



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
Email: info@cityofseldovia.com

Building Permit Application Frequently Asked Questions

1. **Do I need a building permit?** Title 17 of the Seldovia Municipal Code states that building permits are needed for “any exterior structural change in or addition to any building, or construction of any new building or structure, exempting unattached structures of 100 square feet or less,” anywhere within the city limits or at the airport. This includes the addition of walkways, decks, wall bump-outs, stairways, or any other modification to a structure that affects the lot coverage.
2. **Is there a building code that applies to my project?** Yes. Title 17 also establishes a building code, electrical code, plumbing code, mechanical code, building efficiency standards, and a fire prevention code that all construction within the city must meet.
3. **Will my building project be inspected?** Who will be checking up on my compliance with the codes? The city does not employ a building inspector. This is why you are required to submit your plans to Planning & Zoning for review of your code compliance. The city manager is charged with enforcement of the city ordinances, and penalties exist for violations. Your lending institution may require inspections by a certified ICBO inspector.
4. **What other city regulations does my building project have to comply with?** Title 18 of the Seldovia Municipal Code establishes the city zoning codes. These regulate location and use of all buildings within the city. It is the responsibility of the landowner to review these codes and insure that his planned project is in compliance. Copies are available in the city office.
5. **What restrictions or requirements apply to my project?** These restrictions and requirements are spelled out in Title 18. There is a Building Permit Application Checklist in your permit package that will help you review them.
6. **Will I need a survey?** No. The City of Seldovia does not require a survey, but you are responsible for siting your project accurately on your lot. You may be required to move or remove a structure that is in violation. Your lending institution may require an as-built survey.

7. **Do I need architectural drawings or blueprints?** No, you do not need professionally prepared drawings. You may prepare the required drawings yourself, so long as they cover all the specified aspects of your project. The state does have separate regulations requiring professional certified plans that apply to commercial structures, and Planning & Zoning will not consider a commercial application until state regulations are met. Your lending institution may require professional, and/or certified plans.
8. **Where can I get help with my application?** The place to start is at the city clerk's office. The clerk will provide you with an application package and information concerning building codes and zoning ordinances. You are always welcome to submit your questions to Planning & Zoning at their monthly meetings while you are still in the planning phases of your project. P&Z would far rather work with you to help you comply with the laws than to have to turn down your application.
9. **Do I have to be at the Planning & Zoning meeting when my permit application comes up for approval?** No. You should understand, however, that if Planning & Zoning has questions about your plans, approval may be delayed until the following monthly meeting for your answers. A reapplication fee may also apply. Therefore, it is in your interest to be at the meeting to offer additional comment if required.
10. **What if I'm in a hurry due to weather/materials/logistics and I have to start my project before I can get a permit?** Your building permit application should be part of your long-range construction planning. You are responsible for obtaining the permit before you begin, and penalties exist for building without it.
11. **Won't submitting this permit application raise my taxes?** No. The Borough has its own procedures for identifying new construction, and they review projects within the city annually on their own.
12. **I'm not going to fill in all the parts of the forms 'cause this is just Seldovia and you guys already know the answers. Okay?** No. Incomplete applications cannot be reviewed in a timely manner by Planning & Zoning, which will result in approval delays and may cost you a reapplication fee. It really is more efficient to fill it all in correctly the first time.



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BUILDING PERMIT APPLICATION

FEE: \$100.00

FEE: \$50.00 for buildings under 400 square feet, no fee for buildings under 100 square feet

JOB ADDRESS:			
LEGAL DESCRIPTION:	LOT NUMBER	BLOCK	TRACT
OWNER:	MAILING ADDRESS	PHONE NUMBER	
CONTRACTOR:	MAILING ADDRESS	PHONE NUMBER	LICENSE NUMBER
USE OF BUILDING:	ZONING OF LOT:		
CLASS OF WORK: NEW ADDITION ALTERATION REPAIR MOVE REMOVE			
DESCRIBE WORK:			
VALUATION OF WORK:			

CONSTRUCTION MATERIAL	SIZE OF BUILDING TOTAL SQ. FT.
NO. OF STORIES	NO. OF DWELLING UNITS
NO. OF OFF-STREET PARKING SPACES	CONSTRUCTION START DATE

<p>I HEREBY CERTIFY THAT ALL BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, ENERGY EFFICIENCY AND FIRE CODES OF THE CITY OF SELDOVIA SHALL BE MET BY THIS CONSTRUCTION AND THAT THE INFORMATION LISTED HERE IS CORRECT.</p> <hr style="width: 80%; margin-left: 0;"/> <p>SIGNATURE DATE</p>	<p>FOR CITY USE ONLY</p> <p>DATE REC: _____ RECEIPT NO: _____ RECEIVED BY: _____</p> <p>APPROVED: _____ DENIED: _____</p> <p>DATE: _____</p> <p>SITE PLAN NO: _____ FEE AMT: _____</p>
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BUILDING PERMIT APPLICATION

Required Drawings: The following list indicates the minimum number and type of drawings that must be submitted with your application. Failure to submit these drawings with your application may result in delays in the permit process and possible additional fees.

1. A map of the lot location in the city (Available at the City Office or online at <http://mapserver.borough.kenai.ak.us/kpbmapviewer>)
2. A lot plot showing all of the following:
 - Actual lot size and shape
 - Location of proposed construction
 - Location of required parking spaces
 - Location of existing structures on the site
 - Dimensions of structures and proposed construction
 - Setback dimensions from all property lines
3. A floor plan of the construction which clearly indicates the proposed use of the structure

Recommended Drawings: The following list depicts drawings that you may submit in order to provide additional information on the proposed construction. Furnishing these additional details may help prevent delays in processing your application.

1. Plan views of the proposed construction/building showing front, side, and rear views
2. Construction details which identify the type of materials and technique of the project
3. Drawings which detail any other aspect of building code compliance

INSTRUCTIONS TO APPLICANTS

Please provide the following information in the space below:

Actual lot size

Location of existing building on site

Location of proposed construction

Location of required parking spaces

Dimensions of all buildings & proposed construction

Setback dimensions from all property lines

Area of site occupied by buildings: _____

Graph square are 5' x 5' or 1"=20'

A large grid of graph paper, consisting of 30 columns and 30 rows of small squares. The grid is intended for site planning and construction details.

