

A BUILDING PERMIT IS REQUIRED FOR...

(Building Code, Administrative Code)

Building Permit Overview

Building permits are required to protect all people from unsafe practices and physical harm or life threatening situations due to repairs, additions, alterations or new construction which are in violation of codes and could cause harm to life and property. Permits are also required to ensure that State of Alaska mandated building related requirements, such as energy conservation and accessibility, are complied with.

Permits are issued to property owners, contractors, leasers, architects or engineers. A permit for commercial construction will be issued only to contractors licensed as required by state law. A permit may be issued to a home owner provided that the dwelling unit is a single family, duplex, townhouse, or a condominium unit.

A permit becomes invalid if the authorized work is not started within six months of the date of issuance, or if work is discontinued for more than six months.

Failure to obtain the required permit is a violation of the law.

Customers can choose to submit building permit and site development permit applications in paper format or electronic format. These include new construction, additions, alterations, renovations and site development.

Who can draw plans?

Plans for commercial projects must be prepared by a licensed design professional (architect or engineer) registered in Alaska, as required by state law (AS 08.48).

For residential projects (single family or duplex) a homeowner may prepare their own plans, or plans may be prepared by a general contractor or residential drafter. Multi-family housing (triplex or larger) is commercial work, and such plans must be prepared by a licensed design professional.

A Zoning Permit from the Ketchikan Gateway Borough (KGB) is required for many types of projects regardless of exemption from building permit requirements. Please contact the KGB Planning and Community Development Division at 907-228-6610 for questions on zoning permit requirements.

Be aware that plan requirements for KGB zoning approval are not be the same as those required for City of Ketchikan building permit approval.

Contractor Requirements

- Must be licensed as required by Alaska state law
- Handyman work is limited to a maximum value of \$10,000 per AS 08.18.071(b)(4).

Residential Work

All residential work requires a building permit from the City of Ketchikan **EXCEPT**:

- Construction of a one-story detached structure used as a tool and storage shed, playhouse or similar use, provide the building does not exceed 200 square feet
- Retaining walls supporting less than 4 feet of unbalanced fill that are not supporting a surcharge other than ordinary unbalanced fill
- Construction of a patio or deck not higher than 30" above adjacent finished grade
- Cabinets and shelving
- Backyard recreational play equipment
- Installation of gutters
- Replacement of roof covering with like material
- Replacement of exterior siding with like material
- Replacement of windows (unless required for egress) with no change to structural opening

Exemptions from permit requirements shall not be deemed to grant authorization for work to be done in any manner in violation of provisions of codes, laws, or ordinances adopted and enforced by the City of Ketchikan.

Commercial Work

All commercial work requires a building permit from the City of Ketchikan **EXCEPT**:

- Construction of a one-story detached structure used as a tool and storage shed, playhouse or similar use, provide the building does not exceed 120 square feet
- Retaining walls supporting less than 4 feet of unbalanced fill that are not supporting a surcharge other than ordinary unbalanced fill
- Construction of a patio or deck not higher than 30" above adjacent finished grade
- Cabinets and shelving
- Installation of gutters
- Replacement of roof covering with like material
- Replacement of exterior siding with like material
- Replacement of windows (unless required for egress) with no change to structural opening

Exemptions from permit requirements shall not be deemed to grant authorization for work to be done in any manner in violation of provisions of codes, laws, or ordinances adopted and enforced by the City of Ketchikan.

Site Development Permit

All site work requires a site development permit from the City of Ketchikan **EXCEPT**:

- Grading in an isolated, self-contained area, provided there is no danger to the public, and that such grading will not adversely affect adjoining properties.
- Excavation for construction of a structure permitted under this code.
- Cemetery graves.
- Refuse disposal sites controlled by other regulations.
- Excavations for wells, or trenches for utilities.
- Mining, quarrying, excavating, processing, or stockpiling rock, sand, gravel, aggregate, or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
- Exploratory excavations performed under the direction of a registered design professional.

Exemptions from permit requirements shall not be deemed to grant authorization for work to be done in any manner in violation of provisions of codes, laws, or ordinances adopted and enforced by the City of Ketchikan.

Electrical Work

All electrical work requires a building permit from the City of Ketchikan **EXCEPT** minor repair work, which includes only the following:

- Replacing of switches, sockets, and receptacles
- Repairing of non-commercial lighting fixtures and neon signs, if the sign is not to be altered or removed from the building
- Repairing of portable electrical equipment and appliances
- Repairing of heating equipment, air-conditioning units and refrigeration equipment, unless motors are to be replaced
- Low voltage wiring, except where it penetrates a fire rated assembly or runs in a non-combustible plenum

Plumbing and Gas Work

All plumbing and gas work requires a building permit from the City of Ketchikan **EXCEPT** minor repairs, which includes only the following:

- Repairs involving only the working parts of a valve or faucet
- The clearance of stoppages
- Repair of leaks or replacement of defective valves or faucets, provided that no changes are made in the piping to the fixture or appliance

A side sewer permit is required for connection of building sewer to City of Ketchikan sewer system or for capping of an existing sewer connection which is no longer operational, such as prior to a building demolition.

Mechanical Work

A building permit from the City of Ketchikan is required for the installation, repair, or alteration of:

- Boilers
- Furnaces
- Air-conditioning systems
- Heat Pumps
- Wood Stoves
- Ventilation
- Exhaust
- Refrigeration systems
- And their related components

A plan showing the location of all outdoor new and replacement mechanical equipment will be required.

The model energy code requires energy calculations for new buildings and additions.

Elevator Work

A building permit from the City of Ketchikan is required for the installation, repair, or alteration of:

- Elevators
- Cranes
- Escalators
- Material or personnel hoists

Shop drawings are required for all new installations and some modernizations, showing equipment layout, shafts, pits and elevator machine rooms.

Fire Protection System Work

A building permit from the City of Ketchikan is required for all installation of and changes to fire protection systems such as:

- Sprinklers
- Standpipes
- Fire alarm
- Fire mains
- Kitchen hoods and other suppression systems and components

Shop drawings are required for all fire protection system permits

At any time, specific questions are encouraged and can be addressed by the Fire Marshal at 907-225-9616, or the Building Official at 907-228-4737.

Other Permits

Additional permits or agency approval that may be required depending on the project are:

- Excavation permit
- Traffic Permit
- Side Sewer Permit
- Demolition Permit
- Ketchikan Gateway Borough Zoning Permit
- United States Army Corp of Engineers
- State of Alaska Department of Environmental Conservation
- State of Alaska Department of Transportation

Plan Requirements

Complete plans are required for review and approval. Plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to locally adopted codes, regulations, rules and ordinances.

All project plans shall include, but not be limited to:

- Site Plan
- Foundation Plan
- Floor Plans
- Exterior Elevations
- Cross Sections
- Framing Plans

Commercial projects have the following additional requirements:

- Soils report
- Grading and drainage plan
- Structural plans & calculations
- Exiting plan / Code plan
- Mechanical, Plumbing and Electrical plans
- Fire sprinkler plans
- Fire alarm plans
- Construction specifications

Specific projects may or may not include the above or may require more information. Your design professional will be able to provide the necessary information for plan review.

If you have any additional questions regarding whether or not a project will require a building permit, please contact the Building Official at 907-228-4737 or the Building Inspector at 907-228-4720.