



## **BUILDING PERMIT APPLICATION CHECKLIST**

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

### **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;

## **Alabama Dept of Environmental Management (ADEM) Registration**

Effective April 1, 2011, ADEM established General NPDES Permit No. ALR100000 for discharges associated with regulated construction activity that will result in land disturbance equal to or greater than one acre or from construction activities involving less than one acre and which are part of a common plan of development or sale equal to or greater than one acre.

Construction site operators / owners seeking coverage under this general permit must submit a Notice of Intent (NOI) in accordance with the permit requirements.

Operators / owners of all regulated construction sites must implement and maintain effective erosion and sediment controls in accordance a Construction Best Management Practices Plan (CBMPP) prepared and certified by a Qualified Credentialed Professional (QCP). For priority construction sites, which include any site that discharges to (1) a waterbody which is listed on the most recently EPA approved 303(d) list of impaired waters for turbidity, siltation, or sedimentation, (2) any waterbody for which a TMDL has been finalized or approved by EPA for turbidity, siltation, or sedimentation, (3) any waterbody assigned the Outstanding Alabama Water use classification in accordance with ADEM Admin. Code r. 335-6-10-.09, and (4) any waterbody assigned a special designation in accordance with ADEM Admin. Code r. 335-6-10-.10, the CBMPP must be submitted to ADEM for review along with the NOI.

In order to obtain an ADEM permit, you may contact ADEM at the information below:

### **ADEM**

Attn: Water Division  
Stormwater Management Branch  
Post Office Box 301463  
Montgomery, Alabama 36130-1463  
(334) 271-7700  
(334) 279-3051 Fax  
[cswmail@adem.alabama.gov](mailto:cswmail@adem.alabama.gov)

Permit application:

<http://www.adem.state.al.us/programs/water/waterforms/DraftCSW-CGP-NOI.pdf>

Inspection Report:

<http://www.adem.state.al.us/programs/water/waterforms/CSW-CGP-InspectionReport.pdf>

Termination Request (completion of project)

<http://www.adem.state.al.us/programs/water/waterforms/CSW-CGP-NOT.pdf>

eNOI (electronic submittal of Notice of Intent)

<https://app.adem.alabama.gov/eNOI/>