



CITY OF

FAIRBANKS

www.fairbanksalaska.us/departments/building-department

BUILDING DEPARTMENT T459-6720 F459-6719

COMMERCIAL PLAN/SUBMITTAL REQUIREMENTS

Please submit the following items together through our front counter, stamped in at one time. It expedites routing, thorough checking, and minimal processing time till permit approval. Thank you for your cooperation!

Stephen Anderson, CBCO/Building Plans Examiner
sanderson@fairbanks.us (907) 459-6703

PROJECT/SUBMITTAL DOCUMENTS ARE NOT ACCEPTED VIA EMAIL

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- (1) paper copy of the following:
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1. Building Permit application must be completed (numbered spaces 1-12) and signed.
- Site Address Bill Witte, FNSB Emergency Services/GIS Specialist
bwitte@fnsb.us (907) 459-1264
2. Copy of approved Zoning Permit (FNSB 18.54.060)
- Zoning/Flood Plain Permit FNS Borough Department of Community Planning
planning@fnsb.us (907) 459-1260
<http://fnsb.us/cp/Pages/Planning-and-Zoning.aspx>
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- (1) paper copy & (1) identical electronic copy (on disk or thumb drive) of the following:
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3. Complete set of structural calculations prepared by a structural engineer, registered in the State of Alaska.
4. Structural narrative of code compliance, design assumptions, and conditions.
5. Soils investigation report (as determined by professional design team and actual soil conditions in field).
6. Stamped truss sheets (shop drawings)
7. Project specifications (if available)
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- (3) paper copies & (1) identical electronic copy (on disk or thumb drive) of the following:
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8. Site plan (Separate Site Development/Storm Water Disposal review coordinated directly with City of Fairbanks Engineering, (907) 459-6740)
- Site drainage • Parking, including Accessible spaces • Site access (driveways, entries) • Accessible Route from/to site arrival point(s) • Utilities/Services locations • Easements (utilities, ROW, etc.) • required Zoning setbacks • Fire hydrants • Other onsite structures • fuel tanks
9. Landscape plan (if off street parking is provided)
10. Code Analysis
11. Floor plans (with use of each space or room). Provide both existing floor plan/uses and proposed floor plan/uses for work in existing buildings.

- 12. Typical foundation section drawings
 - 13. Typical wall, floor and roof section drawings
 - 14. Building section drawings
 - 15. Elevation drawings
 - 16. Fire resistive construction and fire stop penetration details
 - 17. Interior finish schedule
 - 18. Door and hardware schedule
 - 19. Glazing schedule
 - 20. Accessibility provisions according to the 2015 IBC and ICC A117.1-2009
 - 21. Special Inspection identified on plans as required by (Section 1704.2, 1705, 2015 I.B.C.) Individual Special Inspector's Qualifications submitted/approved by the Building Department prior to construction.
 - 22. STC rating if applicable
 - 23. ELECTRICAL PLANS, Complete • Require SOA-licensed Electrical Engineer
 - 24. MECHANICAL PLANS • Require SOA-licensed Mechanical Engineer
 - Kitchen Ventilation, including Exhaust and Makeup Air Systems.
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- (1) Fire Code Submittal coordinated directly with the Fire Prevention Office
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25. Fire Code Submittal (Note: Does not include copies of the documents 1–15).
 Kyle Green, Deputy Fire Marshal kgreen@fairbanks.us
 Fairbanks Fire Department; (907) 450-6614
- Sprinkler plans (if required) with (1) set of hydraulic calculations. • verified Fire flow
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- (1) paper copy of the following, as coordinated with the respective FBD Inspectors
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- 26. SEPARATE ELECTRICAL PERMIT • Requires SOA-licensed Electrical Administrator
 - 27. SEPARATE MECHANICAL PERMIT • Requires SOA-licensed Mechanical Administrator
 - 28. SEPARATE PLUMBING PERMIT • Requires City of Fairbanks-licensed Master Plumber
 - 29. SEPARATE SIGN PERMIT • Requires Structural and Electrical review, if applicable
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FLO=Fairbanks Landscape Ordinance, Fairbanks General Code Part II, Chap. 10, Art. XV; 15CFAC=2015 City of Fairbanks Administrative Code, adopted with amendments by Fairbanks Ordinance 6021; 15IEBC=2015 International Existing Building Code, adopted with amendments by FO 6019; 15IBC=2015 International Building Code >> 09ICCA117.1=ICC A117.1-2009 Accessible and Usable Buildings and Facilities, adopted with amendments by FO 6011; 15IECC=2015 International Energy Conservation Code, adopted with amendments by FO 6018; 15IFC=2015 International Fire Code, adopted with amendments by FO 6017; 15IFGC=2015 International Fuel Gas Code, adopted with amendments by FO 6016; 15IMC=2015 International Mechanical Code, adopted with amendments by FO 6014; 15IRC=2015 International Residential Code, adopted with amendments by FO 6012; 15UPC=2015 Uniform Plumbing Code, adopted with amendments by FO6015; 14NEC=2014 National Electric Code, adopted with amendments by FO 6013
 Read ICC published codes without cost at <http://codes.iccsafe.org/l-Codes.html> , 09ICC A117.1 standard at <http://codes.iccsafe.org/ICC%20Standards.html#2009> , UPC at <http://epubs.iapmo.org/UPC/> , NEC at <http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=70> , & amendment ordinances at <http://www.fairbanksalaska.us/bldg-code/> , or the FBD in Patrick B. Cole City Hall.