

# PRADU PERMIT CHECKLIST

Construction plans will not be issued until the following documents are completed. Currently, plans are available for construction within Service Area 1 of the Petersburg Borough.

**\*Preliminary Site Plan:** An as-built or plat or other property information with sufficient detail to determine borough lot development standards and/or ADU development standards are met.

**\*Building Permit Application:** All items marked with an "\*" on the permit application must be completed.

**\*Hold Harmless Agreement:** Submit enclosed hold-harmless agreement signed by ALL property owners.

**Construction may not begin until a Building Permit is issued for your project. The following information is required before a permit will be issued:**

**Water/Wastewater Utilities:** Contact the Public Works Department (772-4430) to discuss extending utilities to your ADU or lot. If the property is not located within the utility service area for water/wastewater, contact the Alaska Department of Environmental Conservation for information to construct or add to an on-site septic system.

**Site Plan:** Submit a fully dimensioned site plan to scale showing location, size, and use of all structures, on the lot. Show property lines, easements and rights-of-way, and a North arrow. (NOTE: See attached, *How to Create a Site Plan.*)

**Foundation Plan:** (NOTE: If you are hiring a contractor, they may be able to assist you with the development of a foundation plan.) Provide a fully dimensioned foundation plan drawn to scale, including continuous perimeter footing with interior and exterior isolated footings, if applicable. Specify width and depth of footings and walls, size and spacing of reinforcement bars, size and spacing of anchor bolts, and locations of connectors (for uplift and shear walls). Identify floor joists, girders, posts, sheathing, access, ventilation, and slab thickness when applicable. If constructing a piling foundation, provide size and spacing of pilings as well as size of beams.

**Floor Plan:** Submitted.

**Exterior Elevations:** Submitted.

**Cross Sections:** Submitted.

**Floor Framing Plan:** Submitted.

**Roof Framing Plan:** Submitted.

**Electrical:** Plans submitted. Electrical supplement application to be completed by electrician or owner. See attached, Electrical Permit.

**Plan Review Letter:** You will receive a plan review letter with your building permit, acknowledge each item by initialing and signing. We will make a copy of the letter for you. If you are using a contractor, please share the letter with contractor.

**Please Note:** ANY deviations from the model construction plans will require an additional review and approval by the building official, Additional information and details, including possible structural design and calculations, may be necessary prior to building permit issuance.

**Referenced Document:** The *International Residential Code (IRC), 2021 Edition* can be found in the reference section at the Petersburg Borough Public Library.



**COMMUNITY DEVELOPMENT DEPARTMENT**

12 S. Nordic Dr. Petersburg, AK 99833  
Phone: (907) 772-425

PERMIT NUMBER: \_\_\_\_\_

PARCEL ID: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**PRADU PERMIT APPLICATION**

**All \* Items must be completed to obtain full set of construction plans.**

**\*Applicant Name:** \_\_\_\_\_  Owner  Contractor  Other \_\_\_\_\_

Mailing Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

**\*Project Address:** \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plat Number \_\_\_\_\_ Zoning \_\_\_\_\_

Borough Parcel Number \_\_\_\_\_ Are you in a Floodplain?  Yes  No Zone \_\_\_\_\_

**\*Property Owner Name (if different than applicant):** \_\_\_\_\_

Mailing Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

**General Contractor:** \_\_\_\_\_ License. No. \_\_\_\_\_

Mailing Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_ License. No. \_\_\_\_\_

**PARTY RESPONSIBLE FOR PERMIT FEES:**  Owner  Contractor  Other \_\_\_\_\_

**TYPE OF WORK PROPOSED**

New Construction  Other \_\_\_\_\_

Plumbing  Other \_\_\_\_\_

Electrical

**Estimated Cost of Construction:** \$ \_\_\_\_\_ (include materials and labor)

**DESCRIPTION OF WORK**

Construction of new dwelling – Spruce Unit

Stories in Height: 1 Building Height: \_\_\_\_\_ ft.

New Building Size: 600 sq. ft. Deck Size: \_\_\_\_\_ sq. ft.

*All provisions of the currently adopted [Building Codes](#) and [Borough Ordinances](#) shall be complied with, whether specified herein or not. Plans approved by the Petersburg Borough form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application and before I accept my permit, the owner shall be made aware of all permit conditions.*

**\* APPLICANT'S SIGNATURE:** \_\_\_\_\_ **\* DATE:** \_\_\_\_\_

**BUILDING OFFICIAL SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUBMIT TO THE PETERSBURG BOROUGH  
COMMUNITY DEVELOPMENT OFFICE LOCATED AT 12 S. NORDIC DR. PETERSBURG AK 99833  
907-772-5410**

**PETERSBURG BOROUGH  
PERMIT READY ACCESSORY DWELLING UNIT ("PRADU") PLAN CONSTRUCTION DOCUMENTS  
WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT**

Property Address: \_\_\_\_\_

Parcel ID # \_\_\_\_\_

Name(s) of Property Owner: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

PRADU Plan Name: SPRUCE

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The property owner(s) have requested to receive from the Petersburg Borough ("the Borough") a copy of the above-referenced PRADU Plan construction documents ("the Plan documents"), prepared by Linda Millard and Millard + Associates Architects, LLC. The Borough wishes to provide the Plan documents to the property owner(s) however cannot do so unless the property owner(s) agree that the Borough, Linda Millard, and Millard + Associates Architects, LLC will incur no potential liability in so doing.

Accordingly, for and in consideration of the Borough providing the property owner(s) with a copy of the Plan documents, free of charge, the property owner(s), for him or herself or themselves, and on behalf of the heirs, beneficiaries, distributees and next of kin, legal and personal representatives, executors, administrators, successors, and assigns of the property owner(s), hereby agree to the following, pursuant to this Waiver and Release of Liability and Indemnity Agreement ("Agreement").

By receiving these Plan documents, I/We, the undersigned property owner(s), hereby release, waive, covenant not to sue, and agree to indemnify, defend, and hold harmless the Borough, Linda Millard and Millard + Associates Architects, LLC, and their officials, officers, agents, representatives, employees, and volunteers (individually and collectively, the "released parties") from and with respect to all liabilities, claims, suits, demands, actions, causes of actions, losses, costs, expenses, damages, or injuries of any kind, in law or in equity, to property or persons, including wrongful death, that in any manner arise out of, result from, or pertain or relate in any way, directly or indirectly, to my receipt or use of, and construction based upon, the Plan documents.

**This specifically includes the release of and indemnification for all claims based in whole or in part upon the negligence or future negligence, of the released parties, including without limitation any claim based upon a failure to ensure the Plan documents meet any standard of care as to code, safety, or other compliance, and any claim based upon any failure of the Plan documents to be appropriate and safe for use at the property or anywhere else. I/We hereby state that I/we intend to release, indemnify, and defend the released parties from and against all liability, regardless of the cause(s) of said injury, damage, or loss, including liability for the released parties' own negligence and future negligence. I/We expressly understand and agree that this means that I am/we are waiving any and all rights to make a claim of any nature or type against or sue the released parties for any injury, loss, or damage sustained, and am agreeing to indemnify and defend the released parties in the event any claim is brought by someone else.**

By receiving and using the Plan documents, the undersigned(s) are additionally acknowledging acceptance of the following Conditions:

1. The use of the Plan documents is restricted to the property listed above, for which a building permit was applied for and issued. This in no way alters the fact that it is the sole responsibility of the property owner(s) to verify any and all information relevant to construction under the Plan documents, including without limitation a determination as to whether the Plan documents are safe and appropriate for use at the property based upon latent or patent physical conditions of the property.

2. The property owner(s) recognize and acknowledge that the use or alteration of the Plan documents will be at his/her/their sole risk and full legal responsibility, without any liability or legal exposure to the Petersburg Borough, Linda Millard, or Millard + Associates Architects, LLC of any kind. No representations or warranties of any nature, whether express or implied, shall attach to the Plan documents, including without limitation any warranty of habitability, merchantability or fitness for a particular purpose or use. The property owner(s) fully assume the risks of all adverse consequences resulting from use of the Plan documents, including without limitation structural defects.

3. The Plan documents should not be copied or otherwise reproduced without the express written permission of the Borough.

I/We, the undersigned(s), hereby affirm that I am/we are of legal age and competent to enter into this Agreement, have had sufficient opportunity to read this entire document, have read this Agreement carefully, and understand its terms and conditions. **I AM/WE ARE AWARE THAT THIS INCLUDES A RELEASE OF LIABILITY, INCLUDING A RELEASE OF ALL CLAIMS OF NEGLIGENCE AND FUTURE NEGLIGENCE AGAINST THE PETERSBURG BOROUGH, LINDA MILLARD, AND MILLARD + ASSOCIATES ARCHITECTS, LLC, AND THEIR OFFICIALS, OFFICERS, AGENTS, REPRESENTATIVES, EMPLOYEES, AND VOLUNTEERS, AND UNDERSTAND AND ACKNOWLEDGE THAT I/WE HAVE GIVEN UP SUBSTANTIAL LEGAL RIGHTS BY SIGNING IT** (including the rights of my/our heirs, beneficiaries, distributees, next of kin, guardians, legal or personal representatives, executors, administrators, successors and assigns). I/We sign this Agreement freely and voluntarily of my/our own free will, acknowledge that I/we have signed this Agreement without any inducement, assurance, or guarantee, and intend for the signature(s) to serve as confirmation of complete and unconditional acceptance of the terms, conditions, and provisions of this Agreement. This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements, or inducements have been made. I/We expressly agree that this Agreement is intended to be as broad and inclusive as permitted by law.

**MUST BE SIGNED BY ALL OWNERS OF THE PROPERTY IDENTIFIED ABOVE**

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# How to create a Site Plan

Site Plan: A drawing of a property as seen from above, including, but not limited to a north arrow, building locations, and date. Show proposed improvements with exact size, shape and location of all existing and proposed buildings and structures, parking areas, driveways, decks, and walkways.

## 1 Use a Scale

Choose a standard scale, either an Architectural or Engineering Scale and note the numeric scale used on plan (i.e. 1 inch = 20 feet).

## 2 Draw Property Lines

Label all dimensions in feet.

A plat may help you in determining the dimensions of the parcel. This may be available online from the State Recorder's Office <http://dnr.alaska.gov/ssd/recoff/>.



Show the property lines and note the dimensions.

## 3 Draw all Buildings and Structures

- Show existing buildings and structures as a solid line and all additions as a dashed line.
- Be sure to show the precise footprint of all buildings or structures including, but not limited to steps, decks, porches, fences, bay windows and HVAC platforms.

## 4 Draw Driveway and Parking Areas

Show all parking areas, driveways, walkways in their precise locations in relation to your property lines and with their accurate footprint. Show proposed paved areas with a dashed line.

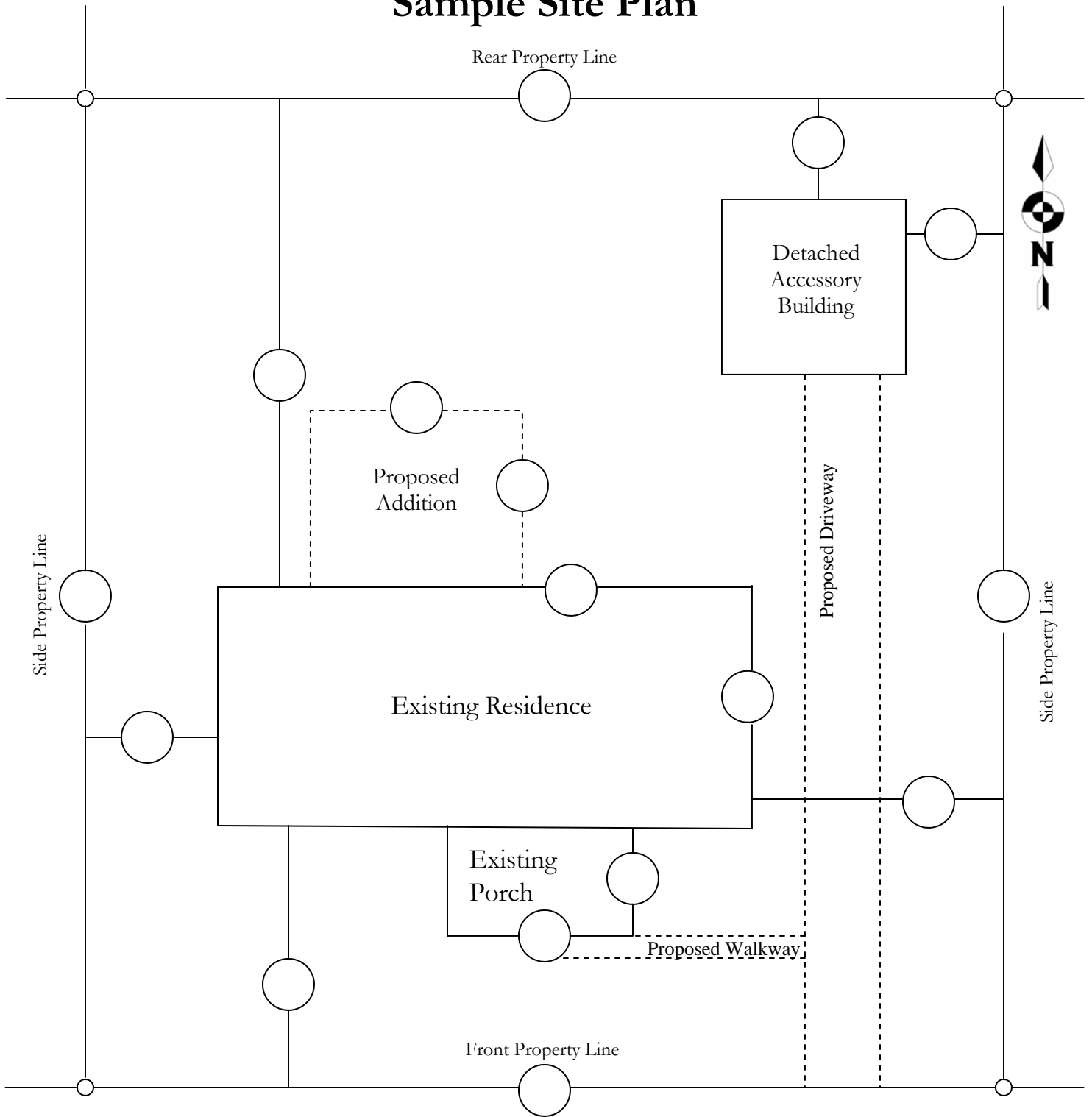
## 5 Locate Culverts, Streams, or Drainage Ditches

- Show location of any culvert on or draining across your property.
- Show location and path of stream or drainage ditch.

## Other Items that must be on the Plan

- ## 6
- Address, Property Owner, and an arrow depicting North.
  - Utility or other easements.

# Sample Site Plan



House Number and Street Name  
100 Gate Street

**Note:** On the site plan you create, please show distances in feet where you see circles on the Sample Site Plan above.

This document is not intended to allow a site plan to be used when a survey, prepared by a licensed surveyor, is required.