

**Municipality of Skagway
Permit Application for
Development in the
Business - General
Zoning District**

For City of Skagway Staff to Fill Out

- Application Complete & Accepted for Review _____ Date
- Building Permit Needed
- Planning Commission Approval Needed
 - conditional use permit # _____
 - variance permit # _____
- State Fire Marshall Approval Needed
- State or Federal permits needed, including Coastal Management Program Consistency Review

This zoning district is intended to provide for the commercial activities of the City. The purpose of the zoning district is to provide a centrally located area for general retail shopping, personal and professional services, entertainment establishments, restaurants, and similar businesses. Most commercial activities are permitted outright. The zoning district is also intended to accommodate a mixture of residential and commercial uses with conflicts being resolved in favor of commercial uses. Mixed commercial and residential use of structures is encouraged.

Criteria for lands that are included in this zoning district are those that have existing developed streets and utilities and where public investment has occurred to establish social and commercial services.

IN ORDER FOR THIS APPLICATION TO BE CONSIDERED COMPLETE AND YOUR PERMIT REVIEW TO BEGIN, SKAGWAY CITY HALL STAFF MUST REVIEW THIS PERMIT APPLICATION AND ENSURE THAT IT HAS BEEN FILLED OUT COMPLETELY AND THAT ALL DRAWINGS, DIAGRAMS AND INFORMATION NEEDED HAVE BEEN SUBMITTED.

Two sets of drawings must accompany your application, one set no larger than 11"x17".
Applications will not be processed until all application fees have been submitted.

Property Owner: Name _____
Phone & Fax _____
Mailing Address _____
Signature _____
Date _____

Contractor or agents: Name _____
Phone & Fax _____
Mailing Address _____
Who should we contact regarding this permit? _____

Project Location: Lot(s) _____
Block(s) _____
Subdivision _____
Street Address _____
Other _____

(legal description)

Applicant Proposes to: _____ **All or part of:** _____

- Construct
- Alter
- Enlarge

- Move
- Convert
- Demolish

- Building
- Building Interior
- Building Exterior
- Other _____

Cost of Project: \$ _____ *Total cost of construction includes finish work, painting, roofing, electrical, plumbing, heating, air conditioning, fire extinguishing systems and any permanent equipment.*

Description of Work: _____

Planned Completion Date: _____

Statement of General Compliance: I/We hereby certify that the improvement indicated herein will be so constructed as to meet all applicable ordinances and codes as adopted by the City of Skagway.

The applicant warrants the truthfulness of the information in the application.

- *If any information is incorrect the permit may be revoked.*
- *If the permit is issued wrongfully, whether based on misinformation or an improper application of the code, the permit may be revoked.*

Property Owner/Contractor/Agent: _____ DATE _____
(signed)

With this application, you must include
A surveyed plot plan showing the location of all existing or proposed buildings or alterations. The plans must show all property lines, easements, or other property information related to this application.

Building Permit Application Checklist

Unless otherwise noted by City staff all of these must be included in your plans.

Site Plan

Yes N/A

- North Arrow
- Distances from building to other property lines or other buildings & structures
- Location of fuel tank(s), other ancillary equipment
- Required off-street parking
- Water and sewer lines
- Well and septic system
- Existing and proposed electric meters
- Driveways with dimensions
- Easement dimensions

Foundation Plan

Yes N/A

- Outline and size of all foundations including: type, interior bearing, piles and pads
- Depth (minimum of 12" below grade)
- All horizontal and vertical reinforcement steel indicating size and placement
- All slab elevation changes
- Ventilation and flow-through openings

Floor Plan

Yes N/A

- Square footage: habitable _____ + non-habitable _____ = total _____
- Exterior walls with dimensions
- Layout for all rooms showing principle dimensions
- Label all rooms (rooms with closets may be considered sleeping rooms and will require emergency egress)
- All plumbing fixtures including water heater and washing machine hook-up
- Door and window sizes, labeling egress windows, all header sizes, door swing
- Changes in floor elevations
- Tempered glass in hazardous locations
- Attic access and dimensions
- All storage areas
- Entry door landings and dimensions
- Interior and exterior stairs w/rise & run and width dimensions, handrails
- All columns and beams with dimensions
- Tenant and/or occupancy separation requirements.

Floor Construction Plan

Yes N/A

- Overall dimensions
- Indicate if framing material is a framed joist system or pre-engineered trusses
- Layout, material size, species, grade, spacing, span and connections
- Location of load bearing walls
- Floor type
- Slab floor:
 - treated soil, vapor barrier, welded wire mesh and thickness of concrete
- Wood floor: connection to foundation floor
- insulation: type _____
- R-Value _____
- floor sheathing thickness _____

Exterior Wall Section

Yes N/A

- Finished grade
- Foundation
- Type of wall: masonry, filled cell, wood
- Connection of wall to foundation
- Pressure treated bottom plates, sill seal
- Size of studs & spacing
- Ceiling height
- Sheathing with vapor barrier
- Wall insulation: type _____
- R Value _____
- Exterior wall finishes
- Minimum 6" clearance between wood siding and grade
- required fire rating(s)
- chimneys, crickets, ventilations and flow
- Windows and doors

Elevations (face view)

Yes N/A

- Elevation of each face is required
- Doors, windows, landings, steps, porches,
- Height of roof ridge, overhang and finished grade

Interior Wall Section (load bearing)

Yes N/A

- Foundation – shape, size and steel reinforcement
- Size of studs & spacing

Fire Safety

Yes N/A

- smoke detectors (minimum of 1 per sleeping room, one in area adjacent to sleeping areas, minimum of 1 per floor) and all interconnected
- fire extinguishers
- flammable liquid storage or transfer use of open flames (fireplace, gas stovetop, etc.)

Mechanical, electrical

Yes N/A

- Location & size of service entrance
- Lights, switches, and regular outlets
- Required GFCI & Arc Fault receptacles
- Required lighting and switches - outdoors
- Location of heating appliances and ducting
- UL cut sheets for all appliances

Roof System

Yes N/A

- Tenant separation if required
- Rafters: label as such with ridge beam, collar tie, species/grade and spacing
- Engineered trusses: label as such, spacing
- ceiling insulation: type _____
R Value _____
- ceiling finish – 24” framing o.c. 5/8” gypsum board minimum, 1/2” gypsum for 16” o.c.
- roof sheathing – type, thickness, nailing pattern, nail size
- underlayment – type & weight, drip edge
- sub-fascia size and material
- fascia size and material
- overhang dimension, type of ventilation, location and amount
- covering – metal, 3-tab, shake, etc. and nail/screw pattern
- roof slope
- means of anchoring roof to walls

Specialty Plans

Yes N/A

- Elevated (above 30”) porch, deck and/or balcony details
- Others as required

You must check the Use Being Proposed or Altered

1. Permitted Uses

- Banks and offices;
- Hotels;
- Restaurants, not serving alcoholic beverages;
- Theaters and bowling alleys;
- Automobile repair garages;
- Printing establishments;
- Laundries of all types and dry cleaning establishments;
- Retail stores and service shops;
- Post offices;
- Dwelling units.
- Congregate residences as allowed by IBC provided that:
 - (i) Minimum lot size is 5,000 square feet and limited to one building per 5,000 square feet.
 - (ii) A minimum of one (1) parking space for every 3 occupants.
 - (iii) Lot coverage does not exceed 60% for all buildings.
 - (iv) A 6-foot high solid fence shall be required on all lot lines bordering RG lots.

2. Accessory Uses

- Uses and structures customarily accessory and clearly subordinate to permitted principal uses, as determined by the Building Official.
- Dwelling units on the same premises with permitted principal uses.
- Storage structures.

3. Conditional Uses *(a conditional use permit is needed)*

Purpose. A conditional use permit gives site specific flexibility to the zoning ordinance in a uniform and controlled manner. It permits uses that are desirable to the community, but may not be suitable at every location in the zone based on character, intensity, size or impact on surrounding uses. The planning commission may attach restrictions and conditions designed to fit the special problems, which the use presents.

Please complete a Conditional Use Permit Application if your project falls within any of the categories listed below.

- Business expansion of any uses allowed by principal or conditional use permitted in the BG zoning district, provided that such expansion involves no more than one lot adjacent to a lot line that is in common with the BG zoning district.
- Taverns and bars;
- Restaurants serving alcohol;
- Service stations;
- Assembly halls, fraternal and social organizations;
- Funeral parlors;
- Other appropriate uses as determined by the planning commission pursuant to subsection B of Section 19.04.060.
- Accessory housing structures;
 - (i) Minimum of three hundred (300) square feet.
 - (ii) Maximum of six hundred (600) square feet.
 - (iii) Must have stand-alone water, sewer and electricity, meeting current codes.
 - (iv) No setback variances will be granted for new construction.
 - (v) Off-street parking and setback requirements for this zone shall apply.
 - (vi) Construction must meet International Building Code Section 1207 for efficiency dwelling units.
 - (vii) Maximum of fifty percent (50%) lot coverage.

Prohibited Uses in the Business-General Zoning District

1. Any use or structure not of a character indicated under permitted principal and accessory uses are permitted by conditional use.
2. Mobile homes and mobile home parks.
3. Kennels.
4. Structures creating lot coverage of greater than ninety percent (90%) for a lot of five thousand (5,000) square feet or larger.

Does your proposed project meet the following requirements? *(you must check “yes” or “no”)*
Unless otherwise noted, if the answer is no to any of the questions below, you must get a variance permit from requirements. A variance permit must be approved by the Planning Commission before you can begin construction.

No variance shall be granted because of special conditions caused by actions of the person seeking relief, or for reasons of pecuniary hardship or inconvenience; nor shall any variance be granted which would permit a land use in a district in which that land use has been prohibited. Variances are intended to provide a mechanism for the relaxation of such standards as minimum lot or yard requirements, setback, or building coverage, when the applicant shows, and the planning commission finds, that the criteria in 19.04.060(A) subsection 8 are met.

1. Minimum Lot Requirements N/A Yes No
 Minimum Lot Area: two thousand five hundred (2,500) square feet

2. Minimum Lot Width N/A Yes No
 Minimum Lot Width: twenty-five feet (25')

3. Minimum Building Setback Requirements N/A Yes No
 1. Front yard, five feet (5')
 2. Side yard, five feet (5')
 3. Rear Yard, five feet (5')

4. Maximum building height shall not exceed 3 stories (35 ft) high N/A Yes No
 If the answer is no, you must request an exemption from a building height requirement through the planning commission approval during a conditional use review, not a variance.

5. Parking Requirements N/A Yes No
 All parking requirements within Section 19.08.020, Provision of Off-street Parking, including those for industrial and manufacturing establishments, must be followed

6. Visibility at Intersections Must be Assured N/A Yes No
 No vehicle shall be parked within twenty feet (20') of any street intersection. To ensure that a vehicle's driver has good visibility at street intersections, on corner lots there shall not be a fence, wall, hedge, or other planting or structure that will impede visibility between a height of two feet six inches (2'6") and eight feet (8') above the centerline grades of the intersecting streets

7. Adequate Landscaping or View Obscuring Screening N/A Yes No
 Whenever a proposed development is either adjacent to a residential structure or is on a lot with a lot line in common with a lot in the Residential General (RG) zoning district, there shall be a six foot (6') high solid fence, vegetative barrier, or other view and noise obscuring screen to promote compatibility of land uses and mitigate negative visual impacts. Junk, trash and debris shall be removed.

8. Signage Requirements in Chapter 19.08.012 B N/A Yes No

Allowed Signs: Total signage area shall not exceed one hundred sixty (160) square feet per business structure or property and may include:

- Facade sign — two (2) per business structure provided sign area does not exceed fifteen percent (15%) of wall area upon which sign is displayed.
- Projecting sign — one (1) per business structure provided each face does not exceed eight (8) square feet.
- Freestanding sign — one (1) per business property, area not to exceed sixty-four (64) square feet.

If you checked “no” to any of the questions listed above, except the building height request, you need a variance permit.

Official Use Only

	Planning Commission	Fire Dept	Building Official	State Fire Marshal
Granted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conditions, Instructions, Notes: _____

Coastal Zone Management Consistency Review: _____

Application fee: \$ _____ Date paid: _____ Receipt # _____

This applications is not your permit to start construction, you will receive your permit in the mail after this application has been approved by the Fire Department and Building Official, and/or the appropriate commission. Please note that all other services provided by the City of Skagway, such as utility services, are separate issues and need a separate application.

Please be aware of the following items:

- A permit is a legally binding contract between the builder and the City of Skagway. It is granted on the express condition that the construction shall, in all respects, conform to the ordinances of this jurisdiction including zoning ordinances, which regulate the construction and use of buildings, and the currently adopted International Building Codes. This permit may be revoked at any time upon violation of any ordinances or codes.
- The Code Enforcement Office must be notified in advance of any construction work and requires a minimum of 5 inspection calls: footings (prior to placement of forms), foundation (prior to pour with steel in place), slab or under floor, framing prior to inside covering, final inspection. Other inspections may also be needed depending upon the type of construction. It is **your** responsibility to arrange for inspections, and this office should be called at least 24 hours in advance.
- The Code Enforcement Office reserves the right to reject any work that has been concealed without first having been inspected and approved by this department in accordance with all applicable codes.
- A copy of **APPROVED** construction documents (building plans and other supporting documents) must remain at the building site at all times during construction.
- Any deviation from the approved plans must be authorized and approved subject to the same procedure for the original set of plans.
- Permits are valid for a period of 18 months and work must start within 6 months.
- Final inspection call shall not be made until all construction work is completed and heating apparatus is installed and functional. Final finish applications not required.
- Final inspection and Certificate of Occupancy must be obtained before occupying building.
- The Code Enforcement Office will do everything reasonable and prudent to help you achieve your goal. However, we will not do the work on construction documents for you.

19.08.020 Provision of off-street parking.

A. Off-street Parking Requirements.

1. There shall be provided at the time of the construction of any main building, or at the time of the alteration, enlargement or any change in use of any main building, permanently maintained, free off-street parking facilities for the use of occupants, employees or patrons of such building, and it shall be the joint and several responsibility of the owner and/or occupant of any main building or structure to provide, and thereafter maintain, minimum free off-street parking facilities listed in (a)-(d) below. Sections (a)-(c) apply to development in all zoning districts and businesses except retail businesses in the Skagway Business Historical District. Off-street parking requirements for retail businesses in the Skagway Business Historical District are listed in section (d):

a. Dwellings.

(i) For each single-family dwelling, two (2) family dwelling or multiple-family dwelling, one (1) private parking space for each dwelling unit;

b. Buildings Other Than Dwellings.

(i) Motel, one (1) private parking space for each dwelling unit or guestroom;

(ii) Hotel or boardinghouse, one (1) public parking space for every three (3) guestrooms;

(iii) Church, auditorium, theater or meeting hall, one (1) public parking space for each five (5) seats, based on maximum seating capacity;

(iv) Hospital, one (1) public parking space for each four (4) beds, based on maximum capacity;

(v) Bank, office building, professional office, funeral parlor or clinic, one (1) public parking space for each two hundred fifty (250) square feet of floor area;

(vi) Retail store or business, one (1) public parking space for each five hundred (500) square feet of floor area;

(vii) Trailer park, one (1) private parking space for each trailer space;

(viii) Wholesale stores, warehouses and storage buildings, one (1) public parking space for every three (3) employees;

(ix) Industrial and manufacturing establishments, one (1) public parking space for every three (3) employees.

- c. Commercial vehicles. The owner or operator of any commercial enterprise involving use of commercial vehicles shall provide and utilize off-street parking adequate to park all vehicles used by that enterprise for commercial purposes.
 - d. Business establishments in the Business-Skagway Historical Zoning District:
 - (i) For each dwelling unit, one (1) private parking space.
 - (ii) Commercial vehicles. The owner or operator of any commercial enterprise involving use of commercial vehicles shall provide and utilize off-street parking adequate to park all vehicles used by that enterprise for commercial purposes, but may be located outside the business Skagway Historical Zone provided that provisions of SMC 19.06 are met.
- B. General Conditions.
- 1. Every lot or parcel of land used as a public parking area shall be developed as follows, subject to the approval of the plans by the planning commission:
 - a. Such area shall be adequately and satisfactorily surfaced;
 - b. Where such area adjoins the side of a lot in an R district, it shall be separated from such lot by a fence not less than four feet (4') or more than six feet (6') in height. Such fence shall be maintained in good condition;
 - c. Any lights provided to illuminate such parking area shall be so arranged as to reflect the light away from adjoining premises and streets.
 - 2. In the case of a use not specifically mentioned in this section, the requirements for off-street parking facilities shall be the same as the above-mentioned use that, in the opinion of the planning commission, shall be deemed most similar.
 - 3. Detailed plans for driveways shall be submitted to the planning commission for approval with regard to the location and relation of the same to the public street or highway.
 - 4. All parking spaces provided pursuant to this section shall be:
 - a. On the same lot with the main use they serve;
 - b. On an adjoining lot; or
 - c. On any lot within one hundred fifty feet (150') of the use if the Planning Commission determines that it is impractical to provide parking on the same lot.
 - 5. No existing parking area, and no parking area provided for the purpose of complying with the provisions of this title shall hereafter be relinquished or reduced in any manner below the requirements herein established.
 - 6. Detailed plans for all parking and loading areas shall accompany the building plans when the application for building permit is made. Such plans shall show following:
 - a. Area of the plot involved;
 - b. Layout and dimensions of each parking space; and
 - c. Entrance and exit to the parking area.

19.02.010 Definitions.

“Parking Space, Private”, “Private parking space” means any automobile parking space not less than ten feet (10') wide and twenty feet (20') long.

“Parking Space, Public”, “Public parking space” means an area of not less than two hundred fifty (250) square feet, accessible from streets and alleys, for the storage of passenger motor vehicles operated by individual drivers.