



## "Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: (907) 283-7535 / Fax: (907) 283-3014  
[www.ci.kenai.ak.us](http://www.ci.kenai.ak.us)

**TO: ALL BUILDERS RESIDENTIAL (SINGLE FAMILY THROUGH TRI-PLEX)**

The attached information titled "Requirements for City of Kenai, Building Permit Applications," has been prepared by the building department for the purpose of standardizing requirements and assisting in the processing of building permits. The City of Kenai has adopted the following Building Codes under Kenai Municipal Code Title 4.

- 2006 International Residential, Fuel Gas and Mechanical Codes as published by the International Code Council.
- 2006 Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials.
- 2008 National Electrical Code as published by the National Fire Protection Association.

These codes will be strictly enforced within the City of Kenai by the Building Official. All plans will be reviewed and construction inspected for compliance with the applicable building codes and fire and life safety requirements. Plans will also be reviewed for compliance with KMC Title 14 - Planning & Zoning by the Planning Department.

Engineering design should include criteria for compliance with Seismic Design Category D2; utilize a ground snow load of 70 p.s.f. plus deadloads; using a basic wind speed of 110 m.p.h., and winter design temperature of -18 degrees F.

Some construction may require review by the City Planning and Zoning Commission prior to issuance of a building permit. This may include Townsite Historic Zone development, conditional use permits, variances, encroachments, etc.

Connection to public water and sewer is required if the building is within 200 feet of those systems. A water & sewer permit is required for connection to City mains. Only contractors licensed to excavate in the City's right-of-ways are permitted. The Public Works Department has a list of licensed contractors.

A plan review fee will be charged when the building permit application is submitted.

Any questions concerning these policies and procedures should be addressed to my office.

Sincerely,

Larry Floyd  
City of Kenai Building Official

**CITY OF KENAI  
BUILDING PROCEDURE FOR RESIDENTIAL CONSTRUCTION**

**A. APPLICATION**

**A plan review fee will be charged when the building permit application is submitted.**

Applicant shall submit all information as described below on the application sheet provided. Such application shall:

1. Describe the work to be covered by the permit for which application is made.
2. Indicate the use or occupancy for which the proposed work is intended.
3. Indicate whether or not you are applying for water and sewer permits. Provide the required information.
4. Provide the legal description, street address, or similar description that will readily identify and definitely locate the proposed building or work.
5. Be accompanied by construction documents (plans) and other information as required.
6. State the valuation of the proposed work.
7. Be signed by the property owner, or the owner's authorized agent and provide a point of contact name and phone number.
8. Give such other data and information as required by the Building Official on Page 4 of this packet.

**B. REVIEW**

The City of Kenai Building Department will research relevant building codes. The City of Kenai Planning Department will research planning and zoning constraints and other related information.

Applicant must allow at least **10 working days for City review**. City review shall be in conformance with all applicable codes and ordinances and may include review by the following:

Building Official  
Planning & Zoning Department  
Planning & Zoning Commission (as required)

Once plans and specs are satisfactory and the City has received payment of all required fees, the City Building Official will issue the permit. Permit fees for residential construction, other types of construction, and other inspections and fees shall be according to KMC Title 4. An investigation fee may, by code, be imposed if work has commenced prior to obtaining the building permit.

**Residential Building Permit Fees**

**\$.28** per sq. ft. for R-3 (Residential)

**\$.14** per sq. ft. for U-1 (Garage)

Plan review fees shall be 50% of the building permit fee listed above.

**Water and Sewer Permit Fees**

(Valid for 12 months from date of issue.)

**\$200** for Water Permit

**\$200** for Sewer Permit

**Mobile Home Placement Permit Fee**

(Valid for 90 days from date of issue.)

**\$100** Placement Permit

**Sales Tax will be added to above fees.**

**C. CONSTRUCTION**

Construction may proceed in stages as specified on the inspection reports. All inspections required by page 6 of this packet must be approved.

**D. CERTIFICATE OF OCCUPANCY**

After final inspection by the Building Inspector, the City of Kenai Building Official will issue a Certificate of Occupancy, according to R110 of the International Residential Code. The building shall not be occupied until a certificate of occupancy has been issued.

**E. PERMIT EXPIRATION**

The building permit will expire two (2) years after issuance. Extensions may be issued for one hundred eighty (180) days. The extension shall be requested in writing and justifiable cause demonstrated.

**CITY OF KENAI  
BUILDING PERMIT APPLICATION REQUIREMENTS  
RESIDENTIAL CONSTRUCTION**

The following items shall be attached to the building permit application.

**SINGLE-FAMILY DWELLING THROUGH TRI-PLEX**

1. Two (2) sets of complete, clearly detailed plans. See page 5 for required information on plans. After review, one set of plans stamped "Approved" will be returned to the applicant.
2. One (1) permit for a water connection (\$200 plus tax) and one (1) permit for a sewer connection (\$200 plus tax) if building is within 200 feet of the City water and sewer systems. Permits are available at the time the building permit is issued.
3. A driveway permit is required prior to excavating for and installation of a driveway.

**ADDITIONS TO DWELLINGS, MOBILE HOMES, AND/OR ALTERATIONS**

1. Two (2) sets of plans showing all proposed work. See page 5 for required information on plans.
2. Additions to Mobile Homes are allowed to Mobile Homes in Approved Mobile Home Parks only.
3. Only one lean to and one arctic entry may be attached to but not supported by the Mobile Home.
4. Detached structures shall not exceed 200 square feet.
5. Any addition on a Mobile Home space must be a minimum of 5 feet from any space line and 10 feet from any other structure.

**NOTE: Any drawing submitted that is not clearly detailed may be rejected.**

**CITY OF KENAI PLANS CHECKLIST – Your plans must include the following:**

**Site Plan to include:**

- \_\_\_\_\_ Shape of property showing adjacent streets, easements and water frontage
- \_\_\_\_\_ Building location on the property
- \_\_\_\_\_ Dimensions to all property lines and other structures

**Floor plan to include:**

- \_\_\_\_\_ Location and detail of rated walls, ceilings, and doors (between garage and house)
- \_\_\_\_\_ Windows
  - \_\_\_\_\_ Bedroom egress (min openable area 20”wide, 24” high and 5.7sf total)
  - \_\_\_\_\_ Tempered glass locations (near doors, shower and tub enclosures etc.)
- \_\_\_\_\_ Exterior landings at all doors (min.36”x36”)
- \_\_\_\_\_ Location of smoke and CO detectors
- \_\_\_\_\_ Electrical outlet locations (lights and receptacles)
  - \_\_\_\_\_ GFCI receptacles in Kitchen, Bathrooms, Garage and exterior locations
  - \_\_\_\_\_ Arc-fault receptacles in bedrooms
- \_\_\_\_\_ Electric service size, location and grounding method
- \_\_\_\_\_ Location of all plumbing fixtures and floor drains
- \_\_\_\_\_ Location and BTU rating of boiler/furnace and water heater (must be strapped to the wall)
- \_\_\_\_\_ Gas pipe sizes from meter to each appliance
- \_\_\_\_\_ Protection of boiler/furnace and water heater in garages (physical barrier) and elevated min. 18”
- \_\_\_\_\_ Size and type of all window and door headers and beams
- \_\_\_\_\_ Methods of heat and ventilation

**Sectional detail from footing to roof to include:**

- \_\_\_\_\_ Foundation plan (handouts available)
  - \_\_\_\_\_ Location of footings or piers (min 42” deep for frost protection)
  - \_\_\_\_\_ Footing size (min 16” wide x 10” thick)
  - \_\_\_\_\_ Type of foundation
  - \_\_\_\_\_ Rebar size and spacing
  - \_\_\_\_\_ Anchor bolt size, spacing, type of material and washer size
- \_\_\_\_\_ Framing details
  - \_\_\_\_\_ Floor joist size and spans
  - \_\_\_\_\_ Roof joist size and spans
  - \_\_\_\_\_ Engineered truss spacing
  - \_\_\_\_\_ Type and location of mechanical roof ties
  - \_\_\_\_\_ Wall stud size and spacing
- \_\_\_\_\_ Wall, Floor and Ceiling Insulation
- \_\_\_\_\_ Type of wall covering (interior and exterior) and fastening schedule
- \_\_\_\_\_ Type of roof decking and roof covering and fastening schedule

**Other sections and details as needed to clearly show all work proposed**

- \_\_\_\_\_ Stair and Handrail details (handout available)
- \_\_\_\_\_ Type of seismic tie-downs and locations

**CITY OF KENAI REQUIRED INSPECTIONS**  
**Call 283-8237, Prior to Noon for Afternoon Inspection**  
**Calls after noon will be scheduled for the following afternoon.**  
*The following checked inspections are required.*

- \_\_\_\_\_ Water/Sewer: water and sewer connections on City mains.
  
- \_\_\_\_\_ Footing Inspection: to be made when forms and reinforcing steel are in place. The lot corners must be marked and setbacks must be field verified at this time prior to pouring concrete. **If building setbacks cannot be verified due to site conditions, approval to pour concrete will be denied, and the permit holder shall submit another site plan drawn by a State registered land surveyor that verifies the required building setbacks have been met.**
  
- \_\_\_\_\_ Foundation Inspections:
  - \_\_\_\_\_ CMU block bond beam inspection: to be made when the last course of block and bond beam steel is in place prior to pouring grout.
  
  - \_\_\_\_\_ Concrete inspection: to be made when foundation wall forms and reinforcing steel are in place prior to pouring concrete.
  
  - \_\_\_\_\_ All-Weather Wood inspection: to be made after sheathing fastening is complete and again after all plastic or waterproofing is in place and prior to backfill.
  
  - \_\_\_\_\_ Under-Floor Inspection: to be made after all in-slab or under-floor building service before any concrete is poured.
  
  - \_\_\_\_\_ Dampproofing Inspection: to be made after dampproofing is complete prior to backfill (basements only).
  
  - \_\_\_\_\_ Plumbing & Mechanical Inspection: at completion of rough-in prior to placing insulation.
  
  - \_\_\_\_\_ Electrical Inspection: at the completion of rough-in wiring, conduit, etc., prior to placing insulation.
  
  - \_\_\_\_\_ Framing Inspection: to be made after the roof, all framing, fire blocking and bracing are in place and all ducting, piping, chimneys, and vents are complete. **Rough electrical, plumbing, and heating work must be approved prior to, or at the same time as, the framing inspection.**
  
  - \_\_\_\_\_ Insulation and Vapor Barrier Inspection: to be made prior to all wallboard installation. Inspection shall include vapor barrier seal, caulking and insulation placement.
  
  - \_\_\_\_\_ Wallboard Inspection: to be made after all wallboard, interior and exterior, is in place and before wallboard joints and fasteners are taped and finished.
  
  - \_\_\_\_\_ Final Inspection: to be made after receiving as-built survey and the building is completed and ready for occupancy.

The Building Official may require that every request for inspection be filed at least one working day before such inspection is desired.

**CITY OF KENAI BUILDING DEPARTMENT  
REQUIRED INSPECTIONS - PLUMBING**

1. Underground plumbing before covering.
2. Rough-in plumbing before covering.
3. Final to be performed with final building inspection.

The building drain and vent system shall be tested with at least a 10-foot head of water for 15 minutes or with an air test of 5 psi for 15 minutes.

The hot and cold water system shall be tested with an air test of 100 psi for 15 minutes.

Gas piping shall be tested with an air test of at least 10 psi for 15 minutes.

## REQUIREMENTS FOR CONNECTING TO CITY WATER AND SEWER SERVICE TAPS

1. No water or sewer service lines can be installed until the main lines have been tested, inspected, and approved by the City of Kenai.
2. Water and sewer permits are required before starting any work. Each permit costs \$200 plus tax. Permits are valid for 12 months from the date of issue. The legal description of the property is required.
3. If water and sewer service taps do not exist, and excavation has to be done in the public right-of-way, a City-licensed contractor has to do that work in accordance with City of Kenai standards, and an excavation permit is required in addition to water and sewer permits and inspections.
4. All work and materials on private property must be in compliance with the adopted plumbing codes.
  - Installation of water services must be at least 8-feet deep and insulation must be installed if less than 10 feet under driveway.
  - Sewer lines must be a minimum of 4" in diameter and slope a minimum of ¼" per foot.

**Copper water lines are recommended for ease of locating and thawing purposes.**

5. The water and sewer lines must be inspected by the City before they are buried. Notify the City at least 24 hours (not including weekends and holidays) in advance of the time requested for inspection.
6. Before water can be turned on, the property owner must pay the deposit and sign up for services with the Finance Department.
7. **Charges for water and sewer begin with the request for water turn on.** The property owner will be charged the appropriate water and sewer rate whenever the curb stop or valve in the valve box is turned on and available to deliver water. If water is being used for construction purposes only and not being disposed of in the Municipal Sewer System, the property owner will be required to pay only the water portion of the bill. The property owner is required to **notify the City** before they start using the Municipal Sewer System.

**APPLICATION FOR BUILDING/WATER & SEWER PERMIT  
CITY OF KENAI**

1. Describe work to be done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Indicate use or occupancy: \_\_\_\_\_

3. Square footage of new building or addition: \_\_\_\_\_

4. Water & Sewer Permit: *Required if within 200' of public system*

If permit is required, provide number of:

Toilets: \_\_\_\_\_ Sinks: \_\_\_\_\_ Lavatories: \_\_\_\_\_ Tubs/Showers: \_\_\_\_\_ Clothes Washer: \_\_\_\_\_

5. Legal Description: \_\_\_\_\_

Street Address: \_\_\_\_\_

6. Submit plans, diagrams, or specifications when submitting application.

7. State the valuation of work to be done: \$ \_\_\_\_\_

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Date

**PLEASE SUBMIT THIS APPLICATION WITH PLANS**

**Building Permit No.:** \_\_\_\_\_  
**Yearly Right-of-Way Permit No.:** \_\_\_\_\_  
**Individual Project No.:** \_\_\_\_\_  
 (Above permits required to excavate in right-of-way.)

**CITY OF KENAI**  
**CURB CUT AND DRIVEWAY PERMIT**

OWNER NAME: \_\_\_\_\_ FEE (\$10): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 WORK LOCATION: \_\_\_\_\_  
 DESCRIPTION OF WORK: \_\_\_\_\_  
 DRAWING ATTACHED: \_\_\_\_\_

The street, alley, or public place that the new driveway will tie into is: (Check one)

<input type="checkbox"/>	Gravel with ditches	<input type="checkbox"/>	Strip paved with ditches
<input type="checkbox"/>	Gravel without ditches	<input type="checkbox"/>	Strip paved without ditches
<input type="checkbox"/>	Curb & Gutter w/Barrier Curb	<input type="checkbox"/>	Curb & Gutter w/Rolled Curb

**Applicant agrees to the following City of Kenai requirements.**

- ❖ The flow line of the gutter has to be maintained. Driveways that tie into a street with barrier curbs have to be replaced with a driveway cut that maintains the gutter flow line. The back of the barrier curb cannot simply be knocked off.
- ❖ Streets with ditches must have the flow in the ditch maintained. A minimum 15-inch diameter culvert must be installed under the driveway and two feet wider than the driveway in culvert length.
- ❖ All frost-susceptible material should be removed from the portion of the driveway that is within the public right-of-way. If the road is paved, the driveway approach that is within the right-of-way must be paved.
- ❖ Before any excavation within the public right-of-way, a Yearly License and Individual Excavation Permit must be obtained from the City of Kenai.
- ❖ The public right-of-way must be restored to the grade and condition originally found and gravel, paving, seal coating, ditches, culverts, and curbs restored to original condition.
- ❖ Special Conditions: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of owner or authorized agent

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

*CALL 283-8236 for an inspection once the work is complete.*

INSPECTED BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**PERMIT TO BE AVAILABLE AT PROJECT SITE**