

City of Ketchikan Building Division
2930 Tongass Ave., Ketchikan, AK. 99901
Phone: (907) 228-4728 or Fax: (907) 225-8721

Application/Permit: # _____
(Department Use Only)
Date Submitted: _____

BUILDING PERMIT APPLICATION (COMMERCIAL)

Submit completed permit, plans and associated documents to the Ketchikan Gateway Borough's (KGB) Planning and Zoning Office located at 1900 1st Avenue, Suite 126, Ketchikan, AK 99901

Property Owner Name(s) _____

Applicant _____ Owner Contractor Other _____

Project Address _____ Owner's Address _____
City/State/Zip _____ City/State/Zip _____
Phone _____ E-Mail _____ Phone _____ E-Mail _____

Contractor: Bus. Name _____ Design Professional: Bus. Name _____
License No. _____ Phone (Day) _____ (Cell) _____
Phone _____ E-Mail _____

Legal Description: Block _____ Lot _____ Sub-Lot _____ U.S. Survey _____
KGB Parcel Number _____ Are you in a Floodplain? Yes No Zone _____

Type of Work Proposed

New Commercial Commercial Addition Tenant Improvement New Multi-Family Dwelling
 Multi-Family Addition Plumbing Only Electrical Only Mechanical Only Demolition
 Other _____ Estimated Construction Cost: _____

Description of Work

Use of Building _____ Square Footage _____ Type of Construction _____
Occupancy Classification _____ Fire Sprinklers Yes No Fire Alarm Yes No

All provisions of the applicable codes and City ordinances will be complied with, whether specified herein or not. Plans approved by the City of Ketchikan Building Division form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application and before I accept my permit, the owner shall be made aware of all permit conditions.

APPLICANT'S SIGNATURE: _____ DATE: _____

(THIS PERMIT APPLICATION MUST BE ROUTED THROUGH KGB PLANNING AND ZONING OFFICE PRIOR TO CITY REVIEW AS SHOWN ABOVE)

Submit three sets of plans with application. See adjacent page or reverse side of this form. 

If you have any questions, please contact us at 907-228-4737

**Plan Submittal Requirements
(Three complete sets)**

State of Alaska Registered Architect/Engineer sealed plans required per AS 08.48

New Commercial Project:

- Site Plan*
- Grading and Drainage Plan
- Landscape Plan
- Architectural Plan*
- Soils Report
- Mechanical/Plumbing Plan
- Electrical Plan
- Structural Plans*
- Structural Calculations
- Specifications for Assemblies and Equipment Proposed
- Hazardous Materials Declaration List
- Exiting Scheme Plan (Show path of travel to all required exits)

Commercial Addition Project:

- Site Plan*
- Grading and Drainage Plan
- Landscape Plan
- Architectural Plan*
- Soils Report
- Mechanical/Plumbing Plan
- Electrical Plan
- Structural Plans*
- Structural Calculations
- Specifications for Assemblies and Equipment Proposed
- Hazardous Materials Declaration List
- Exiting Scheme Plan (Show path of travel to all required exits)

New Multi-Family Project:

- Site Plan*
- Grading and Drainage Plan
- Architectural Plan*
- Soils Report
- Mechanical/Plumbing Plan
- Electrical Plan
- Structural Calculations
- Structural Plans*
- Exiting Scheme Plan (Show path of travel to all required exits)

Multi-Family Addition Project:

- Site Plan*
- Grading and Drainage Plan
- Architectural Plan*
- Mechanical/Plumbing Plan
- Electrical Plan
- Structural Calculations
- Structural Plans*
- Exiting Scheme Plan (Show path of travel to all required exits)

Tenant Improvement Project:

- Site Plan
- Key Plan (Show project location within building)
- Architectural Plan*
- Exiting Scheme Plan (Show path of travel to all required exits)
- Mechanical/Plumbing Plan
- Electrical Plan

Note: Deferred Submittals must be identified on the plans. For example, "Manufacture Truss calculations and layout plans to be reviewed by Architect/Engineer of Record and submitted for approval to the City of Ketchikan Building Division prior to scheduling a rough-frame inspection."

Deferral of any submittal items shall have the prior approval of the Building Official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the Building Official.

*Site Plan-Include a Vicinity Map

*Architectural Plan-Floor plan, Reflected Ceiling Plan and Exterior Elevations

*Structural Plan-Foundation, Floor framing, Roof framing, Structural Specifications, Structural Details and Cross-Sections