

Building Permit Application Submittals

Building Permit Applications must be accompanied by drawings which graphically show the construction site and all proposed additions/changes. The completed application and associated documents must contain the following information for the permit application to be processed .

Commercial projects valued over \$100,000 require all structural, architectural, electrical, and mechanical/plumbing plans to be prepared, stamped, and signed by professionals appropriately licensed in the State of Alaska to prepare said documents.

Submittals to be included with Foundation Permit Application:

- Foundation Permit Application with the appropriate fields completed, contact number included, signed and dated.
- Written statement of the intended purpose of the proposed construction.
- Location (street address) of the proposed construction indicated on the permit application and each page of the submitted plans.
- Site plan for the property proposed to be built upon including existing and proposed elements (see site plan description and sample plans).
- Section view of all foundation elements.
- Identify all structural elements of the construction including, but not limited to; floor joist size and spacing, headers, roof construction type (manufactured trusses, site-built rafters, post-and-beam, etc.).

Submittals to be included with Building Permit Application:

- Building Permit Application with the appropriate fields completed, contact number included, signed and dated.
- Written statement of the intended purpose of the proposed construction.
- Location (street address) of the proposed construction indicated on the permit application and each page of the submitted plans.
- Site plan for the property proposed to be built upon including existing and proposed elements (see site plan description and sample plans).
- Floor plan for the proposed construction including all existing and proposed elements, the use of all areas should be identified (see floor plan description and sample plans).
- Elevation view of proposed construction (see "building section" in sample plans).
- All construction details not previously submitted with the Foundation Permit Application.
- Electrical/lighting plan for all proposed new portions.
- Mechanical/plumbing plan for all proposed new portions including heat source(s).
- Cut sheets for heating equipment to be installed, if fuel-burning equipment is proposed to be installed provide cut sheets and identify fuel tank size, type, and location.

Basic Site Plan

For any proposal, please submit a basic site plan as follows:

1. Drawn to scale (engineer or architect), and identify the scale used.
2. Identify all existing and proposed improvements such as: fences, walls, sidewalks, landscaped areas, easements, utilities, all property lines, existing and proposed structures, type of structure (e.g. stick built, mfg. home, trailer, container, shed, mobile home, garage, etc.), driveways, parking areas, street lights, hydrants, general drainage, etc.
3. Show full dimensions of all structures, driveways, easements, parking, distance between structures and other structures, distances between structures and property lines.
4. Identify the use of each building that is existing and proposed.
5. Provide north arrow.
6. Provide name, address, and telephone number of the applicant, property owner, and person preparing the plan.
7. Provide the zoning designation.
8. Provide Plat and all documents and/or plats related to existing or proposed easements.

Comprehensive Site Plan

Please submit the following information if requested by staff:

1. Provide all basic site plan items above.
2. Location of trees over 6 inch in diameter and any trees along a shared boundary/property line.
3. Location of trash enclosures and type of enclosure.
4. The following details of site plan:
 - a. Total area of property in square feet
 - b. Number of parking spaces
 - c. Building heights, net area of each floor of any structure, total area of structure
 - d. Total area of open space (e.g. landscaping, open space, setbacks)
 - e. Total area of all impermeable area (i.e. total floor area of footprint of impermeable structures)
5. Location, size, and type of existing and proposed public water, sewer, and stormwater lines on property or connected to property.
6. Location, size, and type of existing and proposed power poles, utility structures, and electrical service lines.
7. Location, size, and type of existing and proposed underground or above ground storage tanks, cisterns, septic tanks/fields, wells or well heads, their contents, and method of disposal.
8. Location, size, and type of existing and proposed basins, drainage areas, tidelands, high water mark, flood area, wetlands, and other drainage features that complies with the City and Borough of Sitka Stormwater Management Plan. Provide drainage report if requested.
9. Additional plans may be required as determined on a case-by-case basis by staff.

Basic Floor Plan

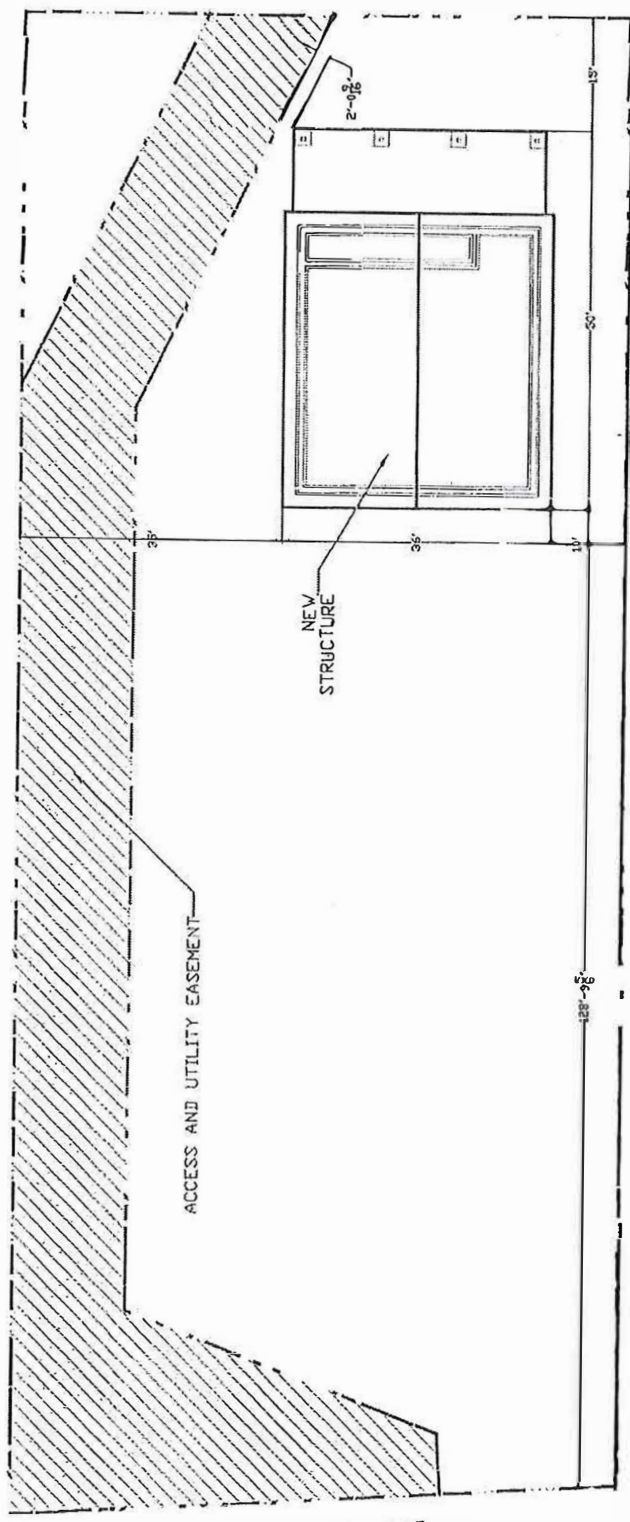
1. Drawn to scale (engineer or architect) and identify the scale used.
2. Provide North Arrow.
3. Show and label all floor plan improvements such as fireplace, doorways, hallways, stairs, decks, patios, etc.
4. Show full dimensions of all existing and proposed rooms, structures, stairs, decks, patios, garages, etc.
5. Label use of each room (e.g. bedroom, kitchen, office, storage , living room, work/commercial, short term rental, etc).
6. Provide name, address, and telephone number of the applicant, property owner, and person preparing the plan.
7. Provide the zoning designation.
8. Provide Plat and all documents and/or plats related to existing or proposed easements.

General Notes

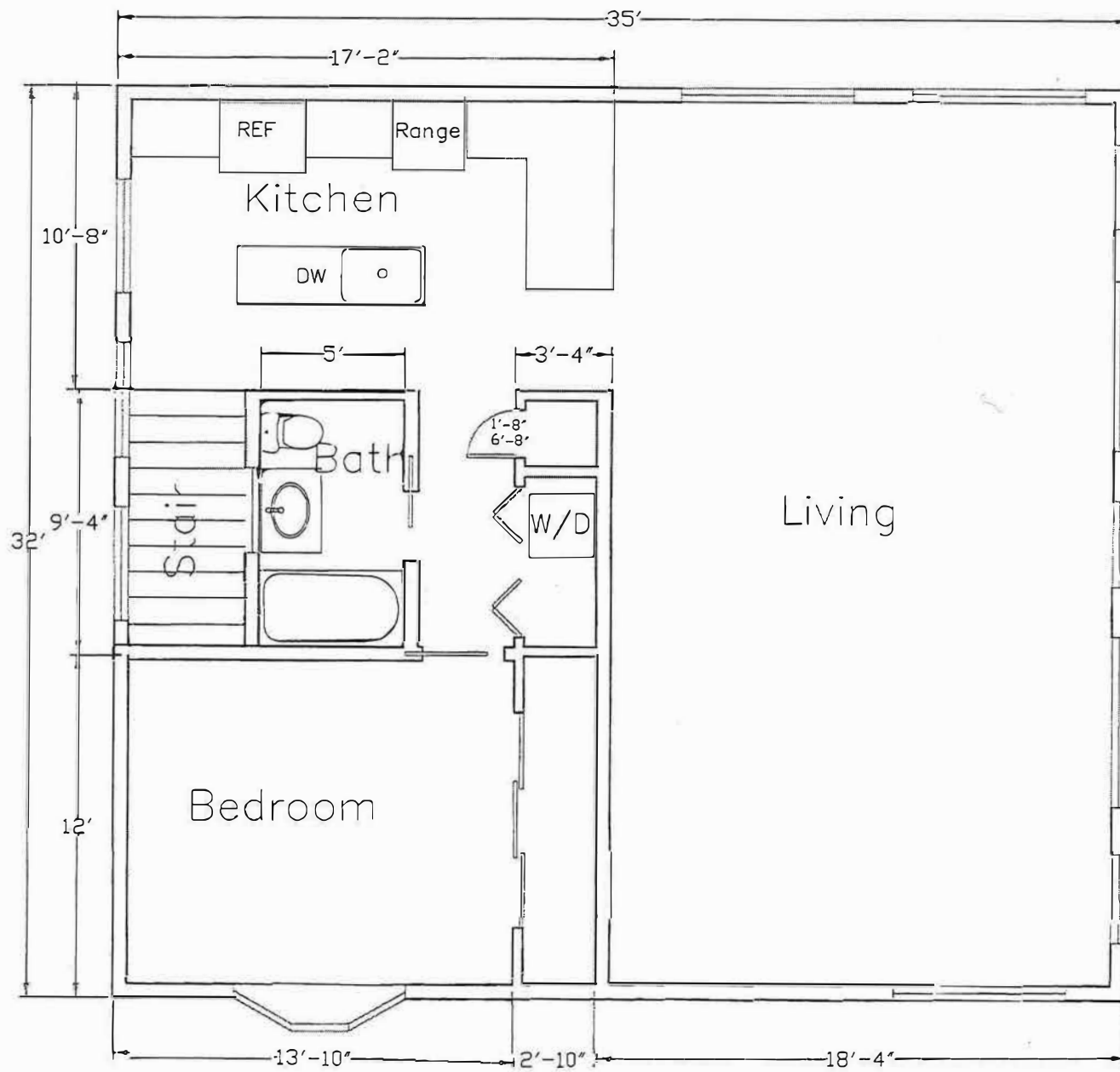
No.	Rev./Date/Author	Date

07/28/17
A01
1/8" = 1'-0"

Pg 1



Sample Site Plan



Sample Floor Plan

General Notes

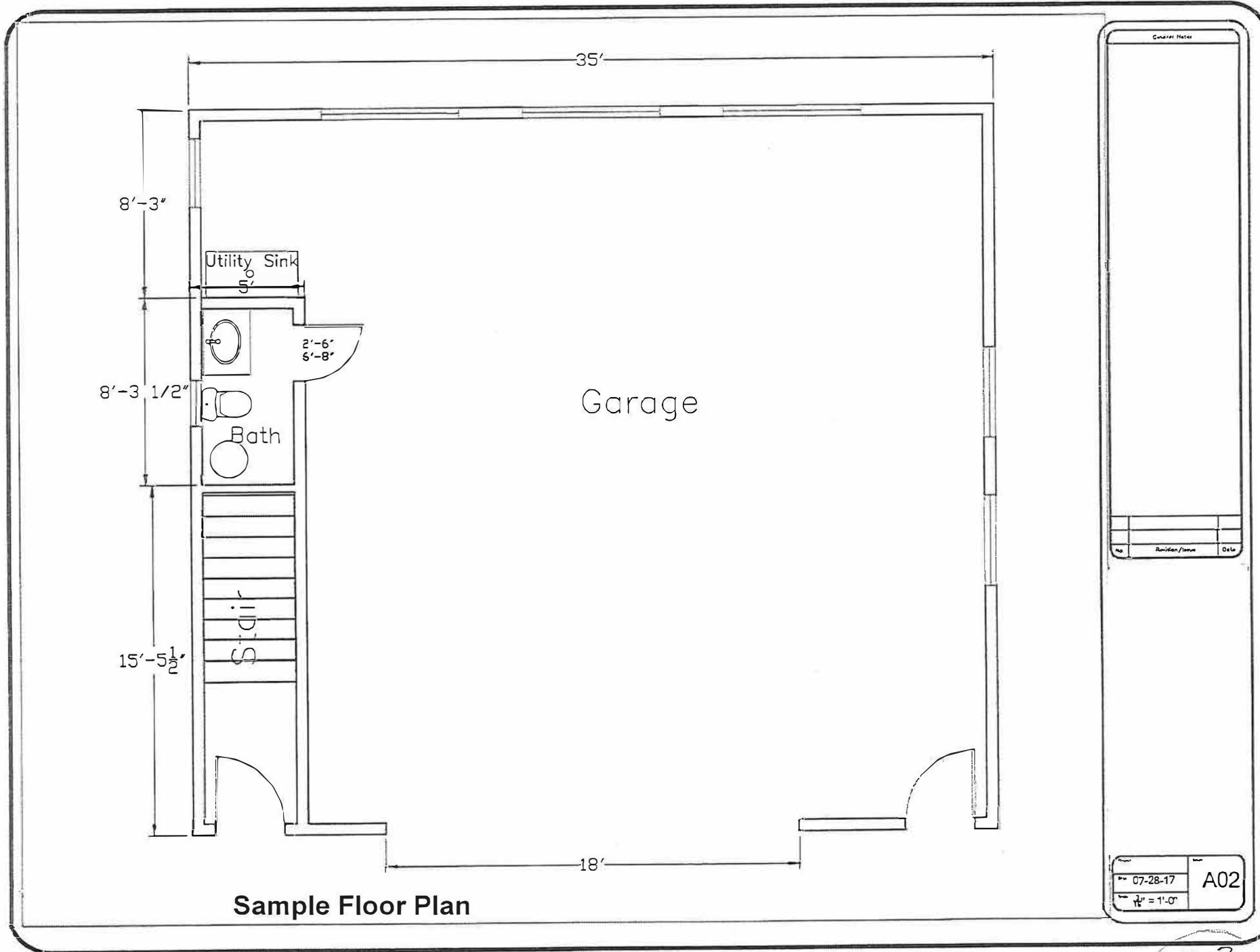
No.	Revision/Issue	Date

07-28-17

A01

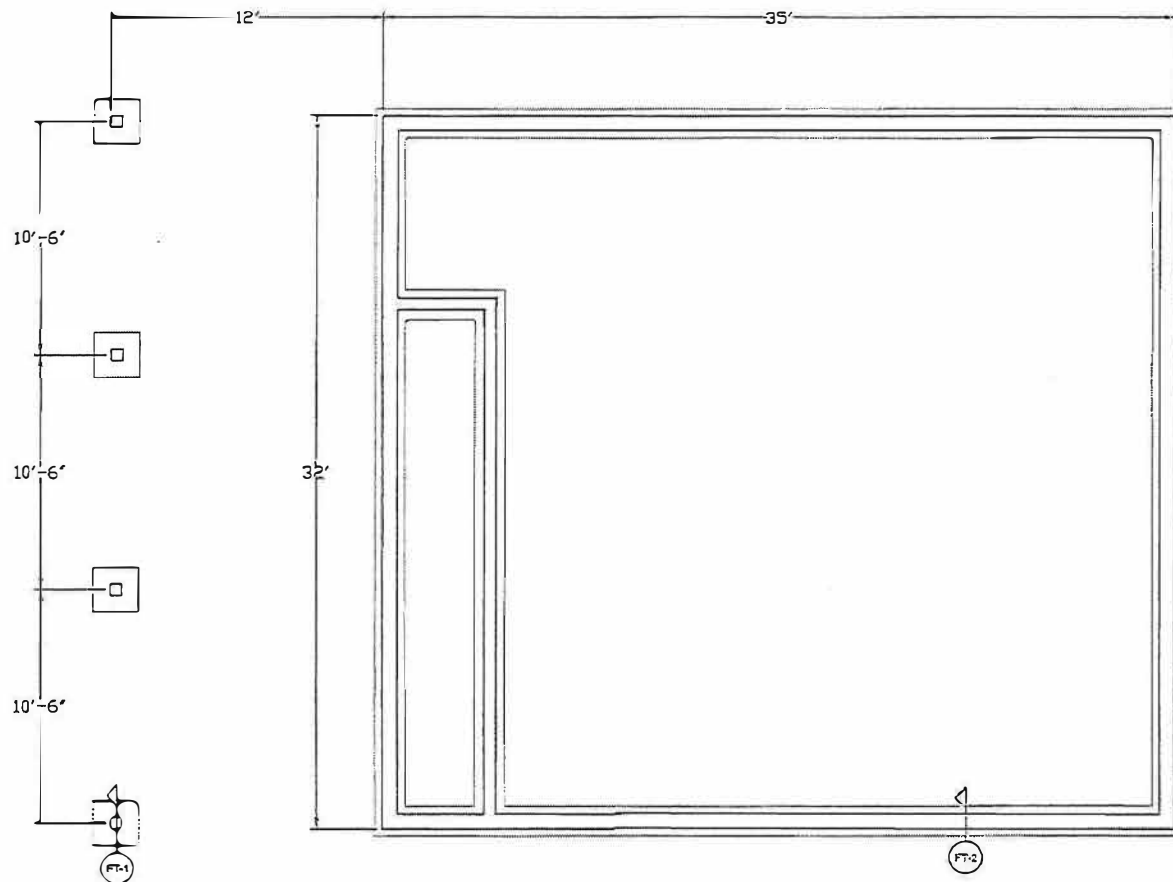
1/8" = 1'-0"

09 2



Sample Floor Plan

Date: 07-28-17
 Scale: 1/8" = 1'-0"
 ID: A02

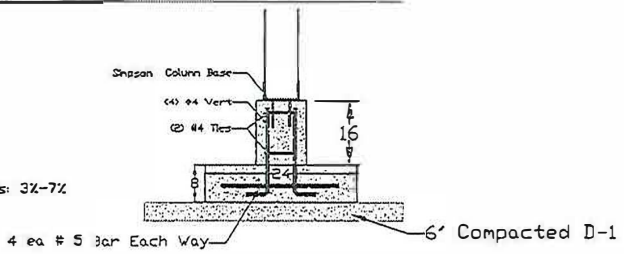


General Notes

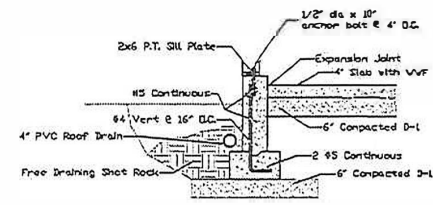
No.	Revised/Issue	Date

Sample Foundation Plan

Reinforced Concrete:
 Concrete shall have the following properties:
 Minimum 28-Day Strength
 All Structural Concrete: 3,000 psi
 Air Entrainment
 All Exterior Cast-in-Place Walls and Exterior Slabs: 3% - 7%



FT-1 CAR PORT FOOTINGS

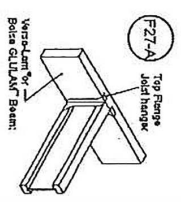
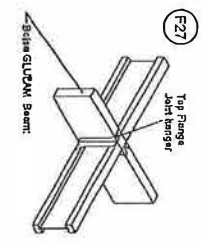
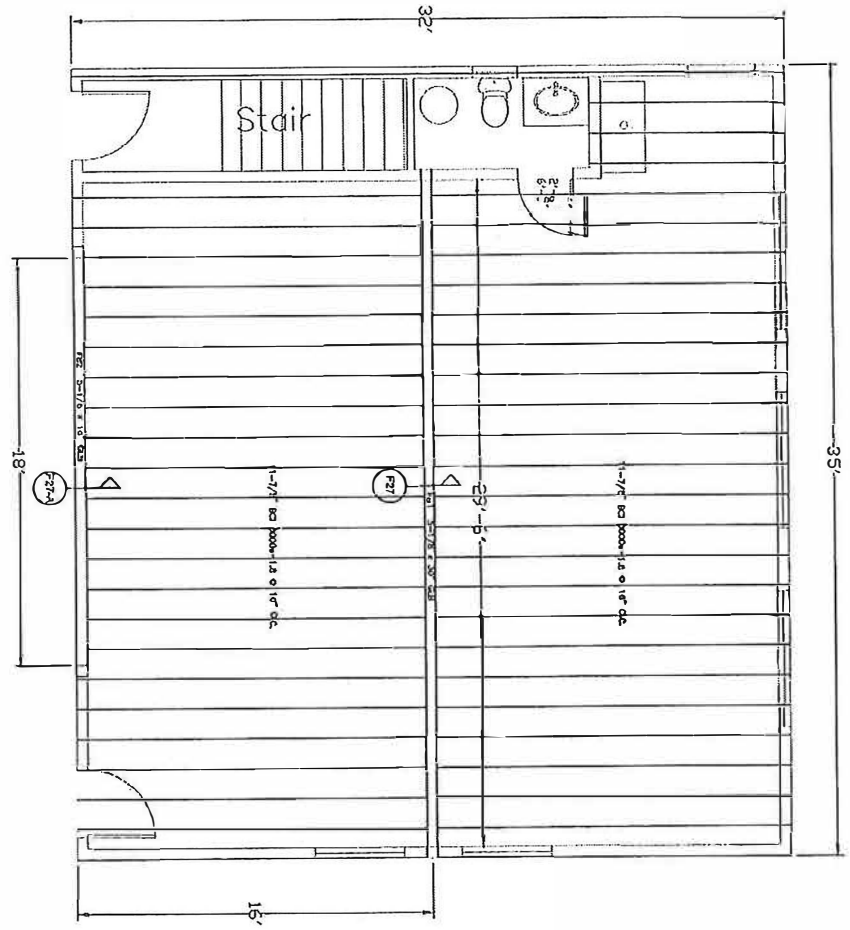


FT-2 FOOTING AND STEM WALL

Date	08-04-17	Sheet	S01
Scale	1/8" = 1'-0"		

394

Floor Framing



No.	Revised/Drawn	Date

Rev.	Date	By
03-04-17		
1/2" = 1'-0"	S02	

95

05/16

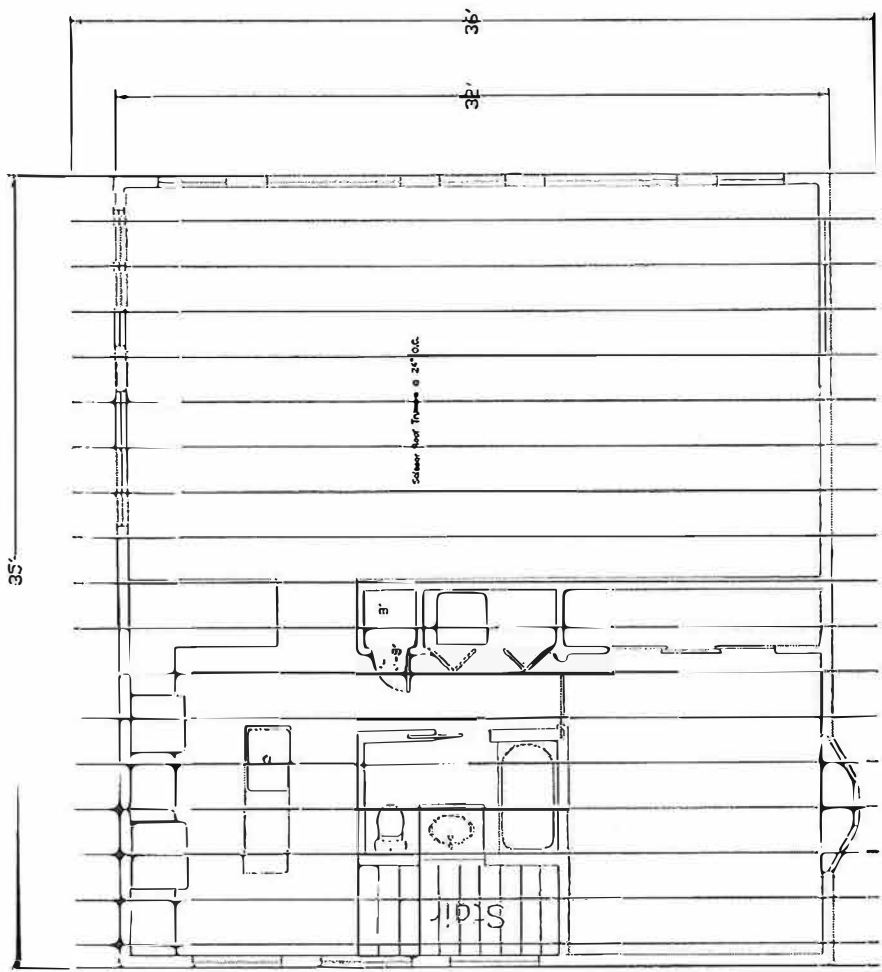
S03

S-03

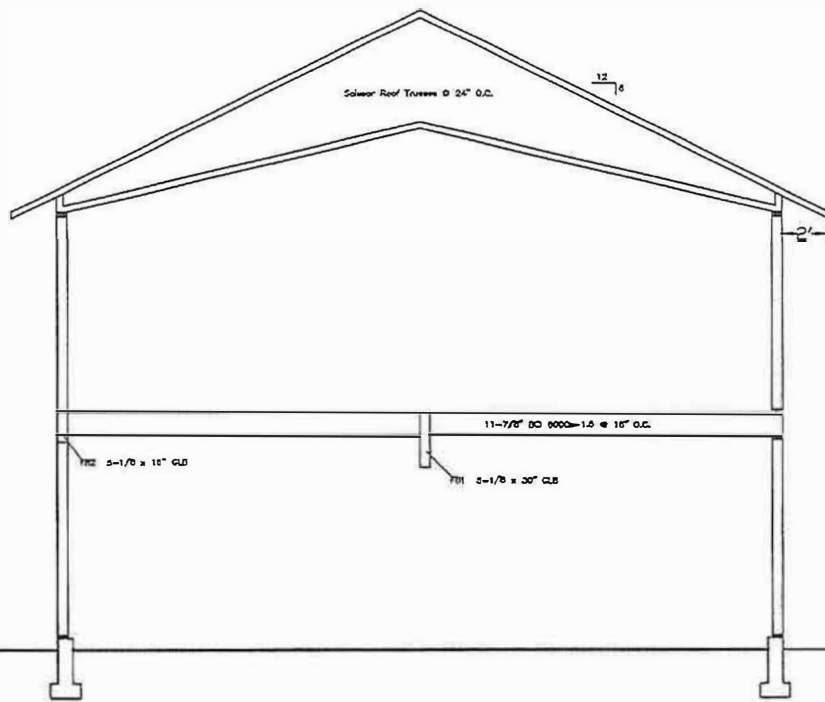
1" = 1'-0"

No.	Description/Notes	Date

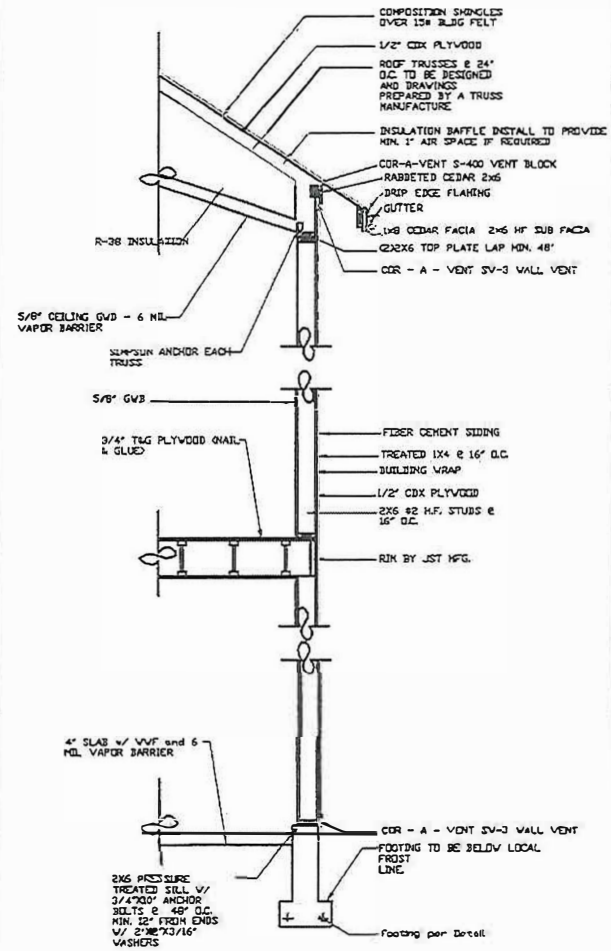
General Notes



Roof Framing



Building Section



Wall Section

Rev	Revised/Issue	Date

Proj	Sheet
08-04-17	S04
Scale	1/8" = 1'-0"

pg 7