

**Petersburg Borough
Community & Economic Development
Building Permits and Inspections**

PRE-DEVELOPMENT

- 1. Utilities:** If you already own the lot, or if the lot you are buying is in question of being serviced by any of the utilities, check with the following agencies:
 - a. For water/sewer: Contact Public Works at 772-4430
 - b. For telephone/internet: Contact AP&T at 772-3000
 - c. For cable/internet: Contact G.C.I. at 773-3292
- 2. Private Water/Sewer System.** If Public Works Director determines your lot cannot be serviced by the community water or sewer system, you are responsible for an adequate supply of good quality potable water and private sewage disposal. Obtain the necessary information from the Alaska Department of Environmental Conservation at (907) 465-5340.
- 3. Flood Hazard:** Is your property in a floodplain hazard area? Check with Community Development, 772-4533.
- 4. Easements:** On many parcels of land, easements may exist for various purposes. Check with Community Development, 772-4533, if you have any questions.
- 5. Commercial/Industrial.** Projects involving commercial or industrial construction, and residential construction larger than 3 living units, require the approval of the State Fire Marshal. The applicant must make arrangements for the Fire Marshals review, call the Alaska Department of Public Safety, Division of Fire Prevention, P.O. Box 111200, Juneau, Alaska 99811, Telephone (907) 465-4331.
- 6. Corps of Engineers.** Projects involving structures or fill in wetlands, streams, lakes, tidal (ocean) waters, etc., may require a permit authorization from the Corps of Engineers. Contact the Corps' Regulatory Branch toll free in Alaska at (800) 478-2712, at (907) 753-2712, or by mail at P.O. Box 898, Anchorage, Alaska 99506-0898

DEVELOPMENT

1. Locate property corners in the field as per property description on your title. In case of doubt, have a survey conducted by a land surveyor registered in the State of Alaska.
2. You are encouraged to check with the Joe Bertagnoli, the Borough Building Official, for various building codes, local amendments to codes and for pertinent ordinances of the Borough applicable to building construction and land use, before you develop your working drawings. The contact number is the same as Community Development at 772-4533.
3. **Driveways:** Check with the Director of Public Works for access to Borough streets. For State road access, contact the State Department of Transportation and Public Facilities, Highway Maintenance at 772-4672.
4. **Streams:** If a stream or creek is on your building lot, special considerations may be required. Contact Community Development at 772-4533.
2. **Call Before You Dig:** Contact Public Works 2-15 business days before starting your project to have your utility lines marked for FREE. However, if you damage your utility line without calling, you will be financially responsible for the damage as well as a fine of up to \$1,000. Call 772-4430 or submit a request online at www.petersburgak.gov.

PROCEDURE FOR OBTAINING A BUILDING PERMIT

After preparing a set of plans and specifications as described, fill out a building permit application, and submit it to Community Development. These plans will be kept on file with your permit application.

Drawings, specifications and plat plan may not be necessary for minor alterations, electrical or plumbing projects.

1. **Site Plan:** Description, including lot and block. Show existing and proposed improvements, showing distance from property lines.
2. **Foundation Plans:** Show typical cross sections. Show details of special conditions like reinforcement size or configuration and placement of pilings.
3. **Elevations.**
4. **Floor Plan(s)**
5. **Details:** Show typical wall and roof sections with floor and ceiling detail. Furnish additional details for any special items, i.e., fireplaces, etc.

6. Electrical/Plumbing layout

7. Specifications: The specifications should indicate the type of materials to be used, methods of installing or erecting the materials and pertinent manufacturer's recommendations for installation.

8. Include any special permits from other agencies that have been issued.

INSPECTION SERVICE

The Petersburg Borough in general and Community Development in particular, would like to cooperate with you for your successful building venture.

In performing the inspection service, the inspector is helping ensure compliance with the various codes pertaining to your building project. The inspection can be most helpful, and by working together, your project can proceed smoothly, meet code requirements, be of adequate construction and promote safety and health.

Failure to apply for a proper permit prior to construction may result in fines, legal action, and/or increased fees beyond the normal fees that would be levied if a timely application for a permit had been filed.

Upon completion of all phases of construction, call 772-4533 for a Final Inspection. After the final inspection and receipt of an As-Built survey, a Certificate of Occupancy for the structure will be issued, and the building may then be occupied.

Please feel free to contact Joe Bertagnoli, Borough Building Official, 772-4533 if you have any suggestions on how this service could be improved.