



OFFICE USE ONLY

SUBMITTAL DATE _____

APPROVAL DATE _____

PERMIT # _____

FEES PAID _____

Po Box 1479
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E-Mail: permits@pelhamalabama.gov

COMMERCIAL BUILDING PERMIT APPLICATION

SIGNED AND SEALED DRAWINGS REQUIRED BY ARCHITECT/ENGINEER
THIS APPLICATION IS MEANT TO BE FILLED OUT BY THE PROJECT ARCHITECT/ENGINEER

BUILDING ADDRESS: _____ **ZONING:** _____

BUILDING OWNER: _____ **ADDRESS:** _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ENGINEER/ARCHITECT: _____ **ADDRESS:** _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

CONTRACTOR: _____ **ADDRESS:** _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

TYPE OF IMPROVEMENT: _____ **BUILDING USE TYPE:** _____
 NEW CONSTRUCTION REPAIR SHELL/SLAB WITH ELECTRICAL PRIVATE
 ADDITION/RENOVATION MOVING PUBLIC
 CHANGE OF USE SHELL/SLAB ONLY REROOF

BUILDING REQUIREMENTS PER 2015 IBC:

CONSTRUCTION TYPE: _____ TYPE OF FRAME: _____ USE GROUP: _____
___ MULTI-FAMILY TRANSIENT-# OF UNITS ___; ___ HOTEL, MOTEL-# OF UNITS ___; ___ AMUSEMENT/RECREATIONAL; ___
CHURCH/RELIGIOUS; ___ PARKING GARAGE ___ SERVICE STATION/REPAIR GARAGE; ___ HOSPITAL/INSTITUTIONAL; ___ PUBLIC UTILITY;
___ SCHOOL/EDUCATIONAL; ___ STORE; ___ OTHER
OF STORIES: _____ # OF OFF STREET PARKING REQUIRED: _____ ENCLOSED _____ OUTDOOR
SPRINKLER SYSTEM REQUIRED? ___ YES ___ NO; FIRE SYSTEM MONITORING REQUIRED? ___ YES ___ NO
ALLOWABLE BUILDING HEIGHT: _____ ACTUAL BUILDING HEIGHT: _____
ALLOWABLE BUILDING AREA: _____ ACTUAL BUILDING AREA: _____
LOT SIZE _____ FINISHED SF _____ UNFINISHED SF _____
MAXIMUM OCCUPANT LOAD: _____ PERSONS

REQUIRED UTILITIES:

___ NEW WATER TAP _____ METER SIZE _____ # OF FIXTURES; IRRIGATION METER REQUIRED? _____ SIZE
___ FIRE LINE REQUIRED _____ SIZE
CITY SANITARY SEWER AVAILABLE? ___ YES ___ NO; NEW SEWER TAP NEEDED ___ YES ___ NO
IS THE SEWER SERVICE A PRIVATE SEWER? ___ YES ___ NO; IF YES, NAME OF DISTRICT _____
___ SEPTIC SYSTEM (HEALTH DEPT. PERMIT # _____)
___ NEW ELECTRICAL SERVICE AMPS _____ REPLACE ELECTRICAL SERVICE AMPS _____
PRINCIPAL TYPE OF HEATING _____ CENTRAL AIR: ___ YES ___ NO
NATURAL GAS NEEDED? ___ YES ___ NO

Commercial Building Permit Application

MISCELLANEOUS:

PROPERTY FALL WITHIN A FEMA FLOODPLAIN __ YES __ NO
STREET CUT REQUIRED __ YES __ NO
ELEVATOR REQUIRED __ YES __ NO
NEW BACKFLOW PREVENTER REQUIRED __ YES __ NO
OIL SEPARATOR REQUIRED __ YES __ NO
GREASE TRAP REQUIRED __ YES __ NO IF YES, WHAT SIZE _____ GAL
PLEASE SEE CITY GREASE POLICY ON INSTALLATION AND MAINTENANCE REQUIREMENTS

LIQUOR LICENSE REQUIRED? ____ YES ____ NO APPROVED BY COUNCIL? ____ YES ____ NO
BUILDING PERMIT WILL NOT BE APPROVED UNTIL A LIQUOR LICENSE HAS BEEN APPROVED BY CITY COUNCIL (IF NEEDED)
PLEASE INCLUDE COPY OF COUNCIL APPROVAL WITH APPLICATION.
ZONING APPROVAL ____ YES ____ NO

TOTAL CONSTRUCTION COSTS=\$_____

DESCRIPTION:

EASEMENTS:

DOES THE PROPERTY CONTAIN AN EASEMENT?__ YES __ NO LOCATED ON CIVIL PLAN? ____ YES ____ NO

TRADES: REQUIRED COMPLETION OF SUBCONTRACTORS LIST (SEPARATE FORM)

ALL INSTALLATION COMPANIES ASSOCIATED WITH THIS PROJECT ARE REQUIRED TO HOLD A BUSINESS LICENSE THROUGH THE CITY OF PELHAM. A STOP WORK ORDER WILL BE ISSUED FOR THE PROJECT IF ANY CONTRACTOR IS FOUND NOT TO HAVE AN APPROPRIATE LICENSE. NO INSPECTIONS WILL BE PERFORMED UNTIL PROOF OF LICENSE IS PROVIDED TO THE BUILDING DEPARTMENT.

INSPECTIONS REQUIRED:

24 HOUR NOTIFICATION IS REQUIRED TO SCHEDULE ANY INSPECTION. ANY CONTRACTOR FOUND NOT TO HAVE CALLED FOR PROPER INSPECTIONS, MAY BE REQUIRED TO REMOVE BUILDING MATERIALS THAT HINDER THE BUILDING DEPARTMENT FROM DOING ANY INSPECTION. THIS WILL BE AT CONTRACTORS EXPENSE. WORK SHALL NOT BE SCHEDULED TO OCCUR AFTER HOURS, WEEKENDS OR HOLIDAYS. SEE BUILDING PERMIT CARD FOR LISTING OF REQUIRED INSPECTIONS. CALL FOR UTILITY LOCATES PRIOR TO DIGGING.

Table with 2 columns: Fee Item and Amount. Includes rows for Building Square Footage, Permit Issue Fee, Total Construction Costs, Total Fees Due, and Fees Paid Date.

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION.

I HEREBY ACKNOWLEDGE THAT THE FOLLOWING ARE IN VIOLATION OF THE CODE OF ORDINANCES OF THE CITY OF PELHAM: FAILURE TO CONTACT DIG RITE 3 WORKING DAYS PRIOR TO DIGGING; FAILURE TO MAINTAIN PROPER BUSINESS LICENSE WITH THE CITY; STORAGE OF CONSTRUCTION MATERIAL ON CITY/STATE RIGHT-OF-WAY; AND ACCUMULATION OF MUD AND DEBRIS ON CITY STREETS. VIOLATIONS OF THE ABOVE MAY RESULT IN AN ISSUANCE OF A STOP WORK ORDER.

SIGNATURE OF APPLICANT ADDRESS OF APPLICANT APPLICATION DATE

ANY ONE CALL VIOLATIONS WILL BE ISSUED A CITATION FOR MUNICIPAL COURT, AND THE DIGGER IS LIABLE FOR DAMAGES.

