CHAPTER 23.10  2003 ANCHORAGE ADMINISTRATIVE CODE

23.10.101 Title, Purpose, and Scope
23.10.102 Application to Existing Buildings and Building Service Equipment
23.10.103 Moved Buildings
23.10.104 Temporary and Seasonal Use Structures
23.10.105 Historic Buildings
23.10.106 Definitions
23.10.107 Conflicting Provisions
23.10.108 Alternate Materials, Methods of Design and Methods of Construction
23.10.109 Modifications
23.10.110 Tests
23.10.201 Organization and Enforcement
23.10.202 Powers and Duties of the Building Official
23.10.203 Unsafe Buildings, Structures or Building Service Equipment
23.10.204 Board of Appeals
23.10.205 Violations
23.10.206 Stop Work Order
23.10.207 Penalties and Remedies
23.10.301 Permits
23.10.302 Application for Permit
23.10.303 Permits Issuance
23.10.304 Fees
23.10.305 Inspections
23.10.306 Special Inspections
23.10.307 Structural Observation
23.10.308 Connection to Utilities
23.10.309 Certificate of Occupancy
23.10.Table 3A Building Permit Fees

Section 23.10.101  Title, Scope and General.

23.10.101.1 Title. These regulations shall be known as the Anchorage Administrative Code, may be cited as such and referred to herein as “this code.”

23.10.101.2 Purpose. The purpose of this code is to provide for the administration and enforcement of the technical codes adopted by this jurisdiction.

23.10.101.3 Scope. The provisions of this code shall serve as the administrative, organizational and enforcement rules and regulations for the technical codes regulating site preparation and construction, alteration, moving, demolition, repair, use and occupancy of buildings, structures and building service equipment within this jurisdiction.
23.10.101.4 **Other laws.** The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

23.10.101.5 **Referenced codes.** Title 23 adopts numerous codes. Throughout the International Codes and other codes as adopted in title 23, there are references to other codes. In all places where the International Codes make reference to the International Plumbing Code, it shall mean the Uniform Plumbing Code as adopted by the Municipality of Anchorage. In all places where the International Codes and other codes refer to the Electrical, Energy, Elevator, Property Maintenance, Sign, or Security codes, it shall mean those codes as adopted by the Municipality of Anchorage.

**Section 23.10.102** **Application to existing buildings and building service equipment.**

23.10.102.1 **General.** Buildings, structures and their building service equipment to which additions, alterations or repairs are made shall comply with all the requirements of the technical codes for new facilities, except as specifically provided in this section or the International Existing Buildings Code.

**Section 23.10.103** **Moved buildings.** Buildings or structures moved into the Anchorage Building Safety Service area shall comply with the provisions of this code for new buildings or structures. Buildings or structures moved within the Anchorage Building Safety Service Area shall comply with the provisions of this code for new or existing buildings or structures, and shall have a code compliance inspection by the Municipality of Anchorage for fire and life safety evaluation prior to the move.

**Exception:** One- and two-family dwellings not over two stories in height, moved within the Anchorage Building Safety Service Area and not changed from the existing as-built condition, do not require lateral analysis or lateral upgrades.

**Section 23.10.104.** **Temporary and seasonal use structures.**

23.10.104.1 **Temporary structures.** Buildings, structures, sheds, canopies, fences, reviewing stands and other structures of a temporary nature may be erected by special permit from the building official for a period of 180 days. Temporary structures may be erected without meeting all requirements for permanent structures, but shall meet the following conditions:

A. Temporary structures shall be limited to Group A, Group B, Group M, and Group U occupancies;
B. The size of the structure shall not exceed 1,500 square feet nor be more than one story in height;
C. The structure shall meet the required yards and separation from adjacent buildings as provided by the municipal land use regulations, but in no case less than ten feet;
D. Temporary structures extensively used or essential for public use shall comply with the building code for accessibility. Structures directly associated with the
actual processes of major construction, such as scaffolding, bridging, or materials hoists, are not included;

E. All temporary structures shall meet structural requirements in regard to type of materials, spans, and stresses as determined to be safe by the building official;

F. Mobile homes and trailers intended for use shall be of manufactured design. Homemade mobile homes or trailers shall not be allowed;

G. The structure and all associated materials shall be removed from the approved location on or before the expiration date of the permit;

H. Permits for temporary structures may be extended on a one-time basis for 180 days, upon application to the building official with a payment per Table 3-A;

I. When a building permit has been issued for new construction or remodeling, a permit for a fence or construction shacks shall not be required;

J. After a temporary structure is removed from a lot, parcel or tract of land, no temporary structure may be placed at the same location for a period of at least 180 days;

K. Normally occupied temporary structures shall have sanitary facilities.

23.10.104.2 Seasonal use structures. Sale stalls, carnivals, fairs and assembly pavilions or tents, including structures, such as tent frames, and attending support structures, such as decks, boardwalks, light poles, and plumbing/mechanical and electrical installations, may be erected without meeting all requirements for permanent structures, but shall meet the following conditions:

A. Seasonal use structures shall be limited to Groups A, B and M type occupancies and located in the B-2, B-3 or I zoning districts;

B. The structure shall not exceed one story in height;

C. Such structures and installations are subject to a maximum occupancy not to exceed eight months in any one calendar year;

D. An annual permit shall be obtained and an annual code compliance inspection performed prior to the establishment of the use or occupancy for each calendar year;

E. The annual code compliance inspection shall certify there are no hazards to health, life, or safety and proper maintenance of the structure or installations has been performed prior to re-occupancy;

F. Continued occupancy of seasonal use structures shall be allowed only if permitted and occupied within six months of the last occupancy, use or vacation. If not, the structure shall be removed from the premises so as to leave it in a clean, level, nuisance-free condition;

G. Seasonal activities with seating areas shall provide handicap-accessible temporary or permanent toilet facilities as required by the Building Code;

H. Seasonal use structures extensively used or essential for public use shall comply with the Building Code, providing accessibility for the disabled;

I. All seasonal use structures shall meet structural requirements in regard to type of materials, spans, and stresses as determined to be safe by the building official.

23.10.104.3 Permit application. The application for a temporary or seasonal use permit shall include:
A. Property owner’s name and mailing address;
B. Legal description of the proposed site with a plot plan showing the proposed location of the structure on the premises, location of any existing structures, and the location of any existing or proposed parking areas;
C. Length of use of the proposed structure, if a temporary or special event structure. No permit shall be required if the use is 14 days or less. However, exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in violation of the provisions of this section or any other laws or ordinances of this jurisdiction;
D. Description of the proposed use and a justification of temporary or seasonal occupancy;
E. All required fees and cash bonds.

23.10.104.4 Fees. A nonrefundable fee shall accompany applications for temporary or seasonal use structures. Applications for the annual code compliance inspection, for seasonal use structures shall be accompanied by a fee for each inspector per hour.

23.10.104.5 Cash bonds. For all temporary or seasonal use structures, prior to permit approval, the applicant shall post bond with the building official. The bond shall be in the form of cash or certified check in the amount of $5,000.00:
A. Upon removal of the temporary or seasonal use structure by the applicant and compliance with all terms of this section, the bond shall be returned in full to the applicant;
B. Thirty days after receipt of a notice from the building official to the property owner or applicant of failure to comply with the terms of the permit, the bond shall be forfeited at the applicant’s sole expense.

Section 23.10.105. Historic buildings. Repairs, alterations and additions necessary for the preservation, restoration, rehabilitation or continued use of a building, structure, or its building service equipment may be made without conforming to the requirements of the technical code when authorized by the building official, provided:
A. The building or structure has been designated by official action of the Anchorage Municipal Assembly or its delegated authority as having special historical or architectural significance.
B. Unsafe conditions as described in this code are corrected.
C. The restored building or structure and its building service equipment shall be no more hazardous based on life safety, fire safety and sanitation than the existing building.
D. The building or structure shall comply with the historic building requirements in the Existing Building Code.

Section 23.10.106. Definitions. For the purpose of this code, certain terms, phrases, words and their derivatives shall be construed as specified in this section. Where terms are not defined, they shall the ordinary accepted meanings within the context with which they are used in Webster’s Dictionary, and shall be considered as providing ordinarily accepted
meanings. Words used in the singular include the plural and the plural the singular. Words used in the masculine gender include the feminine and the feminine the masculine.

**Addition** is an extension or increase in floor area or height of a building or structure.

**Alter** or **Alteration** is a change or modification in construction or building service equipment.

**Approved**, as to materials, types of construction, equipment and systems, refers to approval by the building official as the result of investigation and tests conducted by the building official, or by reason of accepted principles or tests by recognized authorities, technical or scientific organizations.

**Approved Agency** is an established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when the agency has been approved by the building official.

**Building** is a structure used or intended for supporting or sheltering a use or occupancy.

**Building Code** is the Building Code, as adopted by this jurisdiction.

**Building, Existing** is a building erected prior to the adoption of this code, or one for which a legal building permit has been issued.

**Building Official** is the officer or other designated authority charged with the administration and enforcement of this code, or a regularly authorized deputy.

**Building Service Equipment** refers to the plumbing, mechanical, electrical and elevator equipment including piping, wiring, fixtures and other accessories providing sanitation, lighting, heating, ventilation, cooling, refrigeration, fire-fighting and transportation facilities essential to the occupancy of the building or structure for its designated use.

**Dangerous Building Code** is the Abatement of Dangerous Buildings Code.

**Electrical Code** is the Electrical Code, as adopted by this jurisdiction.

**Elevator Code** is the safety code for elevators, dumbwaiters, escalators and moving walks as adopted by this jurisdiction.

**Existing Building Code** is the Existing Building Code, as adopted by this jurisdiction.

**Fuel Gas Code** is the Fuel Gas Code adopted by the jurisdiction.

**Jurisdiction**, as used in this code, is a state or political subdivision, adopting this code for administrative regulations within its area of authority.
**Listed** and **Listing** are terms referring to equipment and materials included in a list published by an approved testing laboratory, inspection agency, or other organization concerned with product evaluation maintaining periodic inspection of current productions of listed equipment or materials. The published list shall state the material or equipment complies with approved nationally recognized codes, standards or tests and has been tested or evaluated and found suitable for use in a specified manner.

**Mechanical Code** is the Mechanical Code, as adopted by this jurisdiction.

**Occupancy** is the purpose for which a building, or part thereof, is used or intended to be used.

**Owner** is any person, agent, firm or corporation with a legal or equitable interest in the property.

**Permit** is an official document or certificate issued by the building official authorizing performance of a specified activity.

**Person** is a natural person, heir, executor, administrator or assign, and also includes a firm, partnership or corporation, its or their successor or assign, or agent of any of the aforesaid.

**Plumbing Code** is the plumbing code, as adopted by this jurisdiction.

**Repair** is the reconstruction or renewal of any part of an existing building, structure or building service equipment for the purpose of its maintenance.

**Retrofit** is the replacement of any part of the existing building service equipment with parts developed or made available after the original installation.

**Shall**, as used in the code, is mandatory.

**Structural Observation** means the visual observation of the structural system, for general conformance to the approved plans and specifications, at significant construction stages and at completion of the structural system. Structural observation does not include or waive the responsibility for the inspections required in sections 305 and 306.

**Structure** is that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

**Technical Codes** refer to those codes adopted by this jurisdiction containing the provisions for design, construction, alteration, addition, repair, removal, demolition, use, location, occupancy and maintenance of buildings and structures and building service equipment as herein defined.
Valuation or Value as applied to a building and its building service equipment, shall be the estimated cost to replace the building and its building service equipment in kind, based on current replacement costs.

Section 23.10.107 Conflicting provisions.
A. When conflicting provisions or requirements occur between this code, the technical codes and other codes or laws, the most restrictive shall govern.
B. When conflicts occur between the technical codes, those provisions providing the greater safety to life shall govern. In other conflicts where sanitation, life safety or fire safety are not involved, the most restrictive provision shall govern.
C. Where, in a specific case, different sections of the technical codes specify different materials, methods of construction or other requirements, the most restrictive shall govern. When there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.
D. When conflicts occur between specific provisions of this code and administrative provisions in a technical code, which is then applicable within this jurisdiction, those provisions becoming the law most recently shall prevail.

Section 23.10.108 Alternate materials, methods of design and methods of construction.
A. The provisions of the technical codes are not intended to prevent the use of any material, method of design or method of construction not specifically prescribed by the technical codes, provided an alternate is approved and its use authorized by the building official.
B. The building official may approve an alternate design, provided the building official finds the proposed design is satisfactory and complies with the provisions of the technical codes and the material, method or work offered is, for the purpose intended, at least the equivalent prescribed in the technical codes in suitability, strength, effectiveness, fire resistance, durability, safety and sanitation.
C. The building official shall require sufficient evidence or proof be submitted to substantiate claims regarding use. The details of an action granting approval of an alternate shall be recorded and entered in the file of the code enforcement agency.

Section 23.10.109 Modifications. Whenever there are practical difficulties involved in carrying out the provisions of the technical codes, the building official may grant modifications for individual cases. The building official shall first find a special individual reason makes the strict letter of the technical code impractical and the modification is in conformity with the intent and purpose of the technical code, and such modification does not lessen health, life safety and fire safety requirements or any degree of structural integrity. The details of actions granting modifications shall be recorded and entered in the files of the code enforcement agency.

Section 23.10.110 Tests.
A. Wherever there is insufficient evidence of compliance with the provisions of the technical codes or evidence materials or construction do not conform to the
requirements of the technical codes, the building official may require tests as evidence of compliance to be made, at no expense to the jurisdiction.

B. Test methods shall be as specified by the technical codes or by other recognized test standards. In the absence of recognized and accepted test methods, the building official shall determine test procedures.

C. Tests shall be made by an approved agency. The building official shall retain reports of such tests for the period required for the retention of public records.

CHAPTER 2  ORGANIZATION & ENFORCEMENT.

23.10.201.1 Creation of enforcement agency. There is hereby established in the jurisdiction a code enforcement agency under the administrative and operational control of the building official.

23.10.201.2 General. Whenever the term or the title “administrative authority,” “responsible official,” “building official,” “chief inspector,” “code enforcement officer,” or similar designation is used herein or in any of the technical codes, it shall be construed to mean the building official designated by the appointing authority of this jurisdiction.

Section 23.10.202  Powers and duties of the building official.

23.10.202.1 General. The building official is hereby authorized and directed to enforce the provisions of this code. The building official is authorized to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

23.10.202.2 Applications and permits. The building official shall receive applications, review construction documents and issue permits for the erection and alteration, demolition and moving of buildings and structures, inspect the premises for which such permits are issued and enforce compliance with the provisions of this code.

23.10.202.3 Notices and orders. The building official shall issue all necessary notices and orders to ensure compliance with this code.

23.10.202.4 Inspections. The building official shall make all of the required inspections, or the building official is authorized to accept reports of inspections by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or the responsible individual. The building official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

23.10.202.5 Identification. The building official shall carry proper identification when inspecting structures or premises in the performance of duties under this code.
23.10.202.6 Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or where the building official has reasonable cause to believe there exists in a structure or upon a premises a condition contrary to or in violation of this code which makes the structure or premises unsafe, dangerous or hazardous, the building official is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by this code, provided if such structure or premises is occupied, credentials shall be presented to the occupant and entry requested. If such structure or premises is unoccupied, the building official shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.

23.10.202.7 Department records. The building official shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records for the period required for retention of public records.

23.10.202.8 Liability. The building official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not be liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by the officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by legal representative of the jurisdiction until the final termination of the proceedings. The building official or any subordinate shall not be liable for cost in any action, suit or proceeding instituted in pursuance of the provisions of this code.

23.10.202.9 Approved materials and equipment. Materials, equipment and devices approved by the building official shall be constructed and installed in accordance with such approval.

23.10.202.9.1 Used materials and equipment. The use of used materials meeting the requirements of this code for new materials is permitted. Used equipment and devices shall not be reused unless approved by the building official.

23.10.202.10 Modifications. Whenever there are practical difficulties involved in carrying out the provisions of this code, the building official has the authority to grant modifications for individual cases, upon application of the owner or owner’s representative, provided the building official shall first find a special individual reason making the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code, and such modification does not lessen health, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the department of building safety.
23.10.202.11 *Alternative materials, design, and methods of construction and equipment.* The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided any such alternative has been approved. An alternative material, design or method of construction shall be approved where the building official finds the proposed design is satisfactory and complies with the intent of the provisions of this code, and the material, method or work offered is, for the purpose intended, at least the equivalent prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

23.10.202.11.1 *Research reports.* Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from approved sources.

23.10.202.11.2 *Tests.* Whenever there is sufficient evidence of compliance with the provisions of this code, or evidence a material or method does not conform to the requirements of this code, or in order to substantiate claims for alternative materials or methods, the building official is authorized to require tests as evidence of compliance, to be made at no expense to the jurisdiction. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the building official shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be required for retention of public records.

23.10.202.12 *Cooperation of other officials and officers.* The building official may request and shall receive, the assistance and cooperation of other officials of this jurisdiction as required in the discharge of the duties required by this code or other pertinent laws or ordinance.

23.10.202.13 *Contractor license suspension or revocation.* The building official may cancel, suspend, or revoke the license of a contractor who displays incompetence or lack of knowledge in matters relevant to such license, or if such license was obtained by fraudulent measures. If the license of any person is so cancelled or revoked, another such license shall not be granted to such person within twelve (12) months after the date of such cancellation or revocation. Any action may be appealed to the Board of Building Regulation Examiners and Appeals (Building Board).

Section 23.10.203 *Unsafe buildings, structures or building service equipment.*

23.10.203.1 *Conditions.* Structures or existing equipment that are or hereafter become unsafe, unsanitary or deficient because of inadequate means of egress facilities, inadequate light and ventilation, or constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the building official deems necessary and as
provided for in this section. A vacant structure not secured against entry shall be deemed unsafe.

23.10.203.2 Record. The building official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

23.10.203.3 Notice. If an unsafe condition is found, the building official shall serve on the owner, agent or person in control of the structure, a written notice describing the condition deemed unsafe and specifying the required repairs or improvements to be made to abate the unsafe condition, or requires the unsafe structure to be demolished within a stipulated time. Such notice shall require the person notified to declare immediately to the building official acceptance or rejection of the terms of the order.

23.10.203.4 Method of service. Notice shall be deemed properly served if a copy is:
A. Delivered to the owner personally;
B. Sent by certified or registered mail addressed to the owner at the last known address with return receipt requested; or
C. Delivered in any other manner as prescribed by local law.
D. If the certified or registered letter is returned showing the letter was not delivered, a copy of the letter shall be posted in a conspicuous place in or about the structure affected by such notice. Service of notice in the foregoing manner upon the owner’s agent or upon the person responsible for the structure shall constitute service of notice upon the owner.

23.10.203.5 Restoration. The structure or equipment determined to be unsafe by the building official is permitted to be restored to a safe condition. To the extent repairs, alterations, or additions are made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall comply with the requirements of this code.

23.10.203.6 Connection of service utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system regulated by this code for which a permit is required, until released by the building official.

23.10.203.7 Temporary connection. The building official shall have the authority to authorize the temporary connection of the building or system to the utility source of energy, fuel, or power.

23.10.203.8 Authority to disconnect service utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure, or system regulated by this code and the codes referenced in case of emergency where necessary to eliminate an immediate hazard to life or property. The building official shall notify the serving utility and, whenever possible, the owner and occupant of the building, structure, or service system of the decision to disconnect prior to taking such
action. If not notified prior to disconnecting, the owner or occupant of the building, structure, or service system shall be notified in writing as soon as practical thereafter.

Section 23.10.204  Board of appeals.

23.10.204.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretations of the technical code, there shall be and is hereby created a board of appeals consisting of members qualified by experience and training to pass upon matters pertaining to building construction and building service equipment, and not employees of the jurisdiction. The building official shall be an ex officio member and shall act as secretary to the board but shall not vote upon any matter before the board. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedures for conducting business and shall render all decisions and findings in writing to the appellant, with a duplicate copy to the building official.

23.10.204.2 Limitations of authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder were incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code.

23.10.204.3 Board of Building Regulation Examiners and Appeals (Building Board) established.

A. There is established a Board of Building Regulation Examiners and Appeals (hereinafter "Building Board"), as described in section 4.40.030, consisting of eleven (11) members appointed by the mayor, subject to confirmation by the Assembly, qualified by experience or training to pass on matters pertaining to building construction, as follows:

1. At least two (2) members shall be Architects registered in the State of Alaska.
2. At least two (2) members shall be Professional Engineers registered as Civil Engineers in the State of Alaska.
3. At least one (1) member shall be a Professional Engineer registered as a Mechanical Engineer in the State of Alaska.
4. At least one (1) member shall be a Professional Engineer registered as an Electrical Engineer in the State of Alaska.
5. At least two (2) members shall be licensed General Contractors actively engaged in general building construction and/or home building.
6. At least one (1) member shall be a licensed Electrical Contractor actively engaged in the electrical trade.
7. At least one (1) member shall be a licensed Plumbing Contractor actively engaged in the plumbing trade.
8. At least one (1) member shall be a licensed Mechanical Contractor actively engaged in the mechanical trade.

B. Six (6) members of the Building Board shall constitute a quorum for the transaction of any business. For affirmative action on quasi-judicial matters by the Building Board, there shall be a concurring vote of six (6) members.

C. Building Board shall hear and decide appeals from actions of administrative officials relating to code regulations under title 23.

23.10.204.4 Secretary to building board. The building official or designee shall be an ex-officio member without vote and shall act as secretary to the Board, shall prepare all correspondence, send out all required notices, keep minutes of all meetings, and maintain a file on each case coming before the Building Board.

23.10.204.5 Appeal filing fee. The cost of filing an appeal to the Building Board is $500.00 and shall accompany the filing of the appeal.

Section 23.10.205 Violations.

23.10.205.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

23.10.205.2 Notice of violation. The building official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

23.10.205.3 Prosecution of violation. If the notice of violation is not complied with promptly, the building official is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

Section 23.10.206 Stop work order.

23.10.206.1 Authority. Whenever the building official finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, the building official is authorized to issue a stop work order.

23.10.206.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner’s agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The
stop work order shall state the reason for the order, and the conditions under which the cited work shall be permitted to resume.

**23.10.206.3 Unlawful continuance.** Any person continuing any work after being served with a stop work order, except such work as the person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

**Section 23.10.207 Penalties and remedies.**

**23.10.207.1 Violation penalties.** Any person violating a provision of this code or failing to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

**23.10.207.2** In addition to any other remedy or penalty provided by this title, any person violating any provision of this title or any code of technical regulation adopted pursuant to this title shall be subject to the civil penalties or injunctive relief, or both as provided by section 1.45.010B.

**23.10.207.3** Any person aggrieved by the act or omission of another person constituting a violation of the provisions of this title or the codes of technical regulation adopted herein may, following thirty (30) days written notice to the municipal official or department empowered to enforce the provision, may commence and maintain a civil action for injunctive relief authorized by section 1.45.010B. The court, in issuing a final order in any action brought by a private person under this section may, in its discretion, award costs of litigation to any party. In any action under this section, the municipality, if not a party, may intervene as a matter of right.

**Chapter 3 Permits & Inspections**

**Section 23.10.301 Permits.**

**23.10.301.1 Permits required.** Any owner or authorized agent intending to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

**23.10.301.1.1 Emergency repairs.** Where equipment replacements and repairs must be performed after hours in an emergency situation, the contractor shall call the Building Safety Hotline before commencing the work. The permit application shall be submitted within the next working business day to the building official.
23.10.301.2 Work exempt from permit. Exemptions from permit requirements of this code shall not be deemed to grant authorization for work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

23.10.301.2.1 Building permits.

A. A building permit shall not be required for the following:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet.
2. Fences not over eight feet high.
3. Oil derricks.
4. Retaining walls up to four (4) feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
5. Water tanks supported directly upon grade, if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
6. Platforms, walks and driveways not more than 30 inches above grade and not over any basement or story below.
7. Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy, as applicable in section 101.2, less than 24 inches deep, do not exceed 5,000 gallons and installed entirely above ground.
10. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support of Group R-3, as applicable in section 101.2 and Group U occupancies.
11. Movable cases, counters and partitions not over 5 feet 9 inches high.
12. Permits shall not be required for ordinary maintenance on a building or structure in Groups R-3 and U occupancies. Ordinary maintenance of a building or structure shall not include the cutting away or addition of any wall, partition or portion thereof, the removal of any structural beam or bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure; nor shall ordinary maintenance include additions to, alterations of, replacement or relocation of any stand-pipe, water supply, sewer, drainage, drain leader, gas, soil, waste vent or similar piping, electrical wiring, mechanical or other work affecting public health or safety. All ordinary maintenance shall be made only in accordance with the applicable provisions of the building code, and other construction or safety codes of the municipality.
13. No building permit shall be required for nonstructural work up to and including $5,000 total construction valuation, including the combination of all building construction, electrical, plumbing, mechanical and structural
work. Total construction includes all work (as if contracted out) to complete the project and occupy the structure. This exemption does not affect the need for electrical, plumbing, mechanical and structural permits if electrical, plumbing, mechanical or structural work is done.

14. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.

15. Swings and other playground equipment accessory to one- and two-family dwellings.


17. Storage racks not over six (6) feet high.

18. Artwork six (6) or less feet tall.


20. Roof antennas not mechanically anchored where the existing roof structure and stability are checked by a civil engineer licensed in the State of Alaska.

B. Unless otherwise exempted by this code, separate plumbing, electrical and mechanical permits shall be required for the above exempted items.

23.10.301.2.2 Electrical permits.

A. An electrical permit shall not be required for the following:

1. Portable motors or other portable appliances energized by means of a cord or cable having an attachment plug end to be connected to an approved receptacle when the cord or cable is permitted by the Electrical Code.

2. Repair or replacement of fixed motors, transformers or fixed approved appliances of the same type and rating in the same location.

3. Temporary decorative lighting.

4. Repair or replacement of current-carrying parts of any switch, contactor or control device.

5. Reinstallation of attachment plug receptacles, but not the outlets.

6. Repair or replacement of any overcurrent device of the required capacity in the same location.

7. Repair or replacement of electrodes or transformers of the same size and capacity in the same location.

8. Taping joints.


10. Temporary wiring for experimental purposes in suitable experimental laboratories.

11. Wiring for temporary theater, motion picture or television stage sets.

12. Low-energy power, controls and signal circuits of Class II and Class III as defined in the Electrical Code.

13. Installation, alteration or repair of electrical wiring, apparatus or equipment or the generation, transmission, distribution or metering of electrical energy or in the operation of signals or the transmission of intelligence by a public or private utility in the exercise of its function as a serving utility.
14. The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but shall apply to equipment and wiring for power supply, the installations of towers and antennas.

15. Installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

23.10.301.2.3 Mechanical permits.

A. A mechanical permit shall not be required for the following:
1. A portable heating appliance.
2. Portable ventilating equipment.
3. A portable cooling unit.
4. A portable evaporative cooler.
5. A closed system of steam, hot or chilled water piping within heating or cooling equipment regulated by the Mechanical Code.
6. Replacement of any component part of assembly of an appliance which does not alter its original approval and complies with other applicable requirements of the technical codes.
7. Self-contained refrigeration system containing ten (10) pounds or less of refrigerant and actuated by motors of one (1) horsepower or less.

23.10.301.2.4 Plumbing permits.

A. A plumbing permit shall not be required for the following:
1. The stopping of leaks in drains, soil, waste or vent pipe, provided, however, should any concealed trap, drain pipe, soil, waste or vent pipe become defective and necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, nor for the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

23.10.301.3 Public Service Agencies. A permit shall not be required for the installation, alteration, or repair of generation, transmission, distribution or metering or other related equipment under the ownership and control of public service agencies by established right.

Section 23.10.302 Application for permit.

23.10.302.1 Application.

A. To obtain a permit, the applicant shall first file an application in writing on a form furnished by the code enforcement agency. Every application shall:
1. Identify and describe the work covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal
description, street address or similar description to readily identify and
definitely locate the proposed building or work.
3. Indicate the use or occupancy for which the proposed work is intended.
4. Be accompanied by plans, diagrams, computations and specifications, and
other data as required in section 302.2.
5. State the valuation of the proposed work.
6. Be signed by the owner, or the owner’s authorized agent.
7. Give such other data and information as may be required by the building
official.
8. If the work under application is an alteration to or construction of a privately
owned residential structure of one to four units, used or intended to be used as
a human dwelling, proof of a residential contractor endorsement issued by the
State of Alaska shall be provided.

23.10.302.2 Submittal documents. Plans, specifications, engineering calculations,
diagrams, soil investigation reports, special inspection and structural observation
programs and other data shall constitute the submittal documents and shall be submitted
in one or more sets with each application for a permit. When such plans are not prepared
by an architect or engineer, the building official may require the applicant submitting the
plans or other data to demonstrate state law does not require the plans be prepared by a
licensed architect or engineer. The building official may require plans, computations and
specifications to be prepared and designed by an engineer or architect licensed by the
state of Alaska, even if not required by state law.

Exception: The building official may waive the submission of plans, calculations,
construction inspection requirements and other data if it is found the nature of the
work applied for is such that reviewing plans is not necessary to obtain compliance
with this code.

23.10.302.3 Information on plans and specifications.
A. Plans and specifications shall be drawn to scale on substantial paper or cloth and
shall be of sufficient clarity to indicate the location, nature and extent of the work
proposed and show in detail the work conforms to the provisions of this code and
all relevant laws, ordinances, rules and regulations.
B. Plans for buildings of other than Group R, Division 3 and Group U Occupancies
shall indicate how required structural and fire-resistive integrity will be
maintained where penetrations are made for electrical, mechanical, plumbing and
communication conduits, pipes and similar systems.
C. The construction documents shall show in sufficient detail the location,
construction, size and character of all portions of the means of egress in
compliance with the provisions of this code. In other than occupancies in
Groups R-2 and R-3, as applicable in section 101.2 and I-1, the construction
documents shall designate the number of occupants to be accommodated on every
floor, and in all rooms and spaces.
D. Construction documents for all buildings shall describe the exterior wall envelope
in sufficient detail to determine compliance with this code. The construction
documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistant membrane, and details around openings.

E. The construction documents shall include manufacturing installation instructions that provide supporting documentation the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation shall fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.

F. The construction documents submitted with the application for permit shall be accompanied by a site plan showing, to scale, the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades; and shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction remaining on the site or plot. The building official is authorized to waive or modify the requirements for a site plan when the application for permit is alteration or repair or when otherwise warranted.

23.10.302.4 Architect or engineer of record.

23.10.302.4.1 General.
A. When documents are required to be prepared by an architect or engineer, the building official may require the owner to engage and designate on the building application an architect or engineer to act as the architect or engineer of record. If the circumstances require, the owner may designate a substitute architect or engineer of record to perform all the duties required of the original architect or engineer of record. The building official shall be notified in writing by the owner if the architect or engineer of record is changed or is unable to continue to perform the duties.

B. The architect or engineer of record shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building.

23.10.302.4.2 Deferred submittals.
A. For the purpose of this section, deferred submittals are defined as those portions of the design not submitted at the time of the application and which shall be submitted to the building official within a specified period.

B. Deferral of any submittal items shall have prior approval of the building official. The architect or engineer of record shall list the deferred submittals on the plans and shall submit the deferred submittal documents for review by the building official.

C. Submittal documents for deferred submittal items shall be submitted to the architect or engineer of record to review them and forward them to the building official with a notation indicating the deferred submittal documents have been
reviewed and found to be in general conformance with the design of the building. The deferred submittal items shall not be installed until the design and submittal documents are approved by the building official.

23.10.302.5 Revising application (removing permittee). In order to remove the permittee on a specific permit from responsibility of completing a project and obtaining a Certificate of Occupancy, Building Safety Form “Formal Transfer of Responsibilities at Time of C.C.O.” shall be completed and signed by the Owner and permittee being removed.

23.10.302.6 Amended construction documents. Work shall be installed in accordance with the approved construction documents, and any changes during construction not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

Section 23.10.303 Permits issuance.

23.10.303.1 Issuance.
A. The application, plans, specifications, computations and other data filed by an applicant for permit shall be reviewed by the building official. Such plans may be reviewed by other departments of this jurisdiction to verify compliance with any applicable laws under their jurisdiction. If the building official finds the work described in an application for a permit and the plans, specifications and other data filed conform to the requirements of this code, the technical codes, and other pertinent laws and ordinances, and all permit fees have been paid, the building official shall issue a permit to the applicant.

Exceptions:
1. The building official may require a permittee to obtain a Certificate of Occupancy for a previous permit with an expired Conditional Certificate of Occupancy prior to issuing another permit.
2. The building official may require a permittee to reopen an expired permit and obtain a Certificate of Occupancy or Certificate of Completion for the expired permit prior to issuing another permit.
3. The building official may require a permittee to remedy a Stop Work Order, Notice of Violation, or Notice of Permit Requirement on a permittee’s other project or permit prior to issuing another permit.
4. The building official may require a permittee to remedy a drainage problem on permittee’s previous expired or unexpired permit prior to issuing another permit.
5. The building official may require a permittee to remedy water accumulation in a crawlspace of a previous permit prior to issuing another permit.

B. When a permit is issued and plans are required, the building official shall endorse in writing or stamp the plans and specifications APPROVED. Such approved plans and specifications shall not be changed, modified or altered without
authorization from the building official, and all work regulated by this code shall be done in accordance with the approved plans.

C. The building official may issue a permit for the construction of part of a building, structure or building service equipment before the entire plans and specifications for the whole building, structure or building service equipment are submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of the technical codes. The holder of a partial permit shall proceed without assurance the permit for the entire building, structure or building service will be granted.

23.10.303.1.2 Small electrical projects.
A. Small electrical projects not requiring a building permit and meeting the requirements of the Work Authorization Program may be performed after completion of a Work Authorization form. Use of this program is not mandatory, and an installer may choose to purchase an electrical permit.

B. In general, this work is limited to the following amount:
1. Up to six outlets on a single new 20 ampere circuit; or
2. Up to six outlets added to an existing 20 ampere circuit; or
3. Up to 1-30 amp dedicated circuit; or
4. Mast or riser extensions, overhead to underground riser changes, and repairs to service meter/disconnect equipment.

C. With prior approval of the electrical inspector, up to two forms may be used per project. Each reinspection shall require the use of an additional form. See, Municipality of Anchorage Handout E.02, Small Electrical Permit, for further requirements.

23.10.303.2 Department records. The building official shall keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. One set of approved plans, specifications and computations shall be retained in the official records for the period required for retention of public records and one set of approved plans and specifications shall be returned to the applicant and shall be kept on the site of the building or work at all times during the work authorized thereby is in progress.

23.10.303.3 Validity of permit. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure in violation of this code or of any other ordinances of this jurisdiction.

23.10.303.4 Expiration.
A. Every permit issued by the building official under the provisions of the technical codes shall expire by limitation and become null and void, if the building or work
authorized by the permit is not commenced within 360 days from the date of the permit, or if the building or work authorized by the permit is suspended or abandoned at any time after the work is commenced for a period of 360 days. For the purposes of this section, work shall be deemed suspended or abandoned if no inspections have occurred within 360 days. Before such work may be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one of half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further such suspension or abandonment has not exceeded 18 months, unless otherwise approved by the building official. In order to renew action on a permit abandoned or suspended more than 18 months, the permittee shall pay a new full permit fee, unless otherwise approved by the building official.

B. A permittee holding an unexpired permit may apply for an extension of the time within which work may commence under the permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 360 days upon written request by the permittee showing circumstances beyond the control of the permittee prevented action from being taken. Permits shall not be extended more than once.

C. Grading permits in residential zoned areas shall be completed within two (2) years of permit issuance. Once a grading permit expires, a stop work order shall be issued, investigative fees shall be paid to reactivate the permit, and a bond posted. The bond shall be no less than the valuation to complete the work. The bond shall be forfeited if work is not completed within 180 days.

23.10.303.5 Suspension or revocation. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code and the technical codes when the permit is issued in error or on the basis of incorrect information supplied, or in violation of an ordinance or regulation or the provisions of these codes.

23.10.303.6 Licensing and qualifications.
A. No permit shall be issued to any person to do or cause to be done any work regulated by this code, except to a person holding a valid, unexpired, and unrevoked contractor's certificate of qualification or registration as required by this code, except as otherwise provided in this section.

B. A permit may be issued to a properly licensed person not acting in violation of any current contract licensing law.

C. Any permit required by this code may be issued to any person to do any work regulated by this code in a single-family or duplex dwelling used exclusively for living purposes, including the usual accessory buildings and quarters in connection with such buildings, in the event such person is the legal owner of such dwelling and accessory buildings and quarters, and the same are occupied by said owner, provided said owner shall personally perform all labor in connection therewith.

23.10.303.6.1 Definitions.
Building construction contractor is a person who undertakes to perform any part of the construction, reconstruction, alteration, repair, building, highway, road, railroad, excavation, or other structure, project, development, or improvement, including the erection of scaffolding, electric signs, marquees, or other similar structures for which a condition, rule, regulation, or standard is prescribed by the Building Code as adopted and amended by this code. "Building construction contractor" includes those contractors generally classed as mechanical, general, or electrical contractors. "Building construction contractor" does not include regular employees of a building code contractor licensed under this section or a person who, as owner of a building or structure, performs work on the building or structure for his own use and benefit that would otherwise subject him to the licensing requirement of this section.

Electrical contractor is a person who may obtain electrical permits and install electrical wiring and equipment in industrial, commercial or residential categories.

Electrical journeyman is a person who installs electrical systems subject to the standards of the adopted electrical codes. An electrical journeyman shall possess a Journeyman Electrician Certificate of Fitness issued by the State of Alaska when performing electrical work, shall not be able to obtain permits, and shall be employed by a Municipality of Anchorage licensed electrical contractor. A journeyman electrician may perform electrical work in all occupancies and supervise up to two trainees.

Electrical residential wireman is a person who installs residential wiring subject to the standards of the adopted electrical codes. An electrical residential wireman shall possess a residential wireman certificate of fitness issued by the State of Alaska, shall not be able to obtain permits, and shall be employed by a Municipality of Anchorage licensed electrical contractor. A residential wireman is limited to residential occupancies providing no more than four residential units on a common foundation and may supervise up to two trainees.

Electrical trainee is a person employed by an electrical contractor to learn the electrical trade on the job and shall possess an Electrician Trainee Certificate of Fitness issued by the State of Alaska. Trainees may work only when under the direct supervision of a journeyman or wireman, and no more than two trainees may be assigned to a journeyman.

Gas certificate holder may install gas piping and gas equipment, and may also service said equipment, but shall not be issued permits.

Gas piping contractor certificate holder may install and repair gas piping, install and repair gas equipment and obtain permits for such work.

Hydronic heating contractor certificate holder may obtain permits, install, and repair hydronic heating equipment.
**Hydronic heating journeyman** is a person who labors at the trade of hydronic heating as an employee. A journeyman hydronic heating certificate holder may install and repair hydronic heating equipment.

**Plumbing contractor** certificate holder may obtain permits, install or repair plumbing, gas piping and mechanical equipment.

**Plumbing journeyman** is a person who labors at the trade of plumbing as an employee. A journeyman plumber certificate holder may install plumbing, gas piping and mechanical equipment.

**Refrigeration contractor** certificate holder may obtain permits, install, and repair refrigeration equipment.

**Refrigeration journeyman** is a person who labors at the trade of refrigeration as an employee. A journeyman refrigeration certificate holder may install and repair refrigeration equipment.

**Residential electrical contractor** may obtain permits to install electrical wiring and equipment in residential buildings up to four units on a single foundation.

**Service station piping contractor** certificate holder may obtain permits, install, and repair service station equipment, i.e., tanks, pumps, fuel piping, etc.

**Service station piping journeyman** is a person who labors at the trade of service station piping as an employee. A journeyman service station piping certificate holder may install and repair service station equipment, i.e., tanks, pumps, fuel piping, etc.

**Sewer or sewage disposal contractor** is a person who may conduct, carry on or engage in the business of installing, altering or repairing sewers and private sewage disposal systems.

**Sheetmetal contractor** certificate holder may obtain permits, install or repair mechanical equipment, i.e., HVAC equipment, duct work and venting of appliances.

**Sheetmetal journeyman** is a person who labors at the trade of sheet metal as an employee. A journeyman sheet metal certificate-holder may install and repair mechanical equipment, i.e., HVAC equipment, duct work, and venting of appliances.

**Trainee** is a person, other than a contractor or journeyman, who labors at the trade as an employee. The trainee shall be under the direct supervision and in the immediate presence of a contractor or journeyman. The trainee shall be a certificate holder of a valid Municipality of Anchorage Trainee card.

23.10.303.6.2  **General provisions.**
A. It shall be unlawful for any person to conduct, carry on or engage in the business of, or act in the capacity of a contractor in a trade covered by this code without first being issued a valid contractor's license or certificate of qualification/fitness.

B. An applicant for a building construction contractor's license shall file a copy of the construction contractor's bond required by state law with the application and shall show proof the bond is current and in effect.

C. It shall be unlawful for any person to labor at a trade in the capacity of a journeyman in a trade covered by this code without first being issued a valid journeyman certificate of qualification/fitness.

D. Any contractor or journeyman doing sheet metal or plumbing work covered by this code shall be required to be tested and licensed.

E. It shall be unlawful for any person to labor at a trade covered by this code as a trainee without being issued a valid trainee certificate of registration.

F. It shall be unlawful for any person acting in the capacity of a contractor in a trade covered by this code, or as the responsible agent, manager, supervisor, superintendent or foreman, to knowingly or willfully order, instruct or permit an employee, agent or person under supervision or control to do an act violating the certificate of qualification or registration requirements set forth in subsections C or E.

G. The ratio of individuals holding trainee registration cards shall not be more than two for every certified journeyman on a job site.

23.10.303.6.3 Application for certificate of qualification or registration.

A. Every person required to obtain a certificate of qualification and successfully passes the required test shall, within thirty (30) days of passing the test, obtain such certificate by paying a fee.

B. Every person required to obtain a trainee certificate of registration shall provide the information required on the registration application form and pay a fee.

C. Each applicant, other than an individual, shall designate a supervisory member as the responsible managing employee (RME) to take the required examination and who shall be designated as administrator under the license. No person shall qualify as administrator under more than one license. If the relationship of the administrator with the firm or corporation applicant is terminated, the license shall become void within sixty (60) days unless another administrator is qualified by proper authority. Licenses issued to applicants are nontransferable.

D. Applicants for plumbing or sheetmetal contractors' certificates shall prove they have at least six years (12,000 hours minimum) of previous practical experience. Credit may be allowed for each year, and fraction thereof, of attendance at a recognized school, if the course taken by the applicant was primarily mechanical and directly related to the particular skill or trade being applied for. No credit shall be allowed any applicant for experience gained while doing any mechanical work ordinarily incidental to or associated with non-mechanical occupations, as determined by the building official.

E. Applicants for journeyman certificates shall prove they have at least four (4) years (8,000 hours minimum) of previous experience personally installing, fabricating, altering and repairing work covered by the particular skill or trade being applied
for. In lieu of previous practical experience, credit may be allowed for each year, and fraction thereof, of attendance at a recognized school if the course taken by the applicant was primarily mechanical and directly related to the skill or trade being applied for. No credit shall be allowed any applicant for experience gained while doing any work ordinarily incidental to or associated with non-mechanical occupations as determined by the building official. In lieu of the above qualifications, an applicant may submit proof of successful completion of at least a four-year (8,000 hours minimum) apprenticeship program registered and approved by the U. S. Department of Labor, Bureau of Apprenticeship and Training, as acceptable qualifications. Journeyman and trainee plumbers shall have a state license.

F. Applicants for a trainee certificate do not need prior experience, but shall prove they are working for a properly certified contractor.

G. Applicants for a journeyman gas fitter's license shall prove two years' (4,000 hours minimum) previous experience in the gas piping field.

23.10.303.6.4 Issuance of certificate of qualification or registration.

A. A sheetmetal, plumbing, or gas piping contractor's certificate of qualification shall be issued to every person who makes application for such certificate, pays the required fee, proves required experience and training and successfully passes the examinations.

B. A sheetmetal, plumbing, or gas fitter journeyman's certificate of qualification shall be issued to every person who makes application for such certificate, pays the required fee, proves required experience and training and successfully passes the examinations.

C. All other contractor and journeyman certificates of qualification for refrigeration, hydronic heating, and service station piping trades shall be issued to every person who makes application, proves the required experience and training, and pays the required fee.

D. A trainee certificate of registration shall be issued to every person who makes application for such certificate and pays the required fee.

E. A specialty contractor's certificate of qualification or registration shall be issued to every person who makes application for such certificate, pays the required fee, proves required experience and training, and successfully passes the examinations.

F. A backflow assembly tester certificate of qualification or registration shall be issued to every person who makes application for such certificate, pays the required fee, attends the four-day Backflow Assembly Certification class sponsored by the Municipality of Anchorage Building Safety Division, and successfully passes both the written and the hands-on examination.

G. In lieu of the above, an applicant may submit proof of attendance of a similar class as described in subsection A above, and of successfully passing the required examination(s) of the similar class, provided further the similar class is recognized as equal to the requirement(s) of subsection A above, as determined by the building official.

H. Each person who holds a valid certificate of qualification or registration as a Backflow Assembly Tester shall attend an 8-hour Re-certification class and
successfully pass both the written and the hands-on examinations every three (3) years from the date of original issuance.

I. Every person required to have a certificate of qualification shall obtain such certificate:
   1. Within thirty (30) days of passing the required test; or
   2. Within 30 days of the expiration date shown on the certificate, except if the certificate has been suspended or revoked.

J. Licenses issued under this title are valid for a maximum of two (2) years, and expire on February 14 of each calendar year.

23.10.303.6.5 Re-Examination
A. Any person who fails to pass the examination may apply for reexamination on the next available test date.
B. Fees for reexamination will be the same as initial examination fees.

23.10.303.6.6 Expiration of certificates of qualification or registration.
A. Every certificate of qualification or registration shall remain in force and effect until its expiration date, unless canceled or revoked.
B. Except for certificates of qualification which lapsed three or more years past the expiration date, all certificates of qualification and trainee registration cards expired beyond thirty (30) days may be renewed by paying the prescribed fee. This fee shall be retroactive to the expiration date of the last certificate issued. In addition, an administrative late fee shall be charged.
C. Certificates of qualification and trainee registration cards shall not be allowed to lapse beyond thirty (30) days of the expiration date without prior approval of the building official.
D. Certificates of qualification lapsing three or more years past the expiration date of the last one issued shall not be renewed, and the person shall be required to re-take the test required for all new applicants.

23.10.303.6.7 Revocation of certificates of qualification or registration.
A. The building official may cancel or revoke any certificate of qualification or registration issued to any person, if such person later shows incompetence or lack of knowledge in matters relevant to such certificate or if such certificate was obtained by fraud. If the certificate of qualification or registration of any person is canceled or revoked, another certificate shall not be granted to the person within twelve (12) months after the date of cancellation or revocation.
B. Certificates of qualification or registration are not transferable from one person to another, and the lending of any certificate or the obtaining of permits thereunder for any other person shall be deemed cause for revocation.
C. The building official may require retesting of any certificate of qualification holder if such person shows incompetence or lack of knowledge in matters relevant to such certificate. Failure to pass this retesting shall result in revocation of the certificate. The person may apply for retesting after thirty (30) days have elapsed.
23.10.303.6.8 Certificate of fitness - right to inspection.
Municipal inspectors may contact any workman performing work for which a certificate of fitness is required (under AS 18.62.010) and request the person to exhibit his/her certificate of fitness. The inspector may immediately serve upon the person a notice to cease any further work in that occupation until he/she has displayed said State of Alaska certificate of fitness.

Section 23.10.304 Fees.

23.10.304.1 General. Fees shall be assessed in accordance with the provisions of this section or shall be as set forth in the fee schedule adopted by this jurisdiction.

23.10.304.2 Permit fees.
A. The fee for each permit shall be as set forth in section 23.10 Tables 3-A through 3-M. Where a technical code is adopted by the jurisdiction for which no fee schedule is shown in this code, the fee required shall be in accordance with the schedule established by the legislative body.

B. The determination of valuation under the provisions of the code shall be based on the Building Valuation Data Chart in the most recent November/December issue of the Building Safety Journal as published by the International Code Council. The regional multiplier shall be 1.3. The rates in the November/December issue shall become effective on the following January 1st and continue to January 1st of the following year.

C. The valuation shall be calculated using the dollar per square foot method as provided in the Municipality of Anchorage Handout #45, “Building Permit Fees.” The area of the building for determination of building permit fees shall be the gross floor area. The gross floor area shall be the total horizontal area of all the floors of a building, measured between exterior faces of exterior walls, including interior balconies, mezzanines, stairwells, elevator shafts, ventilation shafts, etc., but excluding area without floor structure in atria.

D. Plumbing, mechanical and electrical permit fees shall be calculated as a part of the plan review process. The fee assessment is to be presented to the contractor for payment upon application for permit.

23.10.304.3 Plan review fees.
A. When a plan or other data are required to be submitted by subsection 302.2, plan review fee(s) shall be paid at the time of submitting plans and specifications for review.

   Exception: A Fire Department Plan Review fee is not required for R-3 single family and two family dwellings.

B. The plan review fees specified in this section 304.3 are separate fees from the permit fees specified and are in addition to the permit fees.

C. Where plans are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged at the rate shown in section 23.10 Tables 3-A through 3-M.
D. A plan review fee for plans submitted simultaneously or within the current code cycle for identical structures within the same subdivision or planned unit development (pre-approved plans) shall be charged per section 23.10 Table 3.B. Each identical structure shall be issued a separate building permit.

23.10.304.4 Expiration of plan review. Applications for which no permit is issued within 360 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days, on written request by the applicant showing circumstances beyond the control of the applicant prevented action from being taken. An application shall not be extended if this code or any other pertinent laws or ordinances are amended subsequent to the date of application. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee unless otherwise approved by the building official.

23.10.304.5 Investigation fees: work without a permit.

23.10.304.5.1 Investigation. Whenever work for which a permit is required by this code is commenced without first obtaining a permit, a code compliance inspection may be required before a permit is issued for such work.

23.10.304.5.2 Fee. When work is begun without proper permits, an investigation fee at a rate shown in Table 3-N, in addition to the permit fee, may be collected whether or not a permit is then or subsequently issued. The payment of the investigation fee shall not exempt an applicant from compliance with all other provisions of either this code or the technical codes nor from the penalty prescribed by law.

23.10.304.6 Fee refunds.
A. The building official may authorize refunding of a fee paid hereunder erroneously paid or collected.
B. The building official may authorize refunding of not more than eighty (80) percent of the permit fee paid when no work is done under a permit issued in accordance with this code.
C. The building official may authorize refunding of one hundred (100) percent of a plan review fee paid when an application for a permit with a plan review fee has been paid is withdrawn or canceled before any examination time is expended.
D. The building official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee.

Section 23.10.305 Inspections.

23.10.305.1 General.
A. Construction or work for which a permit is required shall be subject to inspection by the building official and the construction or work shall remain accessible and exposed for inspection purposes until approved by the building official. In addition,
certain types of construction shall have continuous inspection as specified in section 306.

B. Approval, as a result of an inspection, shall not be construed as an approval of a violation of the provisions of this code or other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.

C. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor this jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

D. A survey of the lot may be required by the building official to verify the structure is located in accordance with the approved plans.

E. A survey of a fill or excavation may be required by the building official to verify whether the work conforms to approved plans or code requirements.

23.10.305.2 Inspection requests.
A. It shall be the duty of the person doing the work authorized by the permit to notify the building official such work is ready for inspection. The building official may require every request for inspection be filed at least one working day before such inspection is desired. Such request may be in writing or by telephone at the option of the building official.

B. It shall be the duty of the person requesting any inspections required either by this code or the technical codes to provide access to and means for inspection of the work.

23.10.305.3 Approval required.
A. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction is satisfactory as completed or shall notify the permit holder or an agent of the permit holder wherein the same fails to comply with this code. Any portions not in compliance shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

B. There shall be a final inspection and approval of all buildings and structures when completed and ready for occupancy and use.

23.10.305.4 Required inspections. Refer to Building Safety Division Handout #1 “Inspection Schedule” for required inspections.

23.10.305.5 Other inspections. In addition to the called inspections specified above, the building official may make or require other inspections of construction work to ascertain compliance with the provisions of this code or technical codes and other laws enforced by the code enforcement agency.

23.10.305.6 Reinspections.
A. A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections called for are not made.

B. This section is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of the technical codes, but as controlling the practice of calling for inspections before the job is ready for such inspection or reinspection.

C. Reinspection fees may be assessed when the approved plans are not readily available to the inspector or for failure to provide access on the date inspection is requested.

Section 23.10.306  Special inspections.

23.10.306.1 General. Special inspection requirements shall be in accordance with International Building Code chapter 17.

Section 23.10.307  Structural observation.

23.10.307.1 General. Structural observation shall be in accordance with International Building Code section 1709.

Section 23.10.308  Connection to utilities.

23.10.308.1 Energy connections. Persons shall not make connections from a source of energy, fuel or power to building service equipment regulated by the technical codes and for which a permit is required by this code, until approved by the building official.

23.10.308.2 Temporary connections. The building official may authorize the temporary connection of building service equipment to the source of energy, fuel or power for the purpose of testing building service equipment, or for use under a temporary Certificate of Occupancy.

Section 23.10.309  Certificate of occupancy.

23.10.309.1 Use or occupancy. A. Buildings or structures shall not be used or occupied nor shall a change in the existing use or occupancy classification of a building or structure or portion thereof be made until the building official issues a Certificate of Occupancy as provided herein.

B. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this code or other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinance of the jurisdiction shall not be valid.

23.10.309.2 Change in use. Changes in the character or use of a building shall not be made except as specified in the Building Code.
23.10.309.3 Certificate issued.  
A. After the building official and other authorized municipal code enforcement authorities inspect the building, structure and associated land use, and find no violations of the provisions of this title or other laws enforced by municipal code enforcement agencies, and upon submittal of an as-built survey as approved by the building official, the building official shall issue a Certificate of Occupancy containing the following:
   1. The building permit number;
   2. The address of the building;
   3. The name and address of the owner;
   4. A description of the portion of the building for which the certificate is issued; and
   5. A statement that the described portion of the building has been inspected for compliance with the requirements of this code for the group and division of occupancy and the use for which the proposed occupancy is classified.

23.10.309.4 Conditional certificate.  
A. If the building official finds substantial hazard will not result from occupancy of a building or portion thereof before the same is completed, a Conditional Certificate of Occupancy for the use of a portion or portions of a building or structure may be issued prior to the completion of the entire building or structure.

B. Conditional Certificates of Occupancy for exterior work not completed because of weather shall have an expiration date of August 15 of the following summer season.

C. Expired conditional certificates may prevent the same permittee from receiving additional permits, as outlined in section 303 of this code.

23.10.309.6 Revocation. The building official may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of this title when the certificate is issued in error, or on the basis of incorrect information, or when it is determined the building, structure, land use or portion thereof is in violation of an ordinance, regulation or the provisions of municipal code or state law.

23.10. Table 3-A Building Permit Fees.  

<table>
<thead>
<tr>
<th>Total Valuation</th>
<th>Building Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00 to $500.00</td>
<td>$22.00</td>
</tr>
<tr>
<td>$501.00 to $2,000.00</td>
<td>$22.00 for the first $500.00 plus $2.00 for each additional $100.00 or fraction thereof, to and including $2,000.00.</td>
</tr>
<tr>
<td>$2,001.00 to $25,000.00</td>
<td>$52.00 for the first $2,000.00 plus $10.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00.</td>
</tr>
<tr>
<td>$25,001.00 to $50,000.00</td>
<td>$282.00 for the first $25,000.00 plus $9.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00.</td>
</tr>
<tr>
<td>$50,001.00 to $100,000.00</td>
<td>$507.00 for the first $50,000.00 plus $7.00 each additional $1,000.00 or fraction thereof, to and including $100,000.00.</td>
</tr>
<tr>
<td>$100,001.00 to</td>
<td>$857.00 for the first $100,000.00 plus $4.50 each additional</td>
</tr>
</tbody>
</table>
2. Miscellaneous Building Permits

A. Permanent flexible fabric structures, per square foot  $17.00
B. Temporary/seasonal building  $500.00
C. Demolition  $100.00

23.10. Table 3-B Plan Review Fees.

1. Building Permits

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Building plan review</td>
<td>65% of the building permit fee as shown in Table 3-A</td>
</tr>
<tr>
<td>B. Fire Department plan review</td>
<td>25% of the building permit fee as shown in Table 3-A</td>
</tr>
<tr>
<td>C. Pre-approved plan</td>
<td>60% of the full plan review fee</td>
</tr>
<tr>
<td>D. Land use plan review</td>
<td>15% of building permit fee as shown in Table 3-A</td>
</tr>
<tr>
<td>E. Expedited plan review</td>
<td>60% of the building permit fee as shown in Table 3-A in addition to the applicable fee under A. through D., above</td>
</tr>
</tbody>
</table>

2. Electrical, Mechanical, Plumbing Permits

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Permit fee between $1.00 to $500.00</td>
<td>$69.00</td>
</tr>
<tr>
<td>B. Permit fee between $501.00 to $1,000.00</td>
<td>$117.00</td>
</tr>
<tr>
<td>C. Permit fee between $1,001.00 to $2,000.00</td>
<td>$195.00</td>
</tr>
<tr>
<td>D. Permit fee between $2,001.00 and $3,000.00</td>
<td>$293.00</td>
</tr>
<tr>
<td>E. Permit fee between $3,001.00 and $4,000.00</td>
<td>$391.00</td>
</tr>
<tr>
<td>F. Permit fee between $4,001.00 and $6,000.00</td>
<td>$489.00</td>
</tr>
<tr>
<td>G. Permit fee greater than $6,000.00</td>
<td>$587.00</td>
</tr>
</tbody>
</table>

3. Grading/Excavation/Fill Permits

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Between 1 and 50 cubic yards</td>
<td>No fee</td>
</tr>
<tr>
<td>B. Between 51 and 100 cubic yards</td>
<td>$69.00</td>
</tr>
<tr>
<td>C. Between 101 and 1,000 cubic yards</td>
<td>$99.00</td>
</tr>
<tr>
<td>D. Between 1,001 and 10,000 cubic yards</td>
<td>$135.00</td>
</tr>
<tr>
<td>E. Between 10,001 and 100,000 cubic yards</td>
<td>$135.00 first 10,000 cubic yards, plus $69.00 each additional 10,000 cubic yards or fraction thereof</td>
</tr>
<tr>
<td>F. Between 100,001 and 200,000 cubic yards</td>
<td>$744.00 first 10,000 cubic yards, plus $42.00 each additional 10,000 cubic yards or fraction thereof</td>
</tr>
<tr>
<td>G. Greater than 200,001 cubic yards</td>
<td>$1,149.00 first 10,000 cubic yards, plus $18.00 each additional 10,000 cubic yards or fraction thereof</td>
</tr>
</tbody>
</table>
### 4. Miscellaneous

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Plan review or code research, change orders, miscellaneous, per hour, quarter-hour minimum</td>
<td>$115.00</td>
</tr>
<tr>
<td>B. Product/fabricator approval review, per hour, two-hour minimum</td>
<td>$115.00</td>
</tr>
<tr>
<td>C. Out-sourcing plan review</td>
<td>25% of the building permit fee</td>
</tr>
</tbody>
</table>

#### 23.10. Table 3-C Inspection Fees.

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inspector, per hour, minimum one hour</td>
<td>$115.00</td>
</tr>
<tr>
<td>2. Inspection, unscheduled, each, per hour</td>
<td>$145.00</td>
</tr>
<tr>
<td>3. Inspection outside normal business hours, per hour, per inspector; two-hour minimum</td>
<td>$175.00</td>
</tr>
<tr>
<td>4. Inspection, Sundays and holidays, per hour, per inspector, two-hour minimum</td>
<td>$230.00</td>
</tr>
<tr>
<td>5. Reinspection, per hour, per inspector, one-hour minimum</td>
<td>$175.00</td>
</tr>
<tr>
<td>6. Reinspection, unscheduled, each, per hour</td>
<td>$200.00</td>
</tr>
<tr>
<td>7. Reinspection, outside normal business hours, per hour, per inspector; two-hour minimum</td>
<td>$230.00</td>
</tr>
<tr>
<td>8. Code compliance inspection, per hour, per inspector, one-hour minimum</td>
<td>$115.00</td>
</tr>
<tr>
<td>9. Fine for failure to perform special inspection, per incident</td>
<td>$230.00</td>
</tr>
<tr>
<td>10. Research, per hour, one-hour minimum</td>
<td>$115.00</td>
</tr>
</tbody>
</table>

#### 23.10. Table 3-D Electrical Permit Fees.

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Buildings or Additions</td>
<td></td>
</tr>
<tr>
<td>A. Single family and duplexes (R-3)</td>
<td>.0015 ($1.50 per $1,000) of construction valuation, with a minimum $150.00</td>
</tr>
<tr>
<td>B. R-1 occupancies, multi-family dwellings, each unit</td>
<td>$195.00</td>
</tr>
<tr>
<td>C. All other new buildings or additions:</td>
<td></td>
</tr>
<tr>
<td>i. $0.00 to $55,000.00</td>
<td>$115.00</td>
</tr>
<tr>
<td>ii. $55,000.00 to $500,000.00</td>
<td>$2.00 per $1,000.00</td>
</tr>
<tr>
<td>iii. Over $500,000.00</td>
<td>$1,035.00 + $0.85 per $1,000.00 &gt; $500,000.00</td>
</tr>
<tr>
<td>2. Work Other Than New or Added Square Footage, All Occupancies</td>
<td></td>
</tr>
<tr>
<td>A. 1 to 250 outlets</td>
<td>$109.00 + $3.00 per outlet</td>
</tr>
<tr>
<td>B. 251 to 500 outlets</td>
<td>$167.00 + $3.00 per outlet</td>
</tr>
<tr>
<td>C. 501 to 1,000 outlets</td>
<td>$265.00 + $3.00 per outlet</td>
</tr>
<tr>
<td>D. 1,001 to 1,500 outlets</td>
<td>$380.00 + $3.00 per outlet</td>
</tr>
<tr>
<td>E. 1,501 to 2,000 outlets</td>
<td>$512.00 + $3.00 per outlet</td>
</tr>
<tr>
<td>F. 2,001 to 3,000 outlets</td>
<td>$633.00 + $3.00 per outlet</td>
</tr>
<tr>
<td>G. 3,001 or more outlets</td>
<td>$748.00 + $3.00 per outlet</td>
</tr>
</tbody>
</table>
“Outlet” for the purpose of defining permit fees is an outlet that supplies, stores, measures, controls, transforms, utilizes or provides ready access for connection to electrical power.

Examples: A generator, battery-powered emergency light, wall switch, any fire protection device, transformer, service meter, light fixture, receptacle, motor starter, combination motor starter/disconnect, exit sign, transfer switch, etc., are outlets for the purpose of permit fee calculation. A junction box or wireway is not considered an outlet for fee purposes.

| 3. Small Electric Permit, Municipality of Anchorage Handout E.02 | $46.00 |
| 4. Miscellaneous | |
| A. Replacement, upgrade or relocation of existing building electrical meter/disconnect service equipment | $98.00 |
| B. Retrofit of electrical equipment: | $98.00 |
| C. Temporary services: | |
| i. Single phase 220 volt 200 amperes or smaller, per inspection | $46.00 |
| ii. Over 200 amperes (includes transformers, panel boards, and branch circuits used for temporary power on large projects) | $98.00 |
| D. Electrical sign connection within six feet of connection | $46.00 |
| E. Permanent flexible fabric structures, per square foot | $1.75 |

23.10. Table 3-E Mechanical Permit Fees.

| 1. New Buildings or Additions | |
| A. Issuance of each permit (not charged for single family/duplex) | $23.00 |
| B. Installation of a mechanical heating system including all attachments, per 1,000 input Btu or fraction thereof, up to and including 400,000 Btu (including burners in furnaces, direct-fired heaters, or unit heaters) | $0.40 per 1,000 Btu |
| C. Installation of a mechanical heating system including all attachments, per 1,000 input Btu or fraction thereof over 400,000 Btu (including burners in furnaces, direct-fired heaters, or unit heaters). | $0.30 per 1,000 Btu |
| D. Installation of a mechanical cooling or refrigeration system including all attachments, per 1,000 Btu or fraction thereof, up to and including 400,000 Btu. | $0.40 per 1,000 Btu |
| E. Installation of a mechanical cooling or refrigeration system including all attachments, per 1,000 Btu or fraction thereof, over 400,000 Btu. | $0.30 per 1,000 Btu |
| F. i. Installation of each ventilation fan, exhaust fan, or air handler for the first 2,000 CFM. Fire dampers and duct connectors are extra, as scheduled below. | $8.00 for first 2,000 CFM |
| ii. Each additional 1,000 CFM or fraction thereof | $3.00 |
| G. Installation of each fume, or Class II hood | $12.00 |
| H. Installation of each commercial or industrial incinerator, or Class I hood | $70.00 |
I. Installation of each fuel, waste oil, glycol, or other non-pressure tank not a part of a system for which a fee is already assessed | $58.00

J. Fire damper, each | $8.00

K. Listed ceiling radiation damper, each | $3.00

NOTE: For installation of combination mechanical cooling/heating systems, fees shall be charged at the input, heating, or cooling, whichever is greater, in accordance with B. through E. above.

L. For each duct connector, with or without a diffuser or grille | $1.50

M. For each piece of equipment or system regulated by this code, including processes piping as defined in IMC, for which no fee is listed | The fee shall be by valuation in accordance with 23.10.Table 3-A.

N. New residential single-family/duplex .00115 ($1.15 per $1,000.00) of construction valuation, with a minimum $115.00

O. HRV heat-recovery ventilation system | $8.00 per unit + $1.50 per diffuser

P. Snow melt system, existing boiler | $30.00 + $11.00 pressure test

Q. Permanent flexible fabric structures, per square foot | $1.75

R. Wood stove installation | $46.00

2. Retrofit (Replacement) Fees

A. Commercial permit fees for boilers, furnaces and A/C units shall be charged at 50% of the input Btu rating of the equipment installed | $86.00

B. Single family and duplex retrofit fee | $86.00

C. Permit issuance, each boiler, furnace, air conditioning and air exchanger unit replaced | $23.00

D. Winterization of hydronic system, each | $46.00

(10 2002-176, § 1, 1-1-03)

23.10. Table 3-F Plumbing Permit Fees.

1. New Buildings or Additions

A. Issuance of each permit (not charged for single family or duplex) | $23.00

B. Plumbing fixture, each | $6.00

C. Gas outlet, each | $6.00

D. Commercial water heater over 200,000 Btu input, or fraction thereof, per 1,000 Btu, each | $0.35 per 1,000 Btu

E. Water heater 200,000 Btu input or less, each | $23.00

F. Plumbing alteration work, each outlet | $6.00

G. Sprinkler systems (fire protection, or lawn & garden), per head | $3.00

H. Floor or roof drains | $6.00

I. Dishwasher | $6.00
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.</td>
<td>Special wastes, fixtures, sumps and tanks</td>
<td>$6.00</td>
</tr>
<tr>
<td>K.</td>
<td>Laundry tray or washer</td>
<td>$6.00</td>
</tr>
<tr>
<td>L.</td>
<td>Approved testable reduced pressure principal or double check valve back flow preventer</td>
<td>$46.00</td>
</tr>
<tr>
<td>M.</td>
<td>Temporary gas, minimum fee per outlet (not to exceed $200.00)</td>
<td>$75.00</td>
</tr>
<tr>
<td>N.</td>
<td>Winterization of each potable water system</td>
<td>$46.00</td>
</tr>
<tr>
<td>O.</td>
<td>For each piece of equipment or system not regulated by this code, for which no fee is listed, the fee will be by valuation in accordance with 23.10. Table 3-A.</td>
<td></td>
</tr>
<tr>
<td>P.</td>
<td>New single family/duplex</td>
<td>$0.0145 ($1.45 per $1,000.00) of construction valuation with a minimum $145.00</td>
</tr>
<tr>
<td>Q.</td>
<td>Test backflow preventer per hour</td>
<td>$115.00</td>
</tr>
<tr>
<td>R.</td>
<td>Permanent flexible fabric structures, per sq</td>
<td>$1.75</td>
</tr>
</tbody>
</table>

2. Retrofit (Replacement) Fees

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Changes for repair or replacement of a water heater with an input of less than 200,000 Btu</td>
<td>$46.00</td>
</tr>
<tr>
<td>B.</td>
<td>Commercial permit fees for water heaters over 200,000 Btu's</td>
<td>50% of the input Btu rating</td>
</tr>
</tbody>
</table>

(AO No. 2002-176, § 1, 1-1-03)

### 23.10. Table 3-G Elevator, Escalator, And Dumbwaiter Permit Fees.

**NOTES:**

1. Each separately powered unit shall be considered a separate conveyance; applications and permits shall be issued accordingly.

2. Installation fees, including charges for electrical equipment installed in connection with any conveyance and such equipment shall not be subject to a separate electrical permit fee.

#### 1. New Installations and Relocations

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Hydraulic elevators</td>
<td>$430.00 $52.00 per hoistway opening</td>
</tr>
<tr>
<td>B.</td>
<td>Cabled geared &amp; gearless elevator</td>
<td>$805.00 + $58.00 per hoistway opening</td>
</tr>
<tr>
<td>C.</td>
<td>Residential elevators</td>
<td>$345.00</td>
</tr>
<tr>
<td>D.</td>
<td>Dumbwaiters, manual doors</td>
<td>$155.00 + $17.00 per hoistway opening</td>
</tr>
<tr>
<td>E.</td>
<td>Dumbwaiters, power doors</td>
<td>$155.00 + $40.00 per hoistway opening</td>
</tr>
<tr>
<td>F.</td>
<td>Escalators and moving walks</td>
<td>$1,150.00 + width in inches + run in feet + vertical rise in feet × $6.00</td>
</tr>
<tr>
<td>G.</td>
<td>Handicap lifts (vertical &amp; inclined)</td>
<td>$265.00</td>
</tr>
<tr>
<td>H.</td>
<td>Material lift</td>
<td>$345.00 + $35.00 for 2nd and additional level</td>
</tr>
<tr>
<td>I.</td>
<td>Roped hydraulic</td>
<td>$805.00 + $58.00 per hoistway opening</td>
</tr>
</tbody>
</table>

#### 2. Alterations and Repairs

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Handicap lifts (vertical &amp; inclined)</td>
<td>$132.00 + $29.00 per $1,000.00 valuation</td>
</tr>
<tr>
<td>B.</td>
<td>Other elevators</td>
<td>$173.00 + $29.00 per $1,000.00 valuation</td>
</tr>
<tr>
<td>C. Cosmetic alterations, with weight difference less than 5%</td>
<td>$173.00 + $29.00 per $1,000.00 valuation</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>-------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>D. Cosmetic alterations, with weight difference greater than 5%</td>
<td>$173.00 + $29.00 per $1,000.00 valuation</td>
<td></td>
</tr>
</tbody>
</table>

3. Annual Certificate of Inspection Fees

| A. Hydraulic elevators | $167.00 + $14.00 per hoistway opening greater than two |
| B. Cable elevators | $173.00 + $14.00 per hoistway opening greater than two |
| C. Sidewalk elevators | $132.00 |
| D. Hand-powered elevators | $132.00 |
| E. Dumbwaiters | $132.00 + $14.00 per hoistway opening greater than two |
| F. Escalators & moving walks | $195.00 |
| G. Handicap lifts (vertical & inclined) | $126.00 + $14.00 per hoistway opening greater than two |
| H. Material lift | $144.00 + $35.00 per hoistway greater than two |
| I. Altering or replacing door opening device | $207.00 |
| J. Escalator performance step index test | $125.00 |

23.10. Table 3-H Grading Permit Fees.

| 1. 50 cubic yards or less | $69.00 |
| 2. 51 to 100 cubic yards | $99.00 |
| 3. 101 to 1,000 cubic yards | $99.00 for first 100 cubic yards, plus $45.00 each additional 100 cubic yards, or fraction thereof |
| 4. 1,001 to 10,000 cubic yards | $504.00 for first 1,000 cubic yards, plus $42.00 each additional 1,000 cubic yards, or fraction thereof |
| 5. 10,001 to 100,000 cubic yards | $882.00 for first 10,000 cubic yards, plus $180.00 each additional 10,000 cubic yards, or fraction thereof |
| 6. Greater than 100,001 cubic yards | $2,502.00 for first 100,000 cubic yards, plus $99.00 each additional 10,000 cubic yards, or fraction thereof |

23.10. Table 3-I Mobile Home Permit Fees.

| 1. Set-up fee | $200.00 |

23.10. Table 3-J Swimming Pool, Spa And Hot Tub Fees.

| 1. Each permit issuance | $23.00 |
| 2. Each swimming pool: |
| A. Public pool | $75.00 |
| B. Private pool | $52.00 |
| 3. Replacing filter | $6.00 |
| 4. Replacing piping | $6.00 |
5. Backwash receptor $6.00
6. Miscellaneous replacements $6.00
7. For each piece of equipment or system regulated by this code, for which no fee is listed, the fee shall be by valuation in accordance with 23.10, Table 3-A.

### 23.10. Table 3-K  Sign Permit Fees.

1. Sign, other than electrical $40.00

### 23.10. Table 3-L  Licenses and Testing Fees.

1. Test Fees
   - A. Contractor testing fee $75.00
   - B. Journeyman testing fee $45.00
2. Issuance or Renewal Fees
   - A. Contractor license, 2 years $288.00
   - B. Journeyman license, 2 years $100.00
   - C. Trainee license, 2 years $65.00
   - D. Administrative late fee $40.00
3. License Requirements.
   - A. Backflow Assembly Tester, renewal fee (one-day recertification training required) $58.00

### 23.10. Table 3-M  On-Site Services Fees

1. Excavator certification $370.00
2. Certificate of on-site systems approval, single family $430.00
3. Separation distance waivers:
   - a. Waiver, lot line $175.00
   - b. Waiver, well to tank $920.00
   - c. Waiver, well to field $1,150.00
   - d. Waiver, field to surface water $1,150.00
   - e. Waiver, tank to surface water $920.00
   - f. Waiver, well to public sewer $1,150.00
   - g. Waivers of setback requirements in chapters 15.55 and 15.65 not listed in current fee schedule $175.00
   - h. On-site wastewater disposal system construction permit, single family $460.00
   - i. On-site wastewater disposal system construction permit renewal $115.00
   - j. On-site wastewater permit exceptions $115.00
   - k. Well driller permit $230.00
   - l. Waste treatment equipment manufacturer (plan review & facility inspection) $800.00
   - m. Water well construction permit, single family $175.00
   - n. Sewer inspection $415.00
   - o. Well inspection $210.00
   - p. Sewer/well inspection $520.00
   - q. On-site water/wastewater rush approval $175.00
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>r.</td>
<td>On-site/continuing education class, per person</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>s.</td>
<td>On-site conditional approval</td>
<td>$ 115.00</td>
</tr>
<tr>
<td>t.</td>
<td>On-site code compliance re-inspection, per inspection, per hour, one hour minimum</td>
<td>$ 115.00</td>
</tr>
</tbody>
</table>

**23.10. Table 3-N Miscellaneous Fees.**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Code books and publications</td>
<td>Cost</td>
</tr>
<tr>
<td>2.</td>
<td>Appeal fee, Board of Building Regulation Examiners &amp; Appeals, each</td>
<td>$500.00</td>
</tr>
<tr>
<td>3.</td>
<td>Research, building permit, per hour</td>
<td>$35.00</td>
</tr>
<tr>
<td>4.</td>
<td>Fine, building code violations, civil penalty</td>
<td>$100.00 to $500.00</td>
</tr>
<tr>
<td>5.</td>
<td>Copies, standard 8-1/2&quot;×11&quot; page, each</td>
<td>$0.30</td>
</tr>
<tr>
<td>6.</td>
<td>Monthly permit list, customer picks up</td>
<td>$6.00</td>
</tr>
<tr>
<td>7.</td>
<td>Monthly permit list, mailed, annual subscription</td>
<td>$115.00</td>
</tr>
<tr>
<td>8.</td>
<td>Investigation fee for work begun without proper permit(s), in addition to permit fee, per permit</td>
<td>Permit fee required by this code, or $1,000.00, whichever is greater</td>
</tr>
<tr>
<td>9.</td>
<td>Training, per person, per class</td>
<td>$50.00</td>
</tr>
<tr>
<td>10.</td>
<td>Special inspection violation, per violation</td>
<td>$150.00</td>
</tr>
<tr>
<td>11.</td>
<td>Code abatement fee, per hour, one hour minimum</td>
<td>$115.00</td>
</tr>
</tbody>
</table>

12. **Fine (Contractor), work without a required contractor’s license, civil penalty**
   a. First Offense: Issuance fee plus test fee (if applicable) and a $1000.00 fine which may be waived by the building official if required license is obtained within 30 days.
   b. Subsequent Offense: $1000.00 plus issuance fee plus test fee (if applicable) and an additional $1000.00 applied incrementally for each additional offense. As example, the third offense would be $2000.00.

13. **Fine (Journeyman), work without a required Certificate of Qualification**
   a. First Offense: Issuance fee plus test fee and a $250.00 fine which may be waived by the building official if the individual registers for the journeyman test within 72 hours.
   b. Subsequent Offense: $250.00 plus issuance fee plus test fee and an additional $250.00 applied incrementally for each additional offense. For example, a third offense is $500.00.
   c. The contractor for whom the violator is working for shall be subject to the same fines as the violator.

14. **Fine (Trainee), work without a required trainee card**
   a. First Offense: $60.00 (100 % shall be applied toward acquisition of a trainee card, if obtained within 72 hours).
   b. Subsequent Offense: $100.00 plus issuance fee for each offense and an additional $100.00 applied incrementally for each additional offense. For example, a third offense is $200.00.
   c. The contractor for whom the violator is working for shall be subject to the same fines as the violator.