



Building Department
 177 N. Birch St., Soldotna, AK 99669
 Phone: 907.714.1233 Fax: 907.262.1245
 www.soldotna.org

Building Permit #: _____
City of Soldotna will assign

Building permits are required any time an authorized agent intends to construct, enlarge, alter, repair, move, demolish or change the occupancy classification of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, or to cause any such work to be done. Soldotna Municipal Code Title 15 governs buildings and construction within the city. However, all projects must also comply with Title 17, Zoning*; additional reviews and approvals may be required from the Planning and Zoning department prior to issuing a building permit. Please contact the City Planner if you have questions about zoning requirements on your property.

One permit is required for each structure on the property. Multiple structures require multiple permits.

Attachments to this completed application should include the following as a minimum:

- A site/plot plan – plan must show size and location of new construction and existing structures on the site and distances from lot lines. Site/plot plan should also indicate drainage patterns, ensuring that drainage does not impact surrounding parcels.
 - *The City of Soldotna Planning and Zoning Department may require a more detailed plan – please check with them for their requirements (a separate application and review may be required).
- Foundation drawings
- Building drawings – 2 sets (*for commercial buildings, professional stamped plans are required*).

OWNER'S INFORMATION (owner of record per KPB records)

Owners name: _____
 Owners phone: _____
 Owners mailing address: _____
 E-mail address: _____

CONTRACTOR'S INFORMATION

Owner Builder *If owner builder/ skip the rest of this "Contractor's Information" section*
 Contractors Name: _____
 Contractors Phone Number: _____ License Number: _____
 E-mail address: _____

STRUCTURE LOCATION

Structure Address: _____
 Lot: _____ Block: _____ Subdivision: _____
 Other: _____
 Parcel #: _____

*This parcel number and other information can be pulled up on the Kenai Peninsula Borough web site at:
<http://mapserver.borough.kenai.ak.us/kpbmapviewer/> to find your parcel number. This is also a double check for your physical address.*

TENANT IMPROVEMENT

Is this application a tenant improvement? No Yes (see below)

If tenant improvement, please provide tenant contact information below.

Tenant Name: _____
Tenant Address: _____
Tenant Phone Number: _____

RESIDENTIAL OR COMMERCIAL STRUCTURE

Is this a residential or commercial structure:

Residential Structure *A structure of 3 units or less whose primary function is as a residence.*
Number of family units: 1 2 3

OR

Commercial Structure *4 residential units or more, or a structure where no one resides and/ or whose primary role is as a business.*
Number of family units (if multi-family residential):

TYPE OF PROJECT

What type of project is this:

New Construction *(a new building/ structure of at least 120 sf, not connected to any other structure on the property).*
Square footage of house/structure: _____ Square footage of garage (if applicable): _____

OR

- Change of Occupancy – From _____ To _____
- Fence /retaining wall *(fences 6' and over and retaining walls 4' and over require a permit)*
- Deck *(attached decks over 30" high or whose area is 200sf or more require a permit)*
- Other *(includes additions, remodels, alterations, relocations, etc.)*
- Driveway - *driveways require a separate permit – please contact Public Works for your permit*
- Sign – *Sign permits are obtained from the Planning and Zoning Department at City Hall. If your sign is in conjunction with a building permit there will be no additional charge for your sign permit.*

Value of project (not needed for new construction)* _____
**Value should be based on cost of project using bonded licensed contractor price (plus materials).*

PROJECT DESCRIPTION

Please describe your project: _____

By signing below I certify each of the following:

- I am the property owner or authorized to act on the property owner's behalf
- I have read this application and the information I have provided is correct
- I agree to comply with all applicable city and borough ordinance and state laws relating to building construction

I authorize representatives of this city to enter the above-identified property for inspection purposes I hereby certify that all information supplied on this application and the attachments is true and correct to the best of my knowledge.

Signature of Owner *(or authorized designee)* _____ **Date**

Signature of Contractor *(or authorized designee if applicable)* _____ **Date**