

BUILDING PERMIT APPLICATION

177 N Birch Street, Soldotna AK 99669 Phone 262-9107 Fax 262-1245

Building Permit #: _____
City of Soldotna will assign

Soldotna Municipal Code Title 15 governs buildings and construction within the city. However, all projects must also comply with Title 17, Zoning*; additional reviews and approvals may be required from the Planning and Zoning department prior to issuing a building permit. Please contact the City Planner if you have questions about zoning requirements on your property.

**Other codes may be applicable, see the City of Soldotna Municipal Code for more information. The code can be viewed on line at: www.ci.soldotna.ak.us (select "City Code" under Quick Links on the left side of the web page).*

Attachments to this completed application should include the following as a minimum:

- Contractor's **and** owner's KPBS Sales Tax Compliance Certification form (*signed by KPBS*)
- Foundation drawings
- Building drawings
- Plot plan, showing the location of the improvements/building on the property.

OWNER'S INFORMATION

Owners name: _____

Owners phone: _____

Owners mailing address: _____

CONTRACTOR'S INFORMATION

Owner Builder *If owner builder/skip the rest of this "Contractor's Information" section*

Contractors Name: _____

Contractors Phone Number: _____ License _____

Number: _____

STRUCTURE LOCATION

Structure Address: _____

Lot: _____ Block: _____ Subdivision: _____

Other: _____

Parcel #: _____

This information can be pulled up on the Kenai Peninsula Borough web site at: <http://www.borough.kenai.ak.us>, under "Online Services" select "Public Information Parcel Lookup" or "Maps" to find your parcel number. This is also a double check for your physical address.

STRUCTURE INFORMATION

Value: Value is either determined by square footage or estimated cost. Square footage is used when determining the value of new construction; all other construction (including but not limited to alterations, additions, relocations, tenant improvements, etc.) is determined using estimated cost.

Square Footage - Determined by calculating the **OUTSIDE** dimensions of each floor (length x width). Total shall be total square footage of all floors combined.

House _____ Garage _____ Other (describe): _____

Valuation: _____

Total cost includes labor and materials. If owner is performing all or part of the labor, the valuation must include owner labor as if it were done by a licensed contractor.

Type of construction occurring: New Construction Relocation/Demolition
 Addition/Alteration: (brief description) _____
 Tenant Improvement Other: _____
 Sign: *A sign permit is required for all signs. These permits can be obtained from the Planning and Zoning Department at City Hall. If your sign is in conjunction with a building permit there will be no additional charge for your sign permit.*

Describe work being performed: _____

Number of floors: Basement 1 floor 2 floor 3 floor Other: _____
Only count those floors above ground

Type of building: Sign Residential Commercial Institutional Industrial
 Other: _____

Type of dwellings: Single Family Multi-Family Number of units = _____
A permit is required for each structure. If there are multiple structures on a lot, each will require its own permit

I hereby certify that all information supplied on this application and the attachments is true and correct to the best of my knowledge. All provisions of laws and ordinances governing this type of work will be compiled whether or not specified herein. The granting of a permit does not give any person authority to violate or cancel the provisions of any State, Federal or local law regulating construction or the performance of construction.

Signature of Owner (or designee) _____
Date

Signature of Contractor (if applicable) _____
Date

BELOW THIS LINE FOR CITY OF SOLDOTNA USE ONLY

Use Zone: _____	Use Type: _____
Construction Type: _____	Group: _____
Code in Effect: _____	
Fire Marshal Review Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	



177 North Birch • Soldotna, Alaska 99669 • Phone (907) 262-9107

SALES TAX COMPLIANCE CERTIFICATION

DATE RECEIVED BY KPB _____

PERMIT/VARIANCE: _____

BUSINESS NAME _____ A. INDIVIDUAL _____
 and/or OWNERS NAME: _____ B. CORPORATION _____
 Business Mailing Address: _____ C. PARTNERSHIP _____
 Telephone Number: _____ FAX Number: _____

As a business or individual, have you ever conducted business within the Kenai Peninsula Borough?
 _____ YES _____ NO. (if yes please supply the following account numbers and sig below. If no, please sign below.

Soldotna Municipal Code of Ordinances (per Ordinance No. 534) requires that businesses or individuals wishing to obtain any building permit site plan approval, conditional use permit or variance be in compliance with Borough Sales Tax provision. No building permit will be issued to any individual or business who is found to be in violation of the Borough Code of Sales Tax Ordinance.

SALES TAX ACCOUNTS/STATUS

ACCT. #	BUSINESS /OWNER NAME	FILED THRU	M/F'S	BALANCE DUE	IN COMPLIANCE
_____	_____	_____	_____	_____	YES___ NO___
_____	_____	_____	_____	_____	YES___ NO___
_____	_____	_____	_____	_____	YES___ NO___
_____	_____	_____	_____	_____	YES___ NO___
_____	_____	_____	_____	_____	YES___ NO___

I, _____, the _____,
 _____, (Signature) (Title)

Herby certify that to the best of my knowledge, the above information is correct, _____
 (Date)

**THIS FORM MUST BE SUBMITTED TO THE KENAI PENINSULA BOROUGH
 FINANCE DEPARTMENT LOCATED AT 144 NORTH BINKLEY, SOLDOTNA ALASKA 99669
 FAX NO. 714-2376**

TO BE COMPLETED BY BOROUGH PERSONNEL

I hereby certify to the best of my knowledge the above business:

A. _____ IN COMPLIANCE WITH ALL BOROUGH SALES TAX PROVSIONS.
 B. _____ NOT IN COMPLIANCE WITH ALL BOROUGH SALES TAX PROVSIONS.

 (Signature Required) Date
 Kenai Peninsula Borough Finance Department