



Petersburg Borough

Finance Department
Property Tax

Ownership: _____

Parcel ID Number: _____

Physical Address: _____

Legal Description: _____

Dear Property Owner,

The purpose of this form is to inform our office of any building going on outside of Service Area 1. It gives similar information to what would be present on a building permit, but without the fee and approval. To ensure fair and equitable valuations, it is essential that we have accurate and up to date building information. Please complete and return this building questionnaire and remit it to the Borough Finance Office. Any information you provide will be helpful. Your cooperation is appreciated. If you have any questions, please feel free to contact us at 772-4425

1. Construction Start Date: _____ Finish Date: _____

2. Total Construction Cost: \$ _____

3. Square Footage of construction area: _____ SF

4. Type of construction: New Addition Remodel Demolition
 Repair Move Other: _____

5. Construction description: _____

6. Use: Residential Industrial Commercial Other: _____

Finance Department

PO Box 329 Petersburg, AK 99833 · Phone (907)772-4425 Fax (907)772-3759

www.petersburgak.gov · financeoffice@petersburgak.gov



7. Financing: Conventional Mortgage Other: _____
 Assumption Mortgage Cash

8. What was the condition of your property before beginning construction?
 Good Average Fair Poor Vacant
describe: _____

9. Is your property Single Family or Multi-Family (has another separate living space)? describe:

10. Does the property include an income space? (separate apartment, duplex, home office, etc.) Yes No Please describe:

11. Please inform us of the number of Bedrooms _____ and Bathrooms _____

12. Comments about property: _____

13. Please attach an accurate diagram (blueprint or floorplan) of the new structures, or an updated diagram of the whole structure including old and new portions.

Finally, if you change your mailing address, please inform us as to your new mailing address. This will ensure that you receive notices in a timely manner. If your Mailing address has changed you may use the space below to update us. Thank you

Your Signature _____ Date: _____

Phones: _____ Email: _____

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