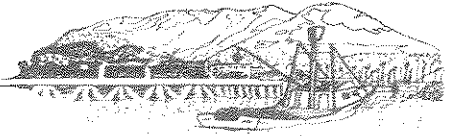


# CITY OF CORDOVA



## BUILDING PERMIT APPLICATION CITY OF CORDOVA

### INSTRUCTIONS

Print or type requested information. Incomplete applications will be returned to the applicant and will delay your request.

**\*\*Fire and Life Safety Review will be required for any residential building larger than a three-plex and any Business, Commercial or Industrial structure prior to issuance of a building permit.**

TYPE OF REQUEST	FEE
Residential Building Permit	\$50
Multi-Family Building Permit	\$100
Commercial Building Permit	\$150
Industrial Building Permit	\$200

#### To Obtain a Sale Tax Exemption Card:

1. You must provide a copy of your building permit;
2. Pay the required fee for the exemption card downstairs in City Hall.

#### Are you requesting a Tax Exemption Card?

Yes

No

### APPLICANT INFORMATION

Name	
Address	
Telephone [Home]	
Business Name	
Business Address	
Telephone [Business]	

### CONTRACTOR INFORMATION

General Contractor [Name & Lic. #]	
Carpenter [Name & Lic. #]	
Electrician [Name & Lic. #]	
Plumber [Name & Lic. #]	
Concrete [Name & Lic. #]	
Siding [Name & Lic. #]	
Roofer [Name & Lic. #]	

### PROPERTY/PROJECT INFORMATION

Legal Description of Property	
Tax Lot Number	
Property Owner [Name/Address]	
Current Zone District	
Proposed Construction	
Construction Start Date	
Estimated Cost of Construction	

BUILDING PERMIT PROJECT INFORMATION

1. Please describe the proposed construction and intended use: \_\_\_\_\_

- 2. Intended use: { } Single Family { } Multifamily { } Commercial/Industrial
3. No. of Living Units \_\_\_\_\_ 4a. No. of Bedrooms \_\_\_\_\_ 4b.No of Bathrooms \_\_\_\_\_
4. Is there a new Garage or Carport? Yes \_\_\_\_\_ No \_\_\_\_\_ 5a. Is it attached to the residence? \_\_\_\_\_
5. Is there/will there be an apartment in the Garage? Yes \_\_\_\_\_ No \_\_\_\_\_ 5a. Sq. footage \_\_\_\_\_
6. Please give the dimensions, height and square footage on proposed construction: \_\_\_\_\_
7. Existing off-Street Parking Spaces: \_\_\_\_\_ 7a. Proposed off-street parking \_\_\_\_\_
8. Required Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left side \_\_\_\_\_ Right side \_\_\_\_\_ Height \_\_\_\_\_
9. Proposed Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left side \_\_\_\_\_ Right side \_\_\_\_\_ Height \_\_\_\_\_

10. Sewage Disposal:
{ } Private marine outfall: { } Existing { } New Please specify owner/location \_\_\_\_\_
{ } Private on-site sewer: { } ADEC Certification Attached

NOTE: Property owners with a private system need an ADEC permitted Sewer System Design before a Building Permit can be issued. Please contact ADEC (907) 269-7599 for a list of Certified Installers.

- 11. Water supply:
{ } Cistern (show location on drawings) { } City water
12. Is your driveway exit and adjoining roads show on the drawings? { } Yes { } No
13. Are you building a new driveway that exits onto a State Road or Highway? { } Yes { } No

\*\*\*NOTE if you answered yes, an ADOT Driveway Permit is required. (See bottom of page 4 for a list of State Roads)

- 14. Does this property contains drainages, creeks, wetlands or other water features? { } Yes { } No
14a. Does your lot abut salt water? { } Yes { } No
14b. Have you or will you be using fill to develop your lot? { } Yes { } No

If you answered YES to any of the three previous questions, you may need to contact the U.S. Army Corps of Engineers or other State Agencies about additional permitting requirements. Please see Staff for information.

- 15. Has a Conditional Use Permit been issued? { } Yes { } No
16. Is this Building Permit for a Mobile Home? { } Yes { } No
16a. Year \_\_\_\_\_ Model \_\_\_\_\_ Serial No. \_\_\_\_\_
17. Is your property within a Flood Plain? (See Staff for interpretation) \_\_\_\_\_
Please attach the Elevation Certificate/Flood Hazard
18. Is your property within the Eyak Lake Area Meriting Special Attention? { } Yes { } No

\*\*\*NOTE: All properties in Cordova are located within the Coastal Management Plan\*\*\*



## Building Permit Drawing Checklist

One copy for ALL residential submissions/ LDR, MDR, RR3 and UR

Please make sure that you provide all of the information requested below

Front and side elevation drawing of proposed building/s \*\*\*\* See attached examples

Building Permit Drawing of proposed building \*\*\*\*See attached example

Date

North arrow

Scale not less than 1" = 20'

Number of stories

Square footage of proposed building

Dimensions of property

Setback of existing buildings from lot lines

Setbacks of proposed buildings

Location and use of all buildings on the lot with dimensions (including height)

Location, use and size of existing easements and rights-of-way.

Height from finished floor to the eave

Location of all platted roads abutting property.

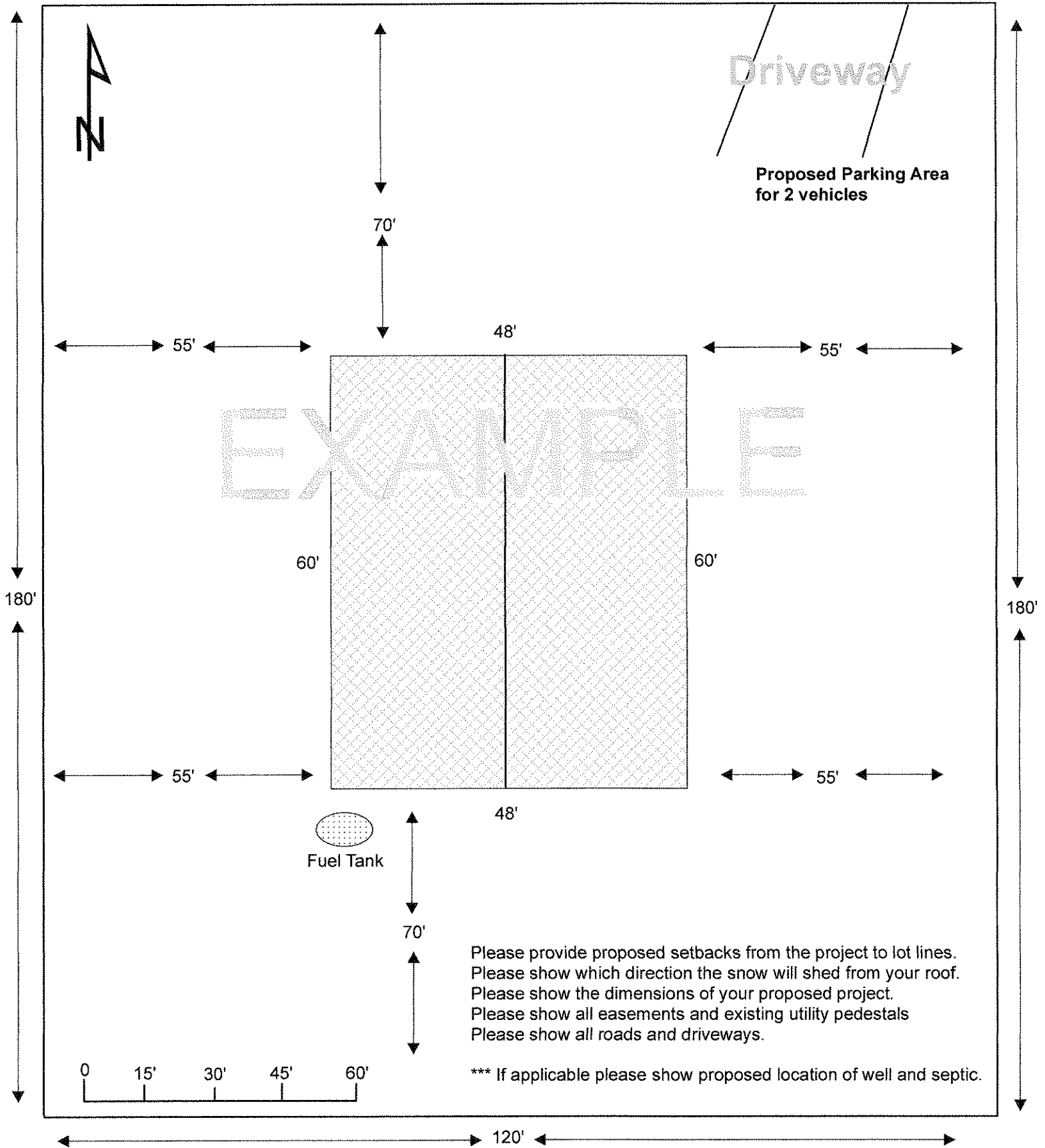
Location of existing and/or proposed driveway

Location of parking areas

Location and height of all existing and proposed fences

# Building Permit Plan Drawing EXAMPLE

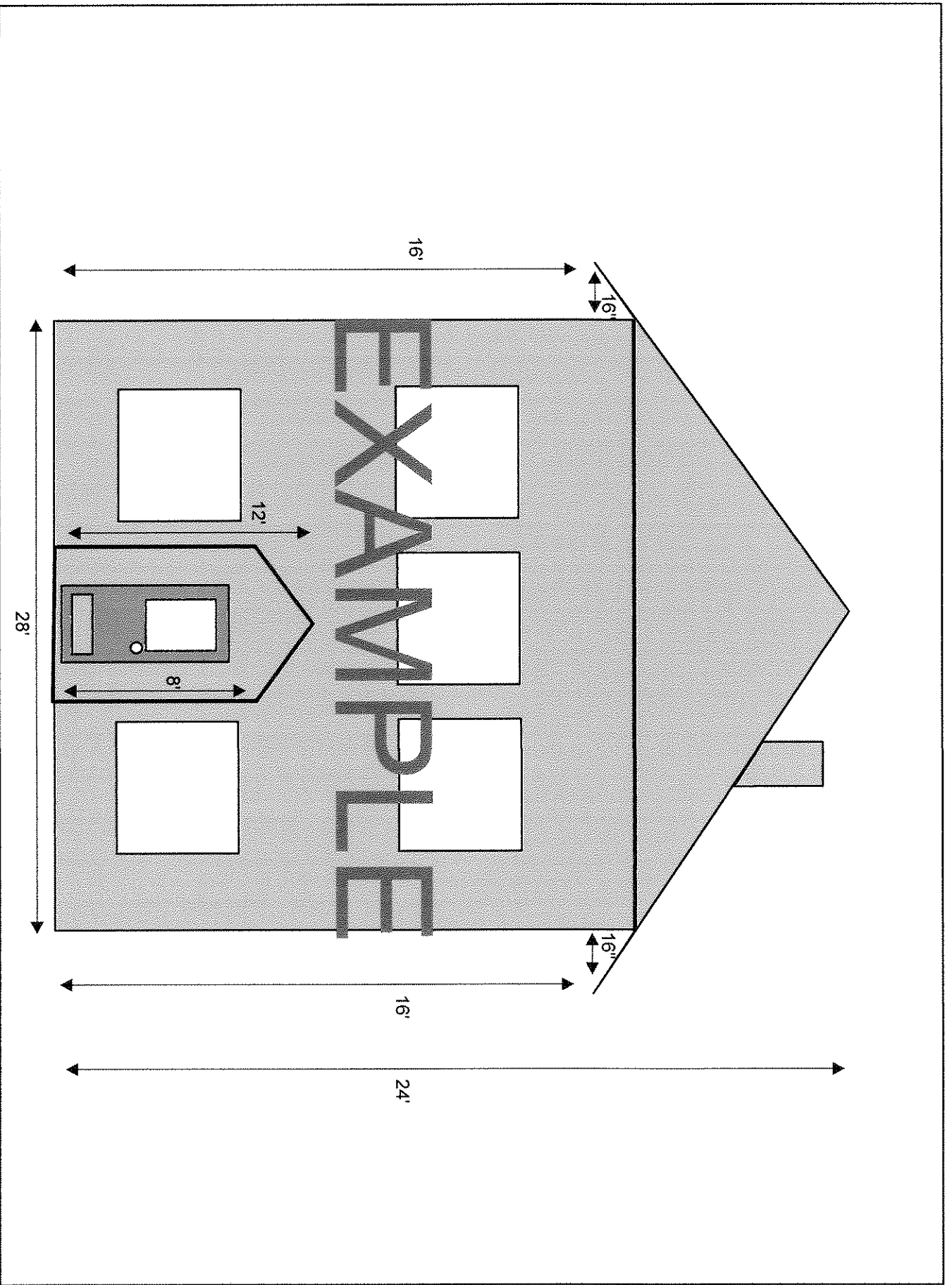
United States of America Boulevard



Please provide proposed setbacks from the project to lot lines.  
Please show which direction the snow will shed from your roof.  
Please show the dimensions of your proposed project.  
Please show all easements and existing utility pedestals  
Please show all roads and driveways.

\*\*\* If applicable please show proposed location of well and septic.

Building Permit Front Elevation Drawing EXAMPLE



Building Permit Elevation Drawing EXAMPLE

