

Existing Building Procedures Without a Previous Plan Review

1. Existing Building and New Fire System Installation
 2. Existing Building and New Remodeling
 3. Existing Building and a New Addition
 4. Existing Building and Change of Occupancy
 5. Existing Building, found on inspection trip, etc (no construction ongoing)
- A. What is a minor remodel
- B. What is a major remodel
- If over 7 Years old from the current date follow the below procedures
 - Request As-Built Drawings to the greatest extent possible
 - Create a folder for the Existing Building
 - Complete a Building Record to the greatest extent possible
 - Mark it down as a Plan Review but Corrections Don't need to be made unless the following are found.
 - If found – these corrections are required according to the code at that time
 - Exiting
 - Emergency Lighting
 - Exit Lighting
 - Travel Distance
 - Width, Height, Doors
 - Stairways, rise, run and handrails
 - Guards – Height
 - Emergency and Rescue Windows
 - Hazardous Materials
 - Fire Alarm System Required (Annual Test Cert)
 - Fire Suppression System Required (Annual Test Cert)
 - Clean Agent
 - Sprinkler
 - Kitchen Hood and Duct
 - Fire Extinguishers (Annual Test Cert)
 - Smoke and Carbon Monoxide Detectors
 - A certificate will not be issued...then the current project can be completed
 - If less than 7 Years old from the current date, follow the below procedures
 - Request a Plan Review Application
 - Fee will be charged
 - Request current drawings to meet the current adopted code today
 - As per the application checklist

Once a plan review has been completed on the facility and all corrections have been made to the building. The current project then can be reviewed.

Note: All drawing will be stamped and signed by an Alaskan Registered Design Professional within the discipline. The type, amount and listed items on the drawing will be determined by the architect or engineer of record and will be maintained by us in Archive.