

Building Permit Application Checklist

Job Address: _____
Contractor/ Owner: _____

The following documentation must be submitted for approval before a building permit will be issued:

- _____ 1. **PLOT/SITE PLAN**
Plan shall include clearly marked and identified property lines, locations of existing and / or new buildings with required setbacks and right-of-ways, and planned erosion control measure to prevent sediment run-off.
- _____ 2. **ZONING REVIEW**
When applicable, Zoning Board approval is required prior to issuance of all building permits.
- _____ 3. **HEALTH DEPARTMENT PERMIT**
A septic tank permit copy must be provided when not connecting to city sanitary sewer.
- _____ 4. **LICENSE**
Contractors performing residential construction work over \$10,000.00 are required by the State of Alabama to obtain a Home Builders License. Contractors performing commercial construction work over \$50,000.00 are required by the State of Alabama to obtain a General Contractors License. A copy of the appropriate license must be provided with application.
- _____ 5. **BLUE PRINTS AND / OR DRAWINGS**
Two (2) sets of plans are required to be submitted with each application. Drawings must include a floor plan, a typical wall section, and a typical framing drawing as a minimum. All drawings that are for assembly, education, or over 5,000 square feet must be sealed by an Alabama licensed architect or engineer.

Building permit applications must be submitted and approved prior to building commencement. Applications will be reviewed within forty-eight (48) hours of submittal.

Work started prior to approval will result in a penalty equal to the permit fee.