

CITY OF CORDOVA



REMODEL PERMIT APPLICATION CITY OF CORDOVA

INSTRUCTIONS

Print or type requested information. **Incomplete applications will be returned to the applicant and will delay the processing of your request.**
Building Permits are NOT valid unless signed by Planning Department Staff.

To Obtain a Sale Tax Exemption Card:

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

TYPE OF REQUEST

FEE

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

Tax Exemption Card

Yes

No

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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] | |
| Zone District | |
| Proposed Remodel Project | |
| Construction Start Date | |
| Estimated Cost of Construction | |

PROJECT INFORMATION

1. Please describe the proposed renovation/alteration and intended use: _____

3. Intended use: Single Family Duplex Multifamily Commercial/Industrial

4. Type of Remodel Repair Change Use Home Occupation (describe) _____
 Convert Use Home Occupation (describe) _____

5. Are you creating additional accessory living units: _____ 5a. No. of living units: _____

6. Are you creating additional Bedrooms: _____ 6a. No. of Bedrooms: _____ Dimensions: _____

7. Are you creating additional Bathrooms: _____ 7a. No. of Bathrooms: _____ Dimensions: _____

2. Please give dimensions, height and square footage of construction: _____

8. Off-street parking: Existing _____ Proposed _____

9. Required Setbacks: Front _____ Left Side _____ Right side _____ Rear _____ Height _____

10. Proposed Setbacks: Front _____ Left Side _____ Right side _____ Rear _____ Height _____

NOTE: Property owners with a private system need an ADEC "Certificate to Install" must be attached to the building permit application. Please contact ADEC (907) 269-7599 for a list of Certified Installers.

11. Is the construction occurring on a grandfathered structure (build prior to August 7, 1967)? _____

12. Is your driveway exit and adjoining roads shown on the site plan? Yes No

Are you building a new driveway that exits onto a State road or Highway? Yes No
If YES, an ADOT Driveway Permit is required. (See bottom page 4)

13. Does this property contain drainages, creeks, wetlands or other water features? Yes No

Does your lot abut salt water? Yes No

Have you or will you be using fill to develop your lot? Yes No

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

14. Is this permit for a tax-exempt use? Yes No

15. Has a Conditional Use Permit been issued? Yes No

16. Is this permit for a mobile building? Yes No

Year _____ Model _____ Serial No. _____

17. Is your property within a Flood Plain? (see Staff for interpretation) _____

Please attach the Elevation Certificate/Flood Hazard

**** All properties in Cordova are located within the Cordova Coastal Management Plan.****

18. Is your property within the Eyak Lake Area Meriting Special Attention? Yes No

APPLICATION INFORMATION

Parking: Each Residential dwelling unit must have at least two (2) vehicular off-street parking spaces. Parking is permitted in the setbacks. The number of parking spaces required for Business, Commercial, or Industrial uses can be determined by consulting Planning Department Staff.

Water and Sewer: Applicants must obtain a Water/Sewer Permit Application for new construction from City Hall prior to the issuance of a City of Cordova Building Permit.

Sewage Disposal: All proposed sewage systems outside of City Sanitary Sewer System must be designed by a Registered Professional Engineer and installed by a Certified Installer unless the property owner is approved by DEC to do the installation. The Engineer must submit the proposed design to the Department of Environmental Conservation (DEC) for approval.

****A copy of the "Documentation of Construction" must be attached to this permit application.****

Site plan, Building Height, and Building plan: *One copy* of a site plan, building height, and building plan, *drawn to scale (1"=x')*, must be submitted with the application. Plans must show all property lines, easements, roads or water ways abutting the lot, the water lines, sewer lines, drain fields (if applicable), proposed setback distances, and parking areas. Plans should identify existing or proposed foundation location and extensions beyond the foundation, landings, decks, porches, and overhangs.

Please include a building height (elevation) drawing. *As-built surveys* prepared by a licensed land Surveyor to establish the location of existing improvements on the property may be submitted within 60 days of issuance of Building Permit. Building without an As-Built survey is done at your own risk.

Snow and Wind loads: 150 lbs. per square foot snow load and 100 mph wind load

Lot and Yard Regulations: Cornices, canopies, eaves or other similar architectural features not providing additional floor space within the building may extend into a required yard not to exceed two feet per Cordova Municipal Code Section 18.56.020.

Seismic Zone: D

State-Owned Roads in Cordova

Lake Avenue

Power Creek Road

Copper River Highway/New England Cannery Road

Whitshed Road

Remodel Permit Drawing Checklist

One copy of drawings for ALL residential submissions; LDR, MDR, RR3 and UR

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

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| | Floor plan drawing of existing structure with the proposed changes ***See attached example |
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| | |
|--|------|
| | Date |
|--|------|

| | |
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| | North Arrow |
|--|-------------|

| | |
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| | Scale not less than 1" = 20' |
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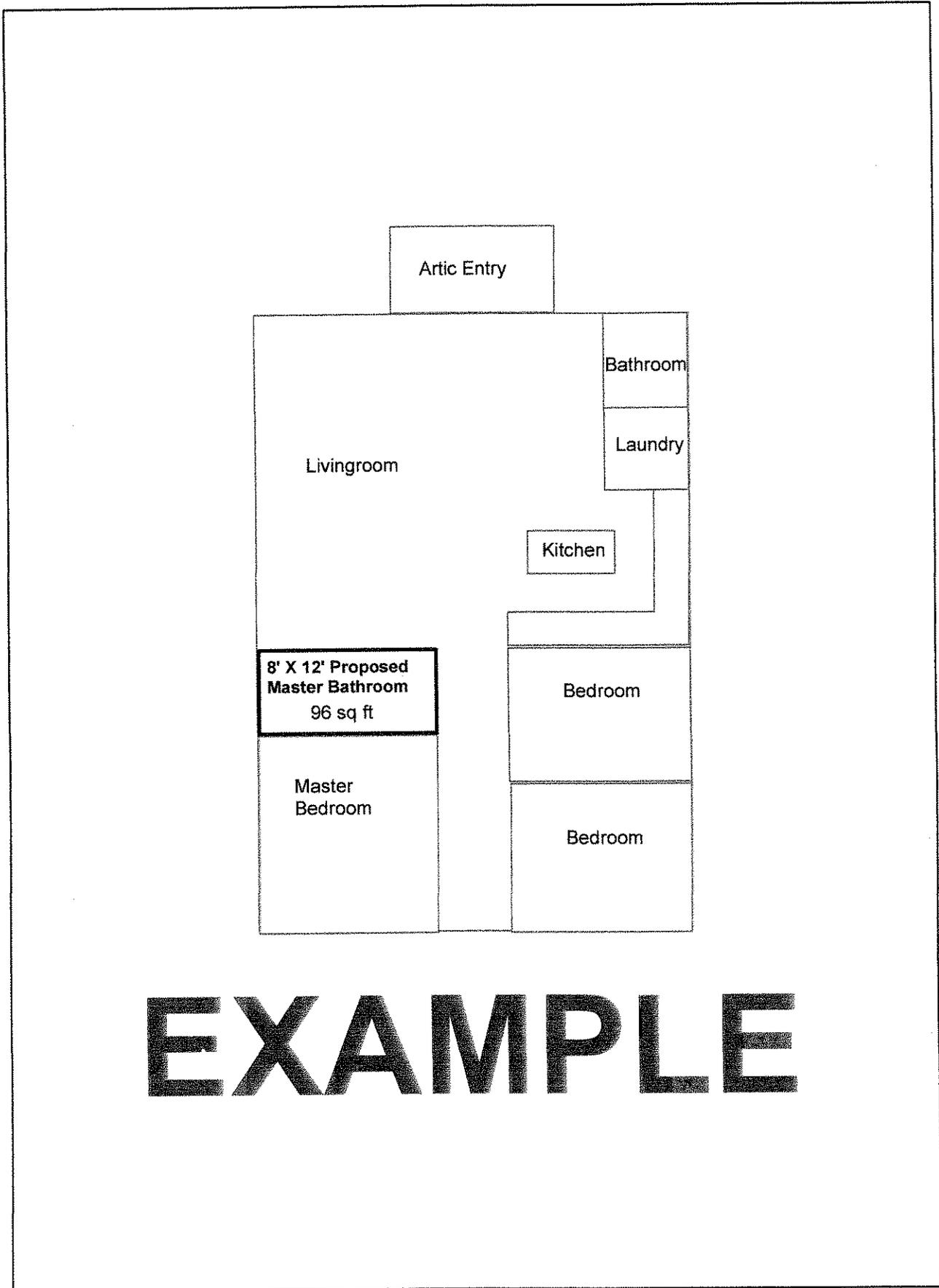
| | |
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| | Dimensions and square footage of project |
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Floor Plan Drawing EXAMPLE



EXAMPLE