# City and Borough of Sitka Building Department

APPLICATION FOR COMMERCIAL PLAN REVIEW

This form must accompany plans when requesting a plan review unaccompanied by Building Permit application.
**Authority: SGC 19.20 and 13 AAC 50.027**

1. Name of Building:_____
2. Provide a description of the work in this project:_____
_____

Provide cost of work for: [ ]renovations [ ]occupancy change [ ]or fuel system project $_____

3. Describe location of project by street address, city, and block, or similar description:_____
_____

4. Describe what this building is to be used for:_____

Type of Construction:_____ Indicate use or IBC occupancy:_____

Total square footage:_____ Sprinkler system to be installed: [ ]YES [ ]NO

| | |
|---|---|
| APPLICANTS NAME:_____ | OWNERS NAME:_____ |
| COMPANY NAME:_____ | BUSINESS NAME:_____ |
| MAILING ADDRESS:_____ | MAILING ADDRESS:_____ |
| CITY/STATE:_____ | CITY/STATE:_____ |
| ZIP:_____ PHONE:(____)_____ | ZIP:_____ PHONE:(____)_____ |
| FAX:_____ E-MAIL_____ | FAX:_____ E-MAIL_____ |

I certify that I have read and examined this application and know the same to be true and correct. I recognize that approval of plans submitted does not presume to give approval to oversights by the building department nor grant authority to violate or cancel the provisions of any other state or local law regulating this occupancy. **WHEN THE ORIGINAL APPROVED PLANS ARE ALTERED OR MODIFIED IN ANY WAY, THEY MUST BE RESUBMITTED, AND AN ADDITIONAL PLAN REVIEW FEE MAY BE CHARGED.**

If work for which a plan review and approval is required has been started without first obtaining plan review and approval, an additional fee will be charged. The additional fee is equal to the basic plan review fee for the project.

PLAN REVIEW FEE MUST BE PAID REGARDLESS OF WHETHER THE PROJECT IS SUBSEQUENTLY CONSTRUCTED.

_____ _____
**Applicant's Signature** **Date**

PLAN REVIEW CHECKLIST: UNDER AS 08.48 STAMPED ARCHITECTURAL/ENGINEERED PLANS ARE REQUIRED.

[ ] DIMENSIONAL PLOT PLAN: Show distance from property lines and existing buildings.
[ ] SET OF ARCHITECTURAL DRAWINGS: Floor plans, building sections, interior and exterior wall details, door and hardware type.
[ ] MECHANICAL DRAWINGS: Hood and duct, heating/ventilation, fuel tank size and location.
[ ] ELECTRICAL DRAWINGS: Show emergency lighting, fire alarm system, panel locations, conductor sizing, etc.
[ ] FIRE PROTECTION SYSTEM: Automatic sprinklers, hood suppression, etc.

IT IS A VIOLATION TO BEGIN CONSTRUCTION BEFORE A PLAN REVIEW PLACARD HAS BEEN ISSUED BY THIS OFFICE.
SGC 19.20 and AS 18.70.100
(REVISED 6/12/03)