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

(1) paper copy of the following:

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

(1) paper copy & (1) identical electronic copy (on disk or thumb drive) of the following:

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)

(3) paper copies & (1) identical electronic copy (on disk or thumb drive) of the following:

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.

(1) Fire Code Submittal coordinated directly with the Fire Prevention Office

25. Fire Code Submittal (Note: Does not include copies of the documents 1–15).
   Moira O'Bryant, Deputy Fire Marshal  MObryant@fairbanks.us
   Fairbanks Fire Department; (907) 450-6614
   • Sprinkler plans (if required) with (1) set of hydraulic calculations. • verified Fire flow

(1) paper copy of the following, as coordinated with the respective FBD Inspectors

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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