



## BUILDING PERMIT APPLICATION CHECKLIST

PLEASE HAVE THE FOLLOWING REQUIRED INFORMATION AND MATERIAL WHEN YOU MAKE YOUR SUBMITTAL FOR A BUILDING PERMIT:

- a) PROVIDE A Stake-out **SURVEY** SHOWING THE FOOTPRINT OF THE BUILDING, THE DIMENSIONS OF THE BUILDING, LOT LINES AND APPLICABLE SETBACK LINES AS REQUIRED BY THE CITY OF FAIRHOPE ZONING ORDINANCE.
- b) TWO FULL SETS OF CONSTRUCTION PLANS FOR ANY PROJECT, RESIDENTIAL OR COMMERCIAL. ONE SET OF THESE PLANS **WILL NOT BE RETURNED**, AND THEY SHOULD INCLUDE THE FOLLOWING:
  - 1) Foundation plan
  - 2) Floor plan
  - 3) Heated and cooled square footage totals
  - 4) Electrical plan
  - 5) Mechanical plan
  - 6) Plumbing plan
  - 7) Elevations
  - 8) Typical section of framing and roof design.
- c) PERMIT APPLICATION.
- d) FLOOD ZONE AREAS: REQUIRE A FEMA CERTIFICATION. A BENCHMARK MUST BE ESTABLISHED AND CERTIFIED FOR THE FINISHED FLOOR ELEVATION IN AN "A" ZONE AND THE BOTTOM OF THE SUPPORTING GIRDERS IN A "V" ZONE.
- e) A SEPTIC TANK IS REQUIRED IF CITY SEWER SERVICE IS UNAVAILABLE: A RELEASE FROM BALDWIN COUNTY HEALTH DEPARTMENT, (251) 947-3618
- f) LAND USE CERTIFICATE IS REQUIRED IF THE PROPERTY IS IN AN AREA ZONED BY BALDWIN COUNTY, (251) 928-3002