

# Fire & Life Safety Division

Station 5-1 – 1911 S Terrace Court, Palmer, Alaska 99645  
 Office (907) 861-8383 • Fax (907) 861-8157  
 www.matsu.gov/FireCode • E-mail: FireCode@matsugov.us



- Before beginning the construction, alteration, repair, or changing the occupancy of a building, a substantial land structure, or any structure regulated by the state fire marshal, plans and specifications...must be submitted...for examination and approval. 13 AAC 50.027(a). No construction may begin until plans have been approved.
- ...a person who violates the provisions of AS 18.70.10 – 18.70.100 or a regulation adopted under those sections...is guilty of a Class B misdemeanor. AS 18.70.100(a).
- If any work for which a plan review and approval is required...has been started without first obtaining plan review and approval, a special processing fee will be charged. The special processing fee is an additional charge equal to the amount of the standard plan review fee for the project. Subsequent violations by the same person or business will result in an additional special processing fee multiplied by the number of previous violations. 13 AAC 50.027(c)(5).

The MSB assembly accepts a fire code deferment from the Alaska State Fire Marshal's office for the Central Mat-Su FSA and the adoption of all current and future Alaska State Fire and Life Safety regulations and related plan review fee schedules. MSB RS06-054

Building Name								
Tenant Occupant								
Project Address				Suite Unit		City		
Property Tax ID#			Legal Description		Lot	Block	Subdivision	
Project Description								
Describe use of Building/Tenant Space								
Total Square Footage		<input type="checkbox"/> New Building <input type="checkbox"/> Relocation of Building/Structure <input type="checkbox"/> Foundation <input type="checkbox"/> Aircraft Hangar, commercial <input type="checkbox"/> Framing <input type="checkbox"/> Fuel System			Construction Type		Occupancy Use	
Project Cost *		<input type="checkbox"/> Addition <input type="checkbox"/> Other: <input type="checkbox"/> Renovation <input type="checkbox"/> Change of Occupancy			<input type="checkbox"/> IA <input type="checkbox"/> IIIB <input type="checkbox"/> IB <input type="checkbox"/> IV <input type="checkbox"/> IIA <input type="checkbox"/> VA <input type="checkbox"/> IIB <input type="checkbox"/> VB <input type="checkbox"/> IIIA	<input type="checkbox"/> A <input type="checkbox"/> I <input type="checkbox"/> B <input type="checkbox"/> M <input type="checkbox"/> E <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/> U		

\*Cost of project shall include all permanent equipment and is based on FAIR MARKET VALUE for labor and materials for which the approval is being issued. If, in the opinion of the code official, the value is underestimated, the application shall be rejected, unless the applicant can show detailed estimates to meet the requirements of the code official. New construction will be based on Alaska adopted cost per square foot. AS 18.70.10-18.0.100

Applicant's Name			Building Owner's Name		
Company Name			Company Name		
Mailing Address			Mailing Address		
City	State	Zip	City	State	Zip
Office Phone			Office Phone		
Cellular			Cellular		
Email			Email		

**Plan Review Checklist:** Plans (stamped by registered design professional IBC 107.1). Plan design shall be based on the 2021 IBC/IFC/IMC/IEBC code cycle. Supply one digital (.pdf) and one full-size hard copy.

- Dimensional Plot Plan:** show distances to buildings and lot lined.
- Structural Plans:** drawings showing supports, connections, design criteria, snow loads, wind loads, and seismic.
- Architectural Plans:** floor plans, building sections, wall details, door and window details, etc.
- Mechanical Plans:** hood and duct, heating/ventilation, fuel tank and location
- Electrical Plans:** lighting, power, exit lighting, fire alarms, etc.
- Commercial Aircraft Hangar:** Stamped structural, architectural, mechanical, electrical, and plot plans.
- Knox Box:** must be on building prior to final inspection. IFC 506.

**I certify** that I have read and examined this application and know the same to be true and correct. I recognize that approval of plans submitted does not presume to give approval to oversights by the Central Mat-Su Fire Department nor grant authority to violate or cancel the provisions of any other state or local law regulating this occupancy. (When the original plans are altered or modified in any way, they must be resubmitted and an additional plan review fee will be charged; the additional fee will be \$95.00 per hour with a 2-hour minimum.)

Signature: \_\_\_\_\_  
 Architect/Engineer/Designer    Contractor    Owner/Tenant

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