ANCHORAGE, ALASKA
AO No. 2022-100

AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY AMENDING BUILDING CODES AT ANCHORAGE MUNICIPAL CODE CHAPTER 23.10, ANCHORAGE ADMINISTRATIVE CODE 2018 EDITION, TO ALLOW OPTIONAL INDEPENDENT PLAN REVIEW OF STRUCTURAL DESIGN FOR COMMERCIAL BUILDING PERMITS.

WHEREAS, Title 23 of Anchorage Municipal Code provides applicants applying for a residential single-family or two-family building permit the option to use independent reviewing professionals for plan review; and

WHEREAS, the Anchorage building community utilizes this option frequently, saving Anchorage residents and Municipality of Anchorage staff, time and resources; and

WHEREAS, this ordinance would provide applicants applying for a commercial building permit the option to use an independent reviewing professional for review of structural plans only; now, therefore,

THE ANCHORAGE ASSEMBLY ORDAINS:

Section 1. Anchorage Municipal Code section 23.10.104.9 is hereby amended to read as follows:

23.10.104.9 – Optional independent [RESIDENTIAL SINGLE-FAMILY AND TWO-FAMILY] plan review.

A. Residential one-, two-, and three-family dwellings. For residential one-family, [SINGLE-FAMILY OR] two-family, and three-family dwelling permit applications, the permit applicant shall have the qualified option for independent reviewing professionals, as described in this subsection [B BELOW], to accept responsibility for plan review and building code compliance for the permit. For permit applications submitted under this provision, it shall not be the responsibility of the building official to review the application for compliance with applicable building codes. The building official shall conduct or cause to be conducted reviews for zoning, address, flood, NPDES, storm water and any other reviews necessary for the project.

1. [A.] The applicant's exercise of the option and the identity of the independent reviewing professionals shall be designated on the building permit application in accordance with this section.

2. [B.] Plan review shall be conducted by independent reviewing professionals as follows:

a. [1.] Review of the structural plans and calculations shall be
conducted by a professional engineer currently registered by the State of Alaska Board of Registration for Architects, Engineers and Land Surveyors as either a structural engineer or a civil engineer. A reviewing civil engineer must be able to demonstrate experience in structural engineering.

b. [2.] Review of the plans for fire code compliance and building safety shall be conducted by either
   i.[(i)] an individual certified as a Building Plans Examiner or Residential Plans Examiner by the International Code Council (ICC), or
   ii.[(ii)] a professional architect registered by the State of Alaska Board of Registration for Architects, Engineers and Land Surveyors.

c. [3.] The structural review and the review for fire code compliance and building safety may be conducted by a single individual if that individual meets the certification requirements set forth in both subsections 2.a. and 2.b[B.1 AND B.2], above.

d. [4.] No application will be accepted where an independent reviewing professional [HAS] also serves[D] as the designer or builder of the project.

3. [C.] A complete building permit application reviewed pursuant to this section shall include:
   a. [1.] Complete building plans and structural calculations;
   b. [2.] Plot plan;
   c. [3.] Completed storm water discharge permit application;
   d. [4.] Letter of review signed by the appropriate independent reviewing professional demonstrating experience in structural engineering certifying structural plans, calculations, fire code compliance, building safety, accepting responsibility for plan review, as required by this section;
   e. [5.] Signed release of liability, as required by this section; and

4. [D.] The plans, calculations and all documents required under this section may be submitted electronically via the department's electronic plan review software [KNOWN AS E-PLANS].

5. [E.] The building official shall confirm the application includes the materials required by sections 23.10.104.9 and 23.10.104.10. If complete and compliant with Title 21 regulations, the application shall be accepted, and the building official shall issue the permit provided that:
   a. [1.] The permit application demonstrates the plans and specifications for residential one-, two-, and three-family [SINGLE-FAMILY AND/OR TWO-FAMILY] dwellings have been reviewed by independent reviewing professionals. Each reviewing professional must submit a signed letter of review with the plans describing the
scope of their review and including the details of their credentials to conduct such review. Each reviewing professional must include their registration number and the related expiration date.

b. [2.] The permit applicant and the independent reviewing professionals confirm in writing that the independent reviewing professionals accept responsibility for the plan review.

c. [3.] Each independent reviewing professional either:

i. [a.] Submits to the building official, in concert with the letter of review, a waiver of claims against the Municipality of Anchorage for all damages, losses and expenses, arising out of or resulting from the performance of the review, to the fullest extent permitted by law and on a form satisfactory to the Municipality of Anchorage Office of Risk Management, executed by

(A) [(i)] the reviewing professional;
(B) [(ii)] the building construction contractor; and
(C) [(iii)] the current owner of the property and any party under contract to purchase the property within a year of its completion; or

ii. [b.] Provides proof that they maintain professional liability insurance meeting each of the following requirements:

(A) [i.] Plan review and building code compliance review under Anchorage Municipal Code are within the scope of the professional liability insurance coverage.

(B) [ii.] The professional liability insurance provides a minimum of $250,000 in coverage.

(C) [iii.] Coverage extends for no less than two years from completion of the project construction. If the existing policy does not extend for the duration of this period, the independent reviewing professional must specify in his or her reviewing letter when the policy expires and that it will be renewed to ensure continuous coverage for no less than two years from the date of completion.

d. [4.] Each independent reviewing professional indemnifies, holds harmless and states they shall defend the Municipality of Anchorage from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, arising out of or resulting from the performance of the review to the fullest extent permitted by law.

6. [F.] Reviewing professionals do not have authority to approve code
modifications or alternative materials, designs, and methods of construction and equipment as defined in this code. Any request for consideration of code modifications or alternative materials, designs, and methods of construction and equipment shall be submitted to the building official for approval prior to or along with the permit application under the optional process.

7. [G.] The building official may revoke the privilege afforded by this section of any individual who displays incompetence or lack of knowledge in matters relevant to the design and construction of one-, [AND] two-, and three-family dwellings, or who commits fraudulent acts.

B. Commercial. For commercial permit applications, the permit applicant shall have the qualified option for an independent reviewing professional, as described in this subsection, to accept responsibility for structural plan review for the permit. For permit applications submitted under this provision, it shall not be the responsibility of the building official to review the application for compliance with applicable building codes regarding structural design requirements. The building official shall conduct or cause to be conducted reviews for fire, electrical, plumbing, zoning, address, flood, NPDES, storm water and any other reviews necessary for the project.

1. The applicant's exercise of the option and the identity of the independent reviewing professional shall be designated on the building permit application in accordance with this section.

2. Plan review shall be conducted by independent reviewing professionals as follows:
   a. Review of the structural plans and calculations shall be conducted by a professional engineer currently registered by the State of Alaska Board of Registration for Architects, Engineers and Land Surveyors as either a structural engineer or a civil engineer. A reviewing civil engineer must be able to demonstrate experience in structural engineering.
   b. No application will be accepted where an independent reviewing professional also serves as the designer or builder of the project.

3. A complete building permit application reviewed pursuant to this section shall include:
   a. Complete building plans and structural calculations;
   b. Plot plan;
   c. Completed storm water discharge permit application;
   d. Letter of review signed by the appropriate independent reviewing professional demonstrating experience in structural engineering certifying structural plans and calculations, and accepting responsibility for plan review, as required by this section;
   e. Signed release of liability, as required by this section; and
4. The plans, calculations and all documents required under this section may be submitted electronically via the department's electronic plan review software.

5. The building official shall confirm the application includes the materials required by sections 23.10.104.9 and 23.10.104.10. If complete and compliant with Title 21 regulations, the application shall be accepted, and the building official shall issue the permit provided that:
   a. The permit application demonstrates the plans and specifications for the commercial building has been reviewed by an independent reviewing professional. The reviewing professional must submit a signed letter of review with the plans describing the scope of the review and including the details of the professional’s credentials to conduct such review. The reviewing professional must include registration number and the related expiration date.
   b. The permit applicant and the independent reviewing professional confirm in writing that the independent reviewing professional accepts responsibility for the plan review.
   c. The independent reviewing professional provides proof that the person maintains professional liability insurance meeting each of the following requirements:
      i. Plan review and building code compliance review under Anchorage Municipal Code are within the scope of the professional liability insurance coverage.
      ii. The professional liability insurance provides a minimum of $1,000,000 in coverage.
      iii. Coverage extends for no less than two years from completion of the project construction. If the existing policy does not extend for the duration of this period, the independent reviewing professional must specify in his or her reviewing letter when the policy expires and that it will be renewed to ensure continuous coverage for no less than two years from the date of completion.
   d. The independent reviewing professional indemnifies, holds harmless and states he/she shall defend the Municipality of Anchorage from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, arising out of or resulting from the performance of the review to the fullest extent permitted by law.

6. Reviewing professionals do not have authority to approve code modifications or alternative materials, designs, and methods of construction and equipment as defined in this code. Any request for consideration of code modifications or alternative materials, designs, and methods of construction and equipment shall be
submitted to the building official for approval prior to or along
with the permit application under the optional process.

7. The building official may revoke the privilege afforded by this
section of any individual who displays incompetence or lack of
knowledge in matters relevant to the design and construction of
commercial buildings, or who commits fraudulent acts.

H. The building official may audit the reviews conducted by independent
reviewing professionals as necessary to enforce the provisions of this
code.

(AO No. 2020-85, § 1, 10-27-20; AO No. 2021-88(S), § 3, 2-15-22)

Section 2. Anchorage Municipal Code 23.10. Table 3-B, Plan Review Fees, is
hereby amended to read as follows (the remainder of the section is not affected and
therefore not set out):

### 23.10. Table 3-B - Plan review fees.

<table>
<thead>
<tr>
<th>1. Commercial Plan Review Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Building Safety</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Plan review</td>
<td>$0.0031 valuation with a minimum of $75</td>
</tr>
<tr>
<td>(2) Pre-approved plan review for new buildings</td>
<td>$0.0017 * Valuation with a minimum of $75 (In lieu of item A. (1))</td>
</tr>
<tr>
<td>(3) Optional commercial plan reviewed by independent reviewing professionals</td>
<td>$0.0017 * Valuation with a minimum of $75 (In lieu of item A. (1))</td>
</tr>
<tr>
<td><strong>B. Land Use Plan Review</strong></td>
<td>15% of the permit fee under Table 3-A with a $75 minimum fee</td>
</tr>
<tr>
<td><strong>C. Fire Department</strong></td>
<td>$0.0011 * Valuation with a minimum of $75</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>2. Residential Plan Review Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Building Safety</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Plan Review</td>
<td>$0.005 * Valuation with a minimum of $75</td>
</tr>
<tr>
<td>(2) Pre-Approved Plan Review</td>
<td>$0.003 * Valuation with a minimum of $75</td>
</tr>
<tr>
<td>(3) Optional one-, two-, or three-family [SINGLE-FAMILY AND TWO-FAMILY] reviewed by independent reviewing professionals</td>
<td>$0.003 * Valuation with a minimum of $75</td>
</tr>
<tr>
<td><strong>B. Land Use Plan Review</strong></td>
<td>15% of the permit fee under Table 3-A with a</td>
</tr>
</tbody>
</table>
C. Fire Department optional residential fire plan review for Wildland Urban Interface  

$0.002 \times \text{Valuation with a minimum of $75}$

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1 (AO No. 2020-85, § 1, 10-27-20)

Section 3. This ordinance shall become effective 30 days after passage and approval by the Assembly. This ordinance shall only be effective as to new permit applications submitted after the effective date.

PASSED AND APPROVED by the Anchorage Assembly this _______ day of ________________, 2022.

Chair

ATTEST:

Municipal Clerk
MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 654-2022

Meeting Date: November 9, 2022

From: Assembly Members Cross and Sulte

Subject: AN ORDINANCE OF THE ANCHORAGE MUNICIPAL ASSEMBLY AMENDING BUILDING CODES AT ANCHORAGE MUNICIPAL CODE CHAPTER 23.10, ANCHORAGE ADMINISTRATIVE CODE 2018 EDITION, TO ALLOW OPTIONAL INDEPENDENT PLAN REVIEW OF STRUCTURAL DESIGN FOR COMMERCIAL BUILDING PERMITS.

This proposed ordinance will provide for optional independent structural plan review for commercial buildings in the Municipality, and review of all plans for residential three-family buildings. Currently optional independent plan review is limited to residential one- and two-family dwellings, as an alternative to having Municipal Building Department conduct the plan review and approve them. Originally enacted ten years ago by passage of AO 2012-62(S-1), this option has been successful and beneficial to the residential building industry and has not sacrificed or compromised the safety of residential construction built under its provisions. This ordinance would extend the option to all commercial building permits, with a few differences.

Currently the Code limits optional independent review to plans for one- and two-family dwelling structures. A building with three-family dwelling units within it is not a commercial structure under the applicable state and Municipal Code definitions, so this ordinance includes them with the one- and two-family dwelling plan review process. Buildings with four-family dwelling units are, by definition and state law, covered by state law building code requirements and considered commercial in nature. Residential structures for four or more dwelling units must have plans reviewed under commercial permit applications, and this ordinance provides for optional independent plan review for structural plans only, for all commercial projects. Reviews of fire, electrical, plumbing and other plans and drawings will continue to require Municipal plan reviewers.

In addition to the above, the other differences between the optional independent review of one- and two-family plans and commercial plans are:

- There is no option to submit a waiver of all claims against the Municipality as an alternative to providing proof of maintaining professional liability insurance. In the AO, compare AMC subsection 23.10.104.9.A.5.c. with 104.9.B.5.c.
- The required minimum amount of professional liability insurance is $1,000,000 for independent commercial plan reviewers, compared to $250,000 for residential plan reviewers.
- The Municipal plan review fee based on valuation has a different multiplier for commercial permits than residential. This new optional independent plan review fee uses the same multiplier of 0.0017 that is in current Code for pre-
approved plan review for new buildings; which mirrors the structure for residential plan review where the optional independent plan review multiplier is the same as that for pre-approved residential plans.

There are significant and substantial benefits to offering optional independent plan review. The main benefit is the efficient and shorter turnaround time for the design phase of a construction project. An independent plan reviewer may possess greater flexibility in scheduling working hours that allow them to meet and discuss the plans and drawings with the developer or owner quickly and at hours when Municipal plan reviewers may not be available. This may reduce the time and communications that occur in the Municipal plan review process where comments on submitted plans are sent back for correction and modification for code compliance, a process that may go through several rounds before a plan is approved by the Building Official. An owner or developer may need to pay more for an independent plan reviewer compared to the Municipal plan review fees, but save on time and associated cost savings. It is a choice always up to the owner or developer whether to engage a private, qualified independent plan reviewer or engage in the Municipality’s plan review process.

We request your support for the ordinance.

Prepared by:  Assembly Counsel’s Office
Respectfully submitted:  Kevin Cross, Assembly Member
                      District 2, Eagle River, Chugiak and Eklutna
                      Randy Sulte, Assembly Member
                      District 6 – South Anchorage, Girdwood & Turnagain
                      Arm