



# KETCHIKAN GATEWAY BOROUGH

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[planning@kjbak.us](mailto:planning@kjbak.us) Director, Department  
of Planning & Community Development

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Property Owner,

The purpose of this letter is to inform you of the requirement to verify the location of the structure you were recently permitted to construct. For new construction or building additions, KGBC 18.90.020(f) *Inspection Required* states that, "the applicant shall provide for an inspection of the footings and/or foundation prior to pouring concrete or installing piers."

Your zoning permit has been issued with the condition that you comply with the procedures outlined below.

For new construction or expansion of a building footprint for an existing building, an inspection of the foundation forms must be conducted, prior to pouring concrete, to ensure that the building is not too close to property lines or within setbacks. Inspections can be done by a licensed surveyor or by Planning Department staff. Planning staff can usually perform inspections under either of the following conditions:

1. An as-built survey of your property exists that shows the current location of a building to which an addition is being constructed, or a building in close proximity to the building you wish to build; or,
2. There is not an as-built survey, but the survey markers, usually in the form of monuments, are visible at each end of the property boundary from which the setbacks are measured. In addition to visible monuments, the lot line must be clearly identified. This is typically done placing a taught string between the monuments.

Inspections by Planning staff will be scheduled based on staff availability and appointments should be made at least three days in advance of the desired inspection date. If the inspection will not be based on an as-built survey, you will be required to identify the appropriate boundary markers and property lines prior to the inspection.

If the inspector is unable to determine the location of the boundary markers or lot lines with sufficient certainty to verify that the planned foundation is within the required limits, the inspector may require the applicant to provide a survey by a professional surveyor to verify the foundation is located in compliance with the Borough Code. Any such survey will be at the applicant's expense.

When the building is complete, please contact the planning department for a final inspection to ensure that the building is constructed pursuant to the site plan submitted with the permit application. Alternatively, a copy of an as-built survey, as required by a financial institution, may be submitted to the Planning Department to fulfill the need for a final inspection.

Sincerely,



Frank Maloney,  
Planning Director