



210 Fidalgo Avenue, Kenai, Alaska 99611-7794
Telephone: 907-283-8238 / FAX: 907-283-3014

Residential Construction
Information Packet
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.

- *2021 International Residential Code as published by the International Code Council (ICC).*
- *2021 International Mechanical Code as published by the International Code Council (ICC)*
- *2021 Fuel Gas Code as published by the International Code Council (ICC)*
- *2021 Uniform Plumbing Code as published by the international Association of Plumbing and Mechanical Officials.*
- *2020 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 Construction plans will be reviewed by City Building Official and inspected for compliance with the adopted building codes. Building and Site 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, Energy conservation for Zone 7, 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,

Building Official
City of Kenai

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RESIDENTIAL BUILDING PERMIT APPLICATION

CONTACT INFORMATION	Project Street Address:				
	Parcel ID Number:			Zoning:	
	Legal Description:				
	Property Owner:			City:	State: Zip:
	Address:				
	Phone:			Email:	
	Contractor:				
	License Holder Name:			License Number:	
	Address:			City:	State: Zip:
BUILDING INFORMATION	Phone:			Email:	
	Architect/Engineer/Designer:				
	Address:			City:	State: Zip:
	Phone:			Email:	
	CONTACT PERSON:				
	PHONE:			EMAIL:	
	Adopted Building Code in effect:				
	Work Valuation for project (Est.)				
	Square Ft. Living Space:			Square Ft. Garage:	
	Total Gross Square Ft. of Bldg:			Affected Square Ft. (Addition/Renovation):	
AFFIRMATION STATEMENT	Description of Work:				
	New Construction		Addition	Renovation	Demolition Change of Use
	Electrical		Mechanical	Plumbing	Other:
	Utilities: Check all items that apply. If other than City of Kenai water and sewer, a Utility Letter is required prior to a C.O. is issued.				
	Septic Tank		Well	Public Water	Public Sewer
	I HEREBY CERTIFY THAT I HAVE READ, AGREED WITH, AND SIGNED THE ATTACHED NOTICE AND DISCLAIMER, EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT.				
	The valuation for this permit will be calculated using the ICC building Valuation Data. By my signature, I acknowledge this fact and waive any rights to appeal said valuation and/or permit fees.				
	Printed Name:				
	Signature of Contractor/Owner:			Date:	



NOTICE AND DISCLAIMER:

The issuance of a permit or stamping of the plans and specifications "APPROVED", shall not be held to permit or approve the violation of any state law, city ordinance, or building code provision even though a violation may have been overlooked when plans were reviewed by City Staff.

It is the sole responsibility of the applicant to assure that the information on the site plan, such as but not limited to the dimensions of the property, distances of all structures to property lines, and distances between structures, easements, and setbacks, are true and accurate. It is the applicant, contractor, or property owner's responsibility to assure that all improvements will be in compliance with the approved site plan.

The issuance of a building permit does not affect or change the rights or duties of parties to any public or private restriction or easement relating to the use of land, including, but not limited to private covenants (CC&R's) or easements for access, conservation, construction, development, ingress/egress, maintenance, repairs, parking, roads, utilities, or other purposes. Fences and other structures are erected and maintained upon easement areas at your own risk, for which the City of Kenai disclaims any liability. You may be required to move or remove a fence and other structure in the future if requested to do so by a party holding or benefited by an easement.

Variances will not be granted based upon errors, omissions, mistakes, neglect, or inadvertence of the City Staff in the granting of a building permit not in full compliance with the Zoning Code or Building Code of the City of Kenai. The City reserves the right to require Certified Survey Maps or plats if it is deemed necessary to verify compliance.

Owner Signature

Date

Applicant/Contractor Signature

Date



APPLICATION FOR WATER & SEWER PERMIT

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

Owner (print) _____

Email _____

Mailing Address _____

Phone Number _____

City, State, Zip _____

Contractor _____

Email _____

Contractor Address _____

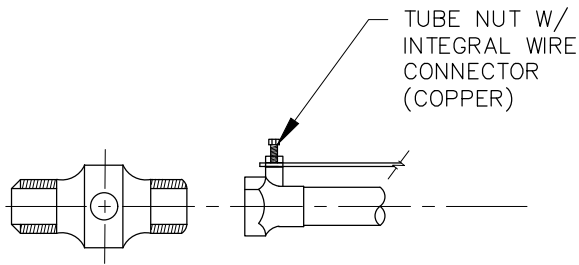
Phone Number _____

City, State, Zip _____

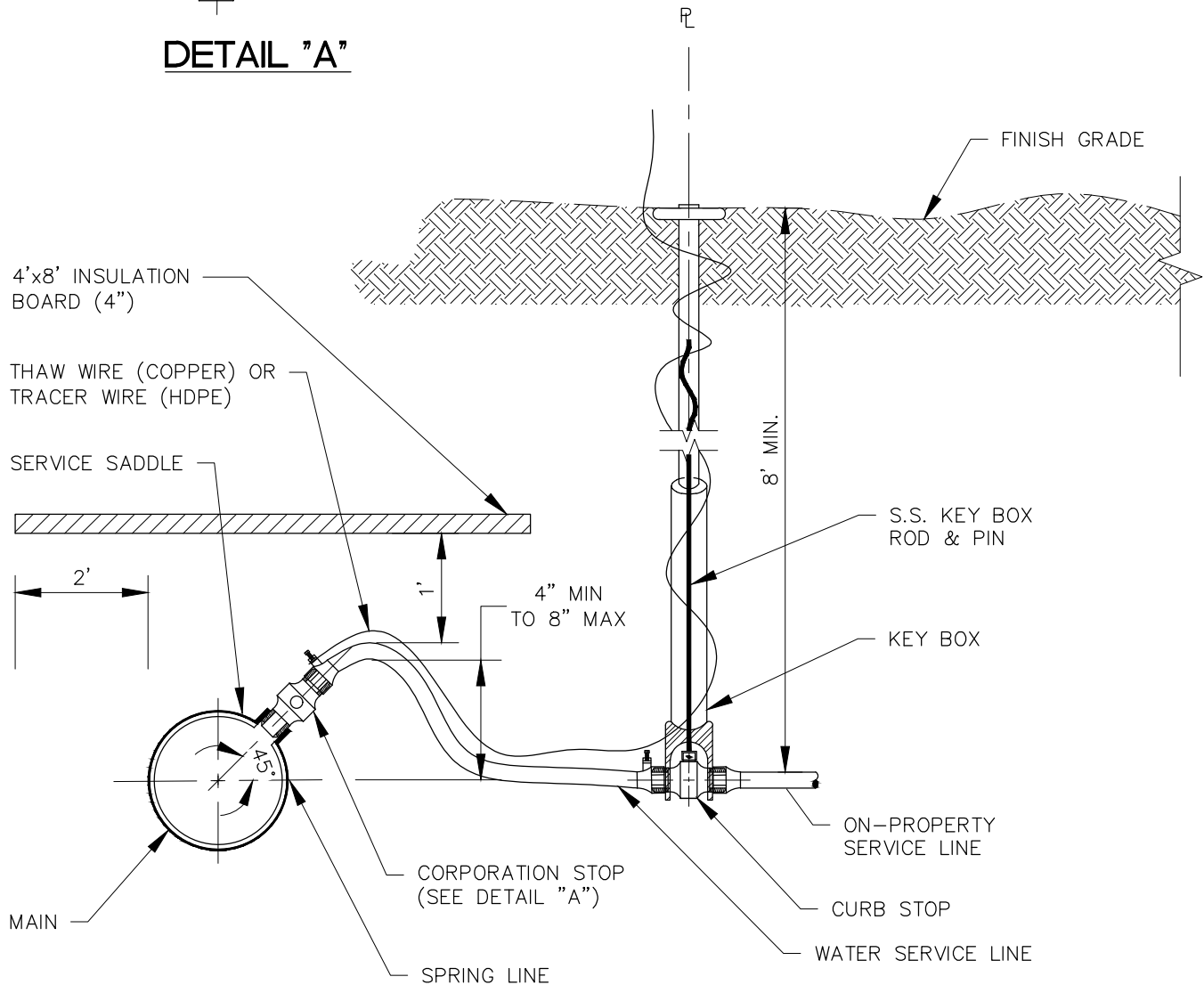
Signature of owner or authorized agent _____

Date _____

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



DETAIL "A"



NOTES:

1. STAINLESS STEEL (SS) WRAP AROUND SERVICE SADDLE TO BE USED ON ALL TAPS. TAPS MUST BE A MINIMUM OF 3' APART.
2. THAW WIRE SHALL BE LAID PARALLEL TO THE SERVICE LINE WITHOUT CONTACTING THE SERVICE LINE. TRACER WIRE SHALL BE WRAPPED OR TAPED TO HDPE SERVICE LINE.
3. TRANSITION BETWEEN CORPORATION/CURB STOPS AND HDPE SERVICE LINES SHALL BE MADE WITH POLY-CAM ADAPTER.



SCALE:
NTS

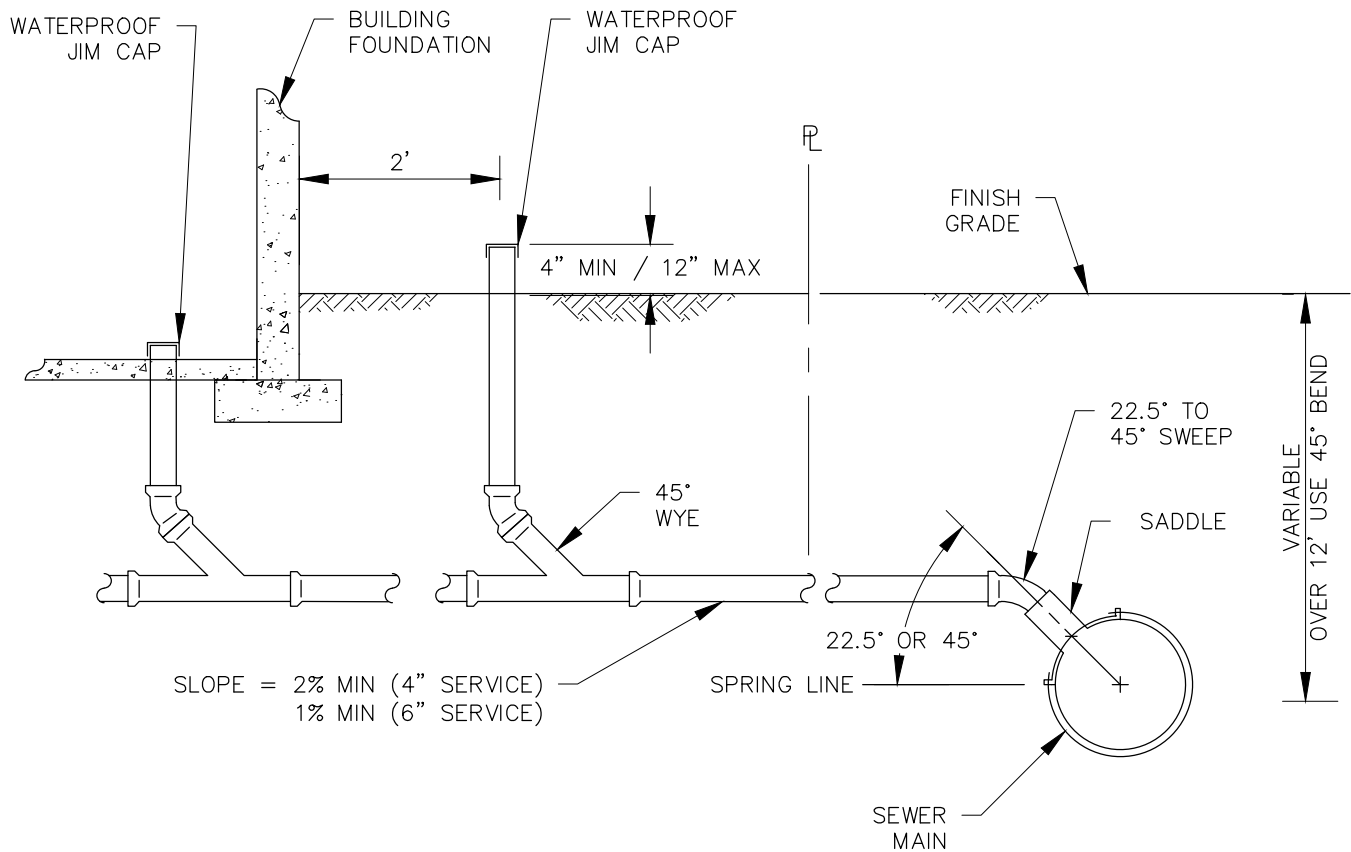
APPROVED:
COK

REVISED:
04/06/23

WATER SERVICE CONNECTION 1"

SECTION

DETAIL



NOTES:

1. PIPE SHALL BE CLEANED PRIOR TO SADDLE INSTALLATION.
2. MINIMUM STANDARD BURIAL DEPTH OF SEWER SERVICE PIPE IS EIGHT FEET (8') TO TOP OF PIPE. WHERE LESS THAN EIGHT FEET (8') OF COVER OVER PIPE IS REQUIRED, ONE INCH (1") OF RIGID INSULATION MAY BE SUBSTITUTED PER FOOT OF SOIL COVER. MINIMUM SOIL COVER ABOVE INSULATION SHALL NOT BE REDUCED TO LESS THAN FOUR AND A HALF FEET (4.5').
3. INTERIOR CLEANOUTS SHALL BE PLACED IN A LOCATION ACCESSIBLE FOR CLEANING, IF NECESSARY.



SCALE:

NTS

APPROVED:

COK

REVISED:

04/06/23

GRAVITY SANITARY SEWER SERVICE CONNECTION

SECTION

DETAIL

MATERIALS LIST

A. WATER SERVICE CONNECTION

ALL COMPONENTS IN DIRECT CONTACT WITH POTABLE WATER SHALL CARRY AN NSF-61 LISTING.

1. WATER SERVICE LINE (COPPER) – ONE-INCH (1") DIAMETER SOFT-DRAWN, TYPE K, SEAMLESS, ANNEALED, ASTM B88 COMPLIANT.
2. WATER SERVICE LINE (HDPE) – ONE-INCH (1") DIAMETER, SDR 11, MANUFACTURED FROM PE4710 POLYETHYLENE COMPOUNDS THAT MEET OR EXCEED ASTM D3350 CELL CLASSIFICATION 445574, IN ACCORDANCE WITH AWWA C906.
3. KEYBOXES – MUELLER 10306 OR AY MCDONALD 5604ATW.
4. CURB STOPS – MUELLER H-15214N OR FORD METER BOX Z22-444.
5. CORPORATION STOPS – INLET END SHALL HAVE AWWA/CC TAPER AND OUTLET END SHALL HAVE COPPER FLARE STRAIGHT CONNECTION WITH INTEGRAL WIRE CONNECTOR. MUELLER B25000-07, FORD METER BOX FB600-4-NL, OR AY MCDONALD 74701BA.
6. TUBE NUT WITH INTEGRAL WIRE CONNECTOR – MUELLER 92608, FORD METER BOX CTN-4-THW OR AY MCDONALD 4700A.
7. THAW WIRE – #2 AWG STRANDED COPPER CONDUCTOR RATED FOR 600V, INSULATED WITH HMWPE AND APPROVED FOR USE IN BURIED LOW TEMPERATURE SERVICE.
8. TRACER WIRE – #10 AWG HIGH-STRENGTH COPPER CLAD STEEL WITH A 30-MIL HDPE INSULATION JACKET (BLUE COLOR), MANUFACTURED BY COPPERHEAD INDUSTRIES OR AN APPROVED EQUAL.
9. SERVICE SADDLE – ROMAC 306 OR POWERSEAL 3412AS.
10. HDPE COUPLING – POLY-CAM SERIES 914.
11. INSULATION – EXTRUDED OR EXPANDED POLYSTYRENE FOAM BOARD, MINIMUM TWO-INCH (2") BY TWO-FEET (2') BY EIGHT-FEET (8'), MINIMUM 60-PSI COMPRESSIVE STRENGTH, MINIMUM R-VALUE OF FOUR AND A HALF (4.5) PER INCH.

B. SANITARY SEWER SERVICE CONNECTION

1. SERVICE PIPE – 4" OR 6" DIAMETER, DUCTILE IRON PIPE WITH A MINIMUM THICKNESS CLASS OF 50, OR 18 C900 PVC PIPE WHICH CONFORMS TO THE REQUIREMENTS OF AWWA C900, OR SDR 11 HDPE MANUFACTURED FROM PE4710 POLYETHYLENE COMPOUNDS THAT MEET OR EXCEED ASTM D3350 CELL CLASSIFICATION 445574.
2. SERVICE SADDLE – ROMAC STYLE CB OR POWERSEAL MODEL EL.
3. INSULATION – EXTRUDED OR EXPANDED POLYSTYRENE FOAM BOARD, MINIMUM TWO-INCH (2") BY TWO-FEET (2') BY EIGHT-FEET (8'), MINIMUM 60 PSI COMPRESSIVE STRENGTH, MINIMUM R-VALUE OF FOUR AND A HALF (4.5) PER INCH.
4. TEST PLUG – REMOVABLE AND AIRTIGHT. CHERNE'S GRIPPER PLUG OR APPROVED EQUAL.

	SCALE: NTS	MATERIALS OF CONSTRUCTION	SECTION
	APPROVED: COK		DETAIL
	REVISED: 04/06/23		

CITY OF KENAI BUILDING PROCEDURE FOR RESIDENTIAL CONSTRUCTION

A. APPLICATION

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

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

1. Describe the work to be covered by the permit for which application is submitted.
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.
9. Owner build structures will only be permitted once every two year period.

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 business 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 will 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.)

\$233.64 for Water Permit

\$222.63 for Sewer Permit

Driveway/ Curb Cut Permit Fees

\$10.00

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 8 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 will 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 must be attached to the building permit application.

SINGLE-FAMILY DWELLING THROUGH TRI-PLEX

1. Two (2) sets of complete, clearly detailed plans. consisting of (site plan, foundation plan, floor plan, roof plan, electrical plan, plumbing and mechanical plan) After review, one set of plans stamped "Approved" will be returned to the applicant.
2. One (1) permit for a water connection and one (1) permit for a sewer connection 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 an installation of a driveway.

MOBILE HOMES, AND/OR ALTERATIONS

1. Two (2) sets of plans showing all proposed work consisting of site plan, foundation plan, and floor plan. Refer to page 7 for detail of the required 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 283-8238, to schedule an inspection.

Inspections will be scheduled within 24 hrs of request if allotted time is available, otherwise inspections will be scheduled as soon as allowable time is available.

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 seasonal accommodations will be planned and approved by building inspector in order to assure proper pours.
- _____ 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. Insulation will be dry and free from moisture with proper sealing prior to inspection.
- _____ 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 schedules inspections on a first come first serve basis.

**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 will need to 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 will need to be tested with an air test of 100 psi for 15 minutes.
 - Gas piping will need to be tested with an air test of at least 10 psi for 15 minutes.
3. Final to be performed with final building inspection.



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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)	☐ YES ☐ 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	☐ YES ☐ NO
Approved - City Building Official	_____
Signature	Date
Approved - Finance Director	_____
Signature	Date