



Municipality of Anchorage



Handout R.01

Application Requirements for Single-Family, Duplex and Mobile Homes

A Building permit for single-family, duplex, or mobile homes is required for:

- Increases in the square footage of a building on your property.
- Any proposed storage shed with a footprint of more than 200 square feet.
- Interior remodels entailing non-exempt non-structural work totaling more than \$5,000.
- Structural changes at any valuation.
- Electrical, plumbing, or mechanical work.

APPLICATION PROCESS

1. Submit plans and supporting documents to 4700 Elmore Road, Building Safety Division.
2. Fill out a **BLUE RESIDENTIAL WORKSHEET**. Permit fees will be calculated according to the type of project submitted. All fees are due at time of submittal.
3. A permit number will be assigned to your project at time of submittal. The permit number should be referenced for all correspondence regarding the project.
4. Your Project Manager will route your plans through three reviews: zoning, flood hazard, and structural. Occasionally, traffic, stormwater, Project Management and Engineering, and Right-of-Way reviews are necessary.
5. After the reviews, your Project Manager will notify you of any necessary corrections. If a particular area of your plans does not comply with the code, the reviewer will issue comments for resolution. When the plans are approved, you will be notified to come back to our office to receive the approved plans and your building permit. You may then post your permit in accordance with Municipal requirements and start construction. If you are unsure of what inspections are required or the order in which they take place, see Handout AG.13.

Permits are considered abandoned and expired if no activity occurs within 360 days after the building permit is issued. Enough work must be done within this period of time to call for an inspection to prove activity. All permit fees and plan review fees are required upon submittal of application. Electrical permit, mechanical permit, and plumbing permit shall be issued prior to any work being performed by these trades.

The following will be needed for application for a building permit:

SINGLE-FAMILY AND DUPLEX

1. Full legal description or property (lot, block and subdivision), street address, tax code number.
2. Two (2) sets of **COMPLETE PLANS** with enough detail that the building could be completed by following the plans. The plans should include cross sections, elevations, floor and roof framing plans, connection details and structural information and calculations that meet the wind and seismic requirements. If applicable, plans shall be signed by the structural designer as stated in Policy AG.04.
3. One (1) set of **ENERGY CONSERVATION CALCULATIONS**, if minimum insulation requirements are not met. ASHRAE 90A-1980.

4. Two (2) plot plans showing the proposed location of the building site.

Include the following information:

LOT IDENTIFICATION

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

SITE INFORMATION

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

The Surveyor is required to establish all lot corners. If the subject lot is within a subdivision that is under active subdivision agreement, the lot corners may be identified by hub and guard lath to control the lot lines. All other lots shall be staked with 5/8"X30" rebar and a self-identifying surveyor's cap. Approval of the foundation footing will not be given if the corners do not exist at the time of footing inspection.

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

5. In addition to the certified plot plan, provide the additional information listed below to assist in the right-of-way review.
 - Indicate on the building permit or land use application whether there will be an on-site well and/or septic or that the property is currently or will be connected to public utilities. Show on the plot or site plan the existing water and sewer mains and the existing or proposed service connections or septic and well systems, as appropriate.
 - Show and label as existing or proposed, the driveway(s) to include the portion from the property line to the street edge and specify whether the driveway surfacing will be gravel, RAP, paved, etc. Note as existing or planned. Show the type of road being joined into (strip paved, gravel, etc.), culvert installation, and presence and type of curb and gutter.
6. One (1) on-site waterwell and/or wastewater disposal permit if public water and sewer are not available. If the building will be a private single-family home, this permit shall be obtained from the On-Site Water and Waste Water Program at the Building Safety Division. For multi-family homes or a commercial establishment, a certificate to construct an on-site waterwell and/or wastewater disposal system is required from the Alaska Department of Environmental Conservation (ADEC).
7. One (1) copy of the soils report, if required by plat note.
8. Footing drains that connect to the Municipal storm drain must have Right-of-Way permits. For information call 343-8240. Refer to AG.26 for footing drain requirements.

9. If the residence is on the Alaska Department of Environmental Conservation (ADEC) contaminated sites list, a review by ADEC will be required.
10. One (1) signed copy of Handout AG.21, Stormwater Treatment Plan Review, Stormwater Best Management Practices for Simple Projects. Jobs less than 500 square feet or on piles will not require Handout AG.21.
11. Any structure to be built in Hazard Zone 4 and 5 may require engineered design and a Geotechnical Commission review. Check with a Building Safety Division plans examiner for complete requirements.

A final as-built signed by a Professional Land Surveyor registered in the State of Alaska is required to be submitted and approved by Zoning prior to any Certificate of Occupancy or Conditional Certificate of Occupancy issuance. As-built surveys shall be certified with an original stamp and signature by a professional Land Surveyor registered in the State of Alaska. Copies will not be accepted.

SINGLE-FAMILY AND DUPLEX (ADDITIONS)

1. Full legal description of property (lot, block and subdivision), street address, tax account number.
2. Two (2) sets of **COMPLETE PLANS** with enough detail that the building could be completed by following the plans. The plans should include cross sections, elevations, floor and roof framing plans, connection details and structural information that meets the wind and seismic requirements. If applicable, plans shall be signed by the structural designer as stated in Policy AG.04.
3. One (1) set of structural calculations.
4. Two (2) **CERTIFIED AS-BUILTS** are required with the proposed addition drawn to scale, driveway location and surface material. As-builts will be certified by a professional land surveyor registered in the State of Alaska.
5. If additional bedrooms are to be added, a **WELL AND SEPTIC UPGRADE APPROVAL** is required or a written determination from the On-Site Water and Wastewater Program at Building Safety that shows the capacity of the current system is adequate. For multi-family homes or a commercial establishment, a certificate to construct an on-site waterwell and/or wastewater disposal system is required from the Alaska Department of Environmental Conservation (ADEC).
6. One (1) signed copy of **Handout AG.21, Stormwater Treatment Plan Review, Stormwater Best Management Practices for Simple Projects**. Jobs less than 500 square feet or on piles will not require Handout AG.21.

A final as-built signed by a Professional Land Surveyor registered in the State of Alaska is required to be submitted and approved by Zoning prior to any Certificate of Occupancy or Conditional Certificate of Occupancy issuance.

SINGLE-FAMILY AND DUPLEX (ALTERATIONS)

1. Full legal description of property (lot, block, subdivision), street address and tax account number.
2. Two (2) sets of **COMPLETE PLANS** with enough detail that the building could be completed by following the plans. The plans should include cross sections, elevations, floor and roof framing plans, connection details and structural information that meets the wind and seismic requirements. If applicable, plans shall be signed by the structural designer as stated in Policy AG.04.

Exception: Plans are not needed when the alteration does not involve a reconfiguration of the floor plan or any structural changes. A detailed explanation of the work to be done is required.
3. If additional bedrooms are to be added, a **WELL AND SEPTIC UPGRADE APPROVAL** is required or a written determination from the On-Site Water and Wastewater Program at Building Safety that shows the capacity of the current system is adequate. For multi-family homes or a commercial establishment, a certificate to construct an on-site waterwell and/or wastewater disposal system is required from the Alaska Department of Environmental Conservation (ADEC).

MOBILE HOMES AND ADDITIONS ON PRIVATE LOTS

1. Two (2) plot plans including all portions of the structure, i.e., decks, cantilevers, etc., with elevations, drainage and lot corners indicated, and driveway location with surface material. (Must be certified by registered Land Surveyor in the State of Alaska if mobile home is to be placed on a permanent foundation, otherwise hand drawn to scale.)
2. Two (2) sets of **COMPLETE PLANS** with enough detail that the building could be completed by following the plans. The plans should include cross sections, elevations, floor and roof framing plans, connection details and structural information that meets the wind and seismic requirements. If applicable, plans shall be signed by the structural designer as stated in Policy AG.04.
3. One (1) set of structural calculations if mobile home is placed on a permanent foundation.
4. One (1) **WELL AND SEPTIC TANK PERMIT** if the building will be on a private system, or a written determination from the On-Site Water and Wastewater Program at the Building Safety Division to show that an on-site system upgrade is not required.
5. For mobile homes on a permanent foundation, one (1) signed copy of **Handout AG.21, Stormwater Treatment Plan Review, Stormwater Best Management Practices for Simple Projects**. Jobs less than 500 square feet or on piles will not require Handout AG.21.

ADDITION TO MOBILE HOME IN TRAILER COURTS

1. Permission from **TRAILER COURT OWNER** (signed statement or letter).
2. Two (2) sets of **COMPLETE PLANS** with enough detail that the building could be completed by following the plans. The plans should include cross sections, elevations, floor and roof framing plans, connection details and structural information that meets the wind and seismic requirements. If applicable, plans shall be signed by the structural designer as stated in Policy AG.04.
3. Two (2) **PLOT PLANS** (hand drawn to scale) showing where additions will be located on mobile home and where it will be located in relation to other mobile homes on all four sides. (See Handout R.10.)



Robert Doehl, Building Official

Effective date: January 08, 2020

(Ref. 97-07, 00-08, 02-07, 03-07; 03-05; 05-11, 06-02; 15-08)

NEW RESIDENTIAL & ADDITION PRE-PERMIT CHECKLIST:	Time In:
1. Completed Residential Worksheet.	
2. Two sets of drawings signed by the person who performed the structural calculations.	
3. One set of calculations to match the drawings.	
4. One set of heat loss calculations if minimums aren't used.	
5. Two Plot Plans sealed by Alaska Registered Land Surveyor.	
6. Check plats for Engineered Foundation . If required, detail and design must be on the plans.	
7. Check for HAZARD ZONES . Plans and calculations must be stamped and a geo-tech report submitted if required.	
8. For lots requiring on-site water and/or sewer a permit or application from On-Site Water/Wastewater must be provided.	
9. Stormwater see Handout AG.21. Jobs less than 500 sq. feet or on piles – not required.	
All of the above has been provided and is acceptable for review.	
CHECK-IN INITIALS	
* Metal buildings must have additional calculations for the metal building. Revised 12/23/04	

NEW ADDITIONS AND ALTERATIONS PRE-PERMIT CHECKLIST:	Time In
TIME IN:	
1. Completed Residential Worksheet.	
2. Two sets of drawings signed by the person who performed the structural calculations.	
3. One set of calculations to match the drawings.	
4. One set of heat loss calculations if minimums aren't used.	
5. Two Plot Plans sealed by Alaska Registered Land Surveyor.	
6. Check plats for Engineered Foundation . If required, detail and design must be on the plans.	
7. For lots requiring on-site water and/or sewer a permit or application from On-Site Water/Wastewater must be provided.	
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