



**MUNICIPALITY OF ANCHORAGE
PRE-APPROVED ADU PLANS – PERMIT CHECKLIST**

Step	Information	Cost	Time expected
MOA Zoning Review	Once you've identified your preferred ADU design from the catalog, call 907-343-8336 to set up a zoning review meeting to review your property to confirm that you are ready to build an ADU.	Free	Review meeting: 15-60 minutes
Notify Anchorage Water and Wastewater Utility (AWWU) Field Services	Check with AWWU early – there may be rare cases where water lines need to be upgraded if the lines are really old or if there is a major increase in plumbing fixtures; if everything looks good, you will eventually share your permit and plot plan with AWWU to schedule an inspection. AWWUFieldServices@Awwu.Biz or (907) 564-2762.	\$200	15-minute call; in most cases, AWWU can schedule and complete inspection in 1-2 days
Get Ready!	<ul style="list-style-type: none"> • Gather documents, such as proof of property ownership and full legal description of property • Get a plot plan by an Alaska Registered Land Surveyor with your proposed ADU included • Enlist a contractor • A “not for construction” set of the plans can be obtained on the www.muni.org/ADU website for the plot plan and cost estimating. 	Plot plans cost \$1-2K (surveyors often have package deals for a plot plan and post-construction as-built survey)	A plot plan takes about 1-3 weeks to schedule and complete
Submit Application	Complete the pre-approved ADU application packet that includes: <ul style="list-style-type: none"> • Building permit application (enter the ADU plan name in “Description of Work” field) • Hold harmless Agreement signed by all property owners • Plot plan with proposed ADU • <i>Additional items may be required – see list below</i> 	Permit fees are based on the valuation of the work	If all items submitted correctly, expect comments or approved permit in 1-2 weeks
Obtain your construction permit and ADU plan package	Once the project is permitted, your full plan set will be issued with the “approved” stamp and your building permit. Construction may begin!	Free	Permit placard will be emailed to the applicant

Inspections and Project close-out	<ul style="list-style-type: none"> • Inspections are performed during the various stages of construction and upon completion (required inspections are listed on the building permit) – the builder requests inspections when ready • Once construction is completed, permit issues resolved and a final as-built survey is submitted, a Certificate of Occupancy is issued • You're done! 	The permit fee covers basic inspections. Additional inspections cost \$175 if needed). As-built surveys cost \$500-1000.	Depends on your construction schedule – ask your contractor for a time estimate

Notes:

- Permits and plans will not be issued until your application has been approved.
- Due to additional building requirements, not all pre-approved plans may be available for use in Girdwood – please check the catalog notes carefully. The plans may still be used in Girdwood, but would need to go through standard review.
- Zoning review will only apply to the proposed pre-approved detached ADU. Other structures on site are exempt from zoning review (Assembly Resolution [AR 2024-376](#)).
- If any changes are made to the pre-approved plans, the plans must go through standard review.
- If you don't have enough room on your site for a detached ADU, you could still do an attached ADU. Contact the MOA Planning Department at (907) 343-7931 for more information.
- ADUs within the Anchorage Bowl are addressed in [Anchorage Municipal Code 21.05.070](#); [21.10.050 for Chugiak-Eagle River](#) and [21.09.050 for Girdwood](#)

Additional items that may be required, depending on property. These will be flagged in your initial Zoning Review meeting.

<i>Right of Way permit</i>	<i>If your ADU will have a new driveway or utilities extension, you will need a Right of Way permit</i>
<i>Geotechnical review</i>	<i>If you are in seismic hazard zone 4 or 5 (review seismic hazard map to find your zone), contact 907-343-8301 for more information. Your lot will require a geotechnical report; if the ADU will be placed on or adjacent to slopes steeper than one in three (33.3%), a geotechnical report may be required (see IRC R403.1.7).</i>
<i>Onsite review of well and septic</i>	<i>Contact AWWU or other public utility to discuss extending utilities to your ADU. If the property is not located within a utility service area for water/wastewater, you may need to complete a septic system upgrade for the number of bedrooms the system is expected to support. Contact the Municipality of Anchorage On-Site Section at 907-343-7904 for information to construct or upgrade an existing on-site septic system. More info.</i>
<i>Floodplains</i>	<i>If property is located inside of, or within 300 feet of a flood zone, a flood zone review is required. If the property is located in a flood zone, a stamped survey of the building site is required before construction. If the structure is in the mapped floodplain, a separate Flood Hazard Permit and Elevation Certificate will be required. Contact 907-343-8023 for more information.</i>
<i>Steep Slopes</i>	<i>Lots with an average slope greater than 20% will need additional information for permitting. Please see the zoning plan review team for information on steep slope construction requirements. Read the Director's Memo on steep slope requirements.</i>