



"Village with a Past, City with a Future"

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
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Residential Construction Single Family through Tri-Plex

The following packet should assist you in determining the actions required for permitting and construction of a residential project in the City of Kenai. The City of Kenai has adopted the following Building Codes under the Kenai Municipal Code, Title 4.

- 2012 International Residential Code as published by the International Code Council (ICC). Excluding Chapters 11-42
- 2009 International Mechanical Code as published by the International Code Council (ICC)
- 2009 Fuel Gas Code as published by the International Code Council (ICC)
- 2012 Uniform Plumbing Code as published by the international Association of Plumbing and Mechanical Officials.
- 2014 National Electrical Codes 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 adopted building codes. Plans will also be reviewed for compliance with KMC Title 14 – Planning and Zoning by the Planning Department prior to a building permit being issued.

Engineering design should include criteria for compliance with Seismic Design Category D2, a ground snow load of 70 psf, basic wind speed of 100mph, a foundation frost depth of 42", and a winter design temperature of -18 degrees F.

Some construction may require review by the City Planning and Zoning Commission prior to issuance of the 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 footprint is within 200 feet of those existing systems. A water and sewer permit is required for connection to the City systems. Only contractors licensed to excavate in the City's right-of-ways are permitted.

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

Sincerely,

Michael Wesson
Building Official
City of Kenai

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APPLICATION FOR BUILDING/WATER & SEWER PERMIT

| |
|---|
| 1. Describe work to be done: |
| 2. Indicate Use: |
| 3. Square footage of new building or addition: |
| 4. Water & Sewer Permit: Yes No <u>Required if within 200' of public system</u> |
| 5. Residential Sprinkler System Property Tax Credit Application Yes No |
| 6. Legal Description: |
| 7. Street Address: |
| 8. State the valuation of work to be done: |

Owner (print) _____

Email _____

Mailing Address _____

Phone Number _____

City, State, Zip _____

Contractor _____

Email _____

Contractor Address _____

Phone Number _____

City, State, Zip _____

Signature of owner or authorized agent _____

Date _____

**PLEASE SUBMIT THIS APPLICATION WITH PLANS,
DIAGRAMS, OR BUILDING SPECIFICATIONS**

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

Fees are based on valuation of work to be performed.

Water and Sewer Permit Fees

(Valid for 12 months from date of issue.)

\$204 for Water Permit

\$204 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 (\$204 plus tax) and one (1) permit for a sewer connection (\$204 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 REVIEW 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 all other locations
 - All receptacles tamper resistant
- Electric service size, location and grounding method
- Location of all plumbing fixtures and floor drains
- Location of boiler/furnace and water heater (tanks must be strapped to the wall)
- Protection of all appliances in garages (physical barrier from cars) and elevated min. 18"
- Size and type of 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 with 2 # 5s)
 - Type of foundation
 - Rebar size and spacing
 - Anchor bolt size, spacing, type of material and washer size
- Framing details
 - Floor joist type, size and spans
 - Roof framing details
 - 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)
- Type of roof decking and roof covering

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. **It is the property owner's responsibility to verify all setbacks meet code. A survey may be required to confirm if location is uncertain.**
- _____ 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 is in place and before wallboard joints and fasteners are taped and finished. All gypsum wallboard must be fastened with screws. No nails.

- _____ Final Inspection: to be made after 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.
 - 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.
3. Final to be performed with final building inspection.

REQUIREMENTS FOR CONNECTING TO CITY WATER AND SEWER SERVICE TAPS

1. Permits must be obtained prior to work. All work must be performed by licensed and bonded contractors approved to work in the City of Kenai public rights of ways.

**Copper water lines are highly recommended for winter thawing purposes.
Frozen service lines are the sole responsibility of the customer.**

2. Copper water piping must be Type K.
3. All underground connections must be made by flared or brazed fittings.
4. HDPE water lines must be minimum SDR 11 – 160 p.s.i. material.
5. Connection to the valve must be made using a “Ford Nut” style connector screwed to a “poly-cam” style fitting fused to HDPE. All connections below ground must be made by fusion weld.
6. **No stab type fittings or hose clamps will be allowed.**
7. All water lines must be a minimum of 8’ deep.
8. Lines running under driveways or parking areas must be a minimum of 10’ deep or covered with 2” of insulation board.
9. Sewer Connections are to be made by approved flexible couplings such as Calder or Fernco.
10. Sewer lines should be kept as deep as possible and maintain proper ¼” per foot slope.
11. Sewer lines less than 4’ deep must be protected by a minimum of 2” insulation board per foot or lesser depth.
12. 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.
13. Before water can be turned on, the property owner must pay the deposit and sign up for services with the Finance Department.
14. **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.



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RESIDENTIAL SPRINKLER SYSTEM PROPERTY TAX CREDIT APPLICATION

| PROPERTY INFORMATION | |
|----------------------|-------|
| BUILDING PERMIT # | _____ |
| PROPERTY TAX ID # | _____ |
| STREET ADDRESS | _____ |
| LEGAL DESCRIPTION | _____ |

| OWNER | |
|-----------------|-------|
| NAME: | _____ |
| MAILING ADDRESS | _____ |
| PHONE # | _____ |
| FAX # | _____ |
| EMAIL | _____ |

| PETITIONER REPRESENTATIVE (IF ANY) | |
|------------------------------------|-------|
| NAME: | _____ |
| MAILING ADDRESS | _____ |
| PHONE # | _____ |
| FAX # | _____ |
| EMAIL | _____ |

KMC 7.05.075 Property tax credit - residential sprinklers.

- (a) Credit. The owner(s) of a newly constructed one or two family dwelling who installs, and/or has certified, a compliant sprinkler system by a qualified installer may receive a credit against the City of Kenai property taxes.
- (b) Amount of Credit. The credit allowed under this section for a residential sprinkler system is the lower of the eligible cost to the owner of the property for the installation of the system or \$2.00 per square foot of the dwelling (excluding attached garages). "Eligible cost" means the cost of the sprinkler system including labor and materials required to comply with the minimum standards established by code.

For application of the credit towards the current year's taxes the application must be completed and submitted to the City's Finance Department no later than April 30 of each year. Applications filed after April 30, or applications that are incomplete will be retained and, once complete, evaluated for a tax credit for the next succeeding year.

| SYSTEM INFORMATION | |
|---|--|
| 1. DWELLING SQUARE FOOTAGE | _____ |
| 2. INSTALLATION COST (ATTACH SUPPORTING DOCUMENTATION) | _____ |
| 3. SYSTEM CERTIFIED (ATTACH SUPPORTING DOCUMENTATION) | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| I attest the information contained on this application and its attachments is true and correct. | |
| Signature | Date |
| _____ | _____ |

| CITY OF KENAI USE ONLY | |
|-----------------------------------|--|
| TAX CREDIT AWARDED | _____ |
| CERTIFICATE OF OCCUPANCY # | _____ |
| SYSTEM CERTIFIED BY | |
| QUALIFIED INSTALLER | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Approved - City Building Official | |
| Signature | Date |
| _____ | _____ |
| Approved - Finance Director | |
| Signature | Date |
| _____ | _____ |