load and IBC Section 1609 “Wind Loads”