



Municipality of Anchorage



Handout AG.06

Building Permit Requirements for Commercial Buildings

The following will be needed for application for a building permit. Permits are considered abandoned and expired if no activity occurs within 360 days. You must do enough work within this period of time to call for an inspection to prove activity. All fees are required upon submittal of application, with the exception of traffic review fees and landscape review fees, which are calculated during zoning review and are payable prior to issuance of any permit.

COMMERCIAL BUILDING (New and additions; for metal buildings, see Policy S.04)

1. Full legal description of property (lot, block and subdivision), street address, tax account number.
2. Two copies of Soil Engineers reports and recommendations for new building and additions.
3. Three sets of COMPLETE CONSTRUCTION PLANS (stamped and signed by appropriate Alaskan P.E. or Architect), showing how the building is to be built.
4. Code study, including building construction type, occupancy, exiting, and applicable code.
5. One set of engineering calculations and specifications for all commercial buildings.
6. Submit two copies of any previous agreements, clarifications, requests for Alternate Means and Methods, etc., when applicable. Agreements and other special considerations shall be signed by agreeing parties.
7. Three certified plot plans stamped and signed by a Professional Land Surveyor, registered in the State of Alaska, showing the proposed location of the building site and including the following information:

LOT IDENTIFICATION

- a) legal description
- b) lot square footage
- c) basis and evidence of horizontal control
- d) lot line dimensions and directions
- e) dedicated easements and rights-of-way
- f) description of all found and established lot corner monumentation
- g) north arrow, scale of map, grid number and date of survey

SITE INFORMATION

- a) basis of vertical datum
- b) lot corner elevations
- c) existing and proposed lot drainage pattern
- d) building footprint dimensions and the location referenced to front, side and back lot lines measured to the nearest tenth of a foot.
- e) proposed finished floor elevation and building corner elevations
- f) dimensions of upper floor projections and roof and deck overhangs
- g) location of any existing structure(s) and utilities referenced to the property line

Right-of-Way

Show all civil design items on and adjacent to the lot, such as existing and proposed water, sewer, storm drainage, and existing and proposed service connection lines.

Show existing and proposed roads, type of road (strip paved, gravel, etc.), presence and type of curb and gutter, sidewalks, trails, and other improvements in the right(s) of way.

Show the driveway(s) as existing or planned, type of road being joined into, and presence and type of curb and gutter.

All plot plans shall be sealed and signed by a professional Land Surveyor who is currently registered in the State of Alaska. The Surveyor shall state on the plot plan that he has conducted a physical survey of the lot and that he has found or established all the lot corners as shown on the plan and, to the best of his knowledge and abilities, all dimensions have been measured true and correct.

8. One State DEC approval for WELL AND SEPTIC TANK, if the building is to be on a private system, or written determination from the On-Site Water and Wastewater program at the Building Safety Division if on-site system is not required.
9. Plans submitted for commercial, industrial, 5-plex and above shall be drawn by a LICENSED ARCHITECT AND APPLICABLE ENGINEERS, by discipline registered in the State of Alaska. Change orders shall be endorsed by the professional designer of record.
10. Three copies of PARKING LOT LAYOUT conforming to Title 21 and 23 of AMC, showing access to adjoining roadways, limits of paving, dimensions of aisles and stalls, and indicating handicap parking stalls, loading berths and refuse collection areas. Fee for review may be required.
11. Three copies of HANDICAP RAMP DETAILS and HANDICAP SIGNAGE.
12. Two copies of ON-SITE DRAINAGE PLANS as per Appendix Chapter 70, Uniform Building Code, to an outfall which shows no impact on adjoining properties.
13. Three (3) signed copies of **Handout AG.21, Stormwater Treatment Plan Review, Stormwater Site Plan Review Checklist, Small and Large Projects** with supporting documents. One copy is to be attached to inspector's plans, one copy is for the contractor/job site, and one copy is provided for the Municipal project file
14. A Certified "as-built" of the complete structure must be submitted before any Conditional or Final Certificate of Occupancy will be issued. The "Completed Structural As-Built" will contain the following information:
 - a) The drawing shall be identified as a "Final Structure As-Built";
 - b) The legal description of the lot and record plat file number;
 - c) The date of survey, north arrow, drawing scale and grid number;
 - d) The Surveyor's name and address;
 - e) The Surveyor's signed registered seal (must have original signature);
 - f) A drawing depicting the lot lines, lot dimensions and bearings;
 - g) The monumentation the Surveyor used to determine the location of the lot lines;
 - h) Easements and right-of-ways of record and appropriate building setback requirements;
 - i) The physical outline of the foundation with the field measured dimensions;
 - j) Distance measured perpendicular to the property lines from the nearest corners of the foundation to the front, sides and rear property lines;
 - k) A surveyor's certification stating:

I (name of surveyor), hereby certify that I have performed an As-Built survey of the foundation on this lot and all the dimensions and information as shown hereon are true and no encroachments exist unless shown otherwise.
15. Any structure to be built in Hazard Zones 4 and 5 may require engineered design and Geotechnical Commission Review. Check with a Building Safety Division plans examiner for complete requirements.

16. Health Department approval for food service area (restaurants, grocery store, etc.) childcare and similar facilities, swimming pools, hot tubs, must be submitted before final approval will be given.
17. When required by Title 21, three copies of a landscape plan that includes the information specified by AMC 21.45.125(B). Fee involved.
18. Planning and Zoning Commission and Urban Design Commission approvals or resolutions when applicable.

COMMERCIAL BUILDING (Interior Alterations)

1. Three sets COMPLETE PLANS showing how alteration work is to be performed.
2. A code analysis for the building must be submitted to allow for complete review.
3. Submit two copies of any written previous agreements, clarifications and Requests for Alternate Methods and Materials, with signatures of approval, as required.
4. PARKING CALCULATION AND PARKING LAYOUT when changing occupancy or use of existing building. An additional fee will be charged.
5. Health Department approval for food service areas (restaurants, grocery stores, etc.) childcare and similar facilities, swimming pools, hot tubs, etc. must be submitted before final approval will be given.
6. When required by Title 21, three copies of a landscape plan that includes the information specified in AMC 21.45.125(B). An additional review fee will be charged.

Ron Thompson, Building Official
Effective date: February 9, 2006
(Ref. 96-12, 97-08, 00-03, 01-03, 02-05, 02-06; 03-08)

NEW COMMERCIAL BUILDING PRE-PERMIT CHECKLIST: **Check**

Route

1.	Completed Commercial Permit Worksheet	
2.	Three Sets of Drawings <i>stamped</i> by an Architect and Engineer <i>licensed</i> in the State of Alaska	
3.	One Set of Calculations to match the drawings	
4.	Three Plot Plans showing the proposed location of the building site, stamped by an Alaska registered Land Surveyor	
5.	Code Study showing construction type, use, and occupancy	
6.	Two Geo Technical reports (One to Mike Krueger, soils)	
7.	For lots requiring site water and/or sewer, a permit or application from DHHS must be provided.	
8.	Plan Review Time	
If all of the above has been provided and acceptable, approve the plan to be submitted for review.		
CHECK-IN INITIALS		

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