

**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 power/water/sewer: The primary contact for power, water and sewer availability is the Utility Director at 772-5421. Alternatively, the Public Works Director can also assist with water and sewer inquiries at 772-4430.
  - b. For telephone/internet: Contact AP&T at 772-3000
  - c. For cable/internet: Contact GCI at 772-3292
  
2. **Private Water/Sewer System:** If the Utility 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 at 772-5412.
  
4. **Easements:** On many parcels of land, easements may exist for various purposes. Check with Community Development at 772-5412 if you have any questions.
  
5. **Commercial/Industrial:** Projects involving commercial or industrial construction and residential construction larger than 3 living units require approval of the State Fire Marshal. The applicant must make arrangements for the Fire Marshals review by contacting the Alaska Department of Public Safety, Division of Fire and Life Safety, 5700 E. Tudor Road, Anchorage AK 99507-1225, (907) 269-2004.
  
6. **Corps of Engineers:** Projects involving structures or fill in wetlands, streams, lakes, tidal (ocean) waters, etc., may require a permit authorization for the corps of Engineers. Contact the Corps' Regulatory Branch at (907) 790-4490 or by mail at PO Box 22270, Juneau AK 99802-9998.

**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 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 772-5410.
  
3. **Driveways:** Check with the Public Works Director 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 772-5412.
5. **Call Before You Dig:** Contact Public Works 2-15 business days before starting your project to have your utility lines marked for FREE. If you damage your utility line without calling, you will be financially responsible for the damage as well as a fine of up to \$1,000.00. Call 772-4430 or submit a “Call Before You Dig” request online at [www.petersburgak.gov](http://www.petersburgak.gov). Please allow 48 hours after submission of your request before digging.

## **PROCEDURE FOR OBTAINING A BUILDING PERMIT**

After preparing a set of plans and specifications as described, fill out a building permit application, as well as a Building Permit Application Supplement – Electrical Permit Project Information sheet 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 services, 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 or a permit had been filed.

An electrical permit, issued by the Building Official after review by the Power and Light department, will allow for one electrical rough-in inspection and one final electrical inspection by the Borough Electrical

Inspector. Minor electrical permits allow for a final inspection only. Coordinate the electrical inspections through Petersburg Municipal Power and Light at 772-4203.

Upon completion of all phases of construction, call 772-5410 for a Final Inspection. After the final inspection and receipt of an As-Built survey, a Certificate of Occupancy, for new homes, will be issued and the building may then be occupied.

Please feel free to contact the Borough Building Official at 772-5410 if you have any suggestions on how this service could be improved.