

# **Multi-Family, Commercial, Industrial & Institutional Building Plan Requirements City of North Pole**

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## **Multi-Family/Commercial/Industrial/Institutional Building Permit**

The items below as appropriate shall be included when submitting architectural plans/construction drawings for review when applying for a building permit. Separate permits are required for electrical, plumbing and mechanical work. Two complete sets of complete plans stamped by the appropriate professional disciplines licensed by the State of Alaska shall be submitted with the permit application.

## **Fire Marshal Review**

All multi-family, commercial, industrial, institutional and four-plex or larger multi-family buildings constructed in the City of North Pole must be reviewed by the State Fire Marshal. Contact the State Fire Marshal's Office at 907-451-5200 for their specific requirements. **The City of North Pole will not issue a Multi-Family/Commercial/Industrial/Institutional building permit before the project has been reviewed and approved by the State Fire Marshal of the Fire Marshal formally notifies the Building Department that a Fire Marshal Permit is not required.** To expedite your commercial, industrial, institutional or multi-family project, the Building Department can begin its plan review of a project simultaneously with the Fire Marshal's plan review. The Building Department will not begin its plan review of a project without payment of the plan review fee.

**Multi-Family/Commercial/Industrial/Institutional construction projects plans shall include the following as they apply to the project. Additional submissions may be required depending upon the project.**

- Fairbanks North Star Borough Zoning Permit
- Site plan; see below
- Floor plans (indicating the use of each space or room)
- Typical foundation section drawings
- Typical wall, floor and roof section drawings
- Building section drawings
- Elevation drawings
- Fire resistive construction and fire stop penetration details
- Interior finish schedule
- Door and hardware schedule
- Glazing schedule
- Stamped truss sheets (shop drawings)
- Two (2) copies of project specifications (if available)
- Handicap access per A.D.A.A.G. as amended
- Special or unique commercial projects, for example industrial projects, may be required to submit additional information based upon the project

- Special Inspections shall be identified on the plans as required by Section 1701 and 1704 of the International Building Code.
- Sound Transmission Class (STC) rating if applicable

**Site Plans.** Two sets required. Information for the site plans shall include, but not be limited to the following:

- Site drainage
- Parking, including location of required accessibility spaces
- Site access (driveways, entries)
- Size and location of new construction and any existing structures on site with distances from lot lines
- Easements (utilities, right of way, location of proposed utility services)
- Established street grades and the proposed finished street grades
- Zoning setbacks as required by Fairbanks North Star Borough, Title 18
- Fire hydrants within 1,000 feet
- Other structures on the property
- Locations of above ground and buried fuel tanks

**Other items that must be addressed when applying for a Multi-Family/Commercial/Industrial/Institutional Building Permit**

- Two (2) set of complete structural calculations prepared by a structural engineer licensed in the State of Alaska.
- Two (2) sets of sprinkler plans (if required) including two (2) set of hydraulic calculations, if applicable.
- Two (2) sets of soils investigation report (as determined by professional design team and actual soil conditions in field)
- Fire flow regulations shall be verified before a construction permit can be issued. Contact the City of North Pole Fire Department at 907-488-0444

**Driveways and Street Excavation Permits**

Projects that connect to City roads and projects that will result in excavation of City streets require permits and are subject to inspection. Any roads or streets that will be turned over to the City as a part of a project must meet *City of North Pole Road Construction Standards* and requirements of the City of North Pole Municipal Code. Driveways should be indicated in the project's site plan.

**Water and Sewer Utility Permits**

Projects that will connect to the City of North Pole's water and/or sewer utility system must meet the City's *Service Line Requirements for Water and Wastewater* and requirements of the City of North Pole Municipal Code. Utility projects are subject to permitting and inspection by the City of North Pole. No entity can connect to the City of North Pole's utility system without a Utility Tie-In Form. Utility systems constructed as part of a commercial project may also be subject to Alaska Department of Environmental Conservation (ADEC) Division of Water regulations and

requirements. If you have any questions, contact the ADEC at (907) 269-7599. All utility connections and services should be identified in the construction and site plans.

### **Storm Water Pollution Prevention Plan**

Any project that requires **land-disturbing activity that disturbs one acre or more of land** must submit a Storm Water Pollution Prevention Plan (SWPPP) that conforms to the State of Alaska's Construction General Permit and follows the *Alaska Storm Water Pollution Prevention Plan*. The City of North Pole's storm water-related ordinances can be found in the North Pole Municipal Code, Title 15, Buildings and Construction: Chapter 15.66; Construction Site Storm Water Runoff and Chapter 15.74; Post-Construction Storm Water Management. Private construction projects that fall within the requirements of the City's storm water permitting requirements must submit a Storm Water Run Off Permit. Publicly funded construction projects are regulated by the Alaska Department of Environmental Conservation.