This checklist is to assist you in submitting complete plans for new construction, additions and remodeling. (Direct replacement of roofing, siding, electrical circuits or plumbing generally does not require submittal of plans. Please ask if you have any questions.)

HAVE YOU SUBMITTED THE FOLLOWING (if applicable)?

☐ Two (2) sets of drawings
  
  We will return one set of approved plans to you when the permit is issued.

☐ Site plans
  
  * **lot survey** showing existing buildings and property corner monuments, stamped by a surveyor (not always required on vacant lots)
  
  * **site plan** showing existing and proposed buildings and dimensions to property lines

☐ Driveway location and size, culvert size, distance to side property line

☐ Site drainage/grading plan (see separate "Grading and Drainage Checklist")

☐ Foundation details showing sizes, depth below grade and reinforcing steel

☐ Floor plans with:
  
  * **dimensions** of each room and overall dimensions
  
  * **use** of each room labeled
  
  * **door and window** location and size (label egress windows and show clear opening size, show safety glazing where required)
  
  * **stair** location, size, rise and run dimension

☐ Elevations or cross-sections showing vertical dimensions of each floor and roof

☐ Cross-sections of foundations, walls, floors and roof with materials and sizes

☐ Structural details with beam and joist sizes and spans and engineered truss details and attachments, floor and roof framing plans

☐ Heating system type, fuel tank location and size

☐ Plumbing fixtures indicated including hose bibbs

☐ Exhaust fans, crawl space and attic ventilation, attic and crawl space access indicated

☐ Electrical lights, panel and meter locations and special outlets indicated (such as kitchen counters, wet locations)

☐ Thermal characteristics with insulation type and thickness, vapor barriers and glazing

☐ Approval of on-lot water and sewer by Alaska Department of Environmental Conservation

NOTE: If any of these items are missing from your submittal, kindly submit them as soon as possible to avoid delays in permit issuance. Acceptance of application may be denied if there is not enough information submitted for review at the discretion of the Permit Center staff.