



BUILDING PERMIT APPLICATION CHECKLIST

PLEASE HAVE THE FOLLOWING REQUIRED INFORMATION
WHEN YOU MAKE YOUR SUBMITTAL FOR A STRUCTURAL BUILDING PERMIT
**(SEE ADDITIONAL REQUIREMENTS FOR SITE DEVELOPMENT, LAND
DISTURBANCE OR INFRASTRUCTURE WORK):**

LAND USE APPROVAL

1. The City of Fairhope Corporate limits are subject to land use and zoning regulations. In addition, large portions of Point Clear and Montrose are zoned by Baldwin County Planning and Zoning (Pt Clear District 26, Montrose District 16).
 - a. If the property is located in the Fairhope Corporate limits, zoning approval for the proposed structure must be obtained by the Fairhope Planning and Zoning Department;
 - b. If located in the County, the applicant must submit all required documents to Baldwin County Planning and Zoning, obtain approval for the proposed building, and submit a signed Land Use Certificate to the Fairhope Building Department at the time of building permit application.

RESIDENTIAL CONSTRUCTION DOCUMENTS

2. Provide a completed Building Permit application form listing all contact information, State licensed contractors, and building values as determined by contract. If in the City of Fairhope Corporate limits, also provide cost of the land for valuation for Impact Fees;
3. Provide a stake-out **survey or scaled plot plan** showing the building footprint, the building dimensions, and the distance to the property lines;
4. RESCheck report to verify compliance with International Energy Code compliance;
5. Provide 2 full sets of construction drawings containing the following information:
 - a. Foundation plan (sealed by Registered Design Professional)
 - b. Wall and roof framing details (sealed by Registered Design Professional)
 - c. Truss plans (if applicable, sealed by Registered Design Professional)
 - d. Floor plan showing heated and cooled square footage totals
 - e. Electrical plan
 - f. Mechanical plan
 - g. Plumbing plan
 - h. Elevations
 - i. Septic tank release from Baldwin County Health Department (if applicable)

COMMERCIAL CONSTRUCTION DOCUMENTS

6. Provide a completed Building Permit application form listing all contact information, State licensed contractors, and building values as determined by contract. If in the City of Fairhope Corporate limits, also provide cost of the land for valuation for Impact Fees;
7. Provide a stake-out **survey or scaled plot plan** showing the building footprint, the building dimensions, and the distance to the property lines;
8. COMCheck report to verify compliance with International Energy Code compliance;
9. Provide 2 full hard copy sets and digital copy of construction drawings containing the following information with all designs sealed by an Alabama Registered Design Professional:
 - a. Code Review Summary (Architect or engineer as applicable)
 - b. Life Safety Plan (architect)
 - c. Accessibility components for ADA compliance (architect)
 - d. Architectural building plans (architect)
 - e. Building elevations (architect or engineer as applicable)
 - f. Structural building plans (engineer)
 - g. Electrical plans (engineer)
 - h. Mechanical plans (engineer)
 - i. Plumbing plans (engineer)
 - j. Component shop drawings and supplements (architect or engineer as applicable)
 - k. Specification book
 - l. Septic tank release from Baldwin County Health Department (if applicable)

SPECIAL INSPECTION OR CONSTRUCTION REQUIREMENTS

Occasionally, certain building components are outside the specifications of the International Building Code and the Building Department may require the applicant to engage the service of a Special Inspector to certify those components. If required by the Building Department, the cost for any Special Inspectors will be the responsibility of the applicant.

SPECIAL REQUIREMENTS

FLOODZONES

1. If building in a Special Flood Hazard Area (SFHA) please provide the following information:
 - a. Elevation Certificate (FEMA form 086-0-33 dated 7/15) showing applicable floodzone, Base Flood Elevation (BFE), and intended floor or lowest structural member elevation depending on elevation requirements of specific floodzone;
 - b. Survey of property showing proposed building footprint and overlay of floodzone or multiple floodzones located on the property and how the building will be sited in relation to those floodzones;

