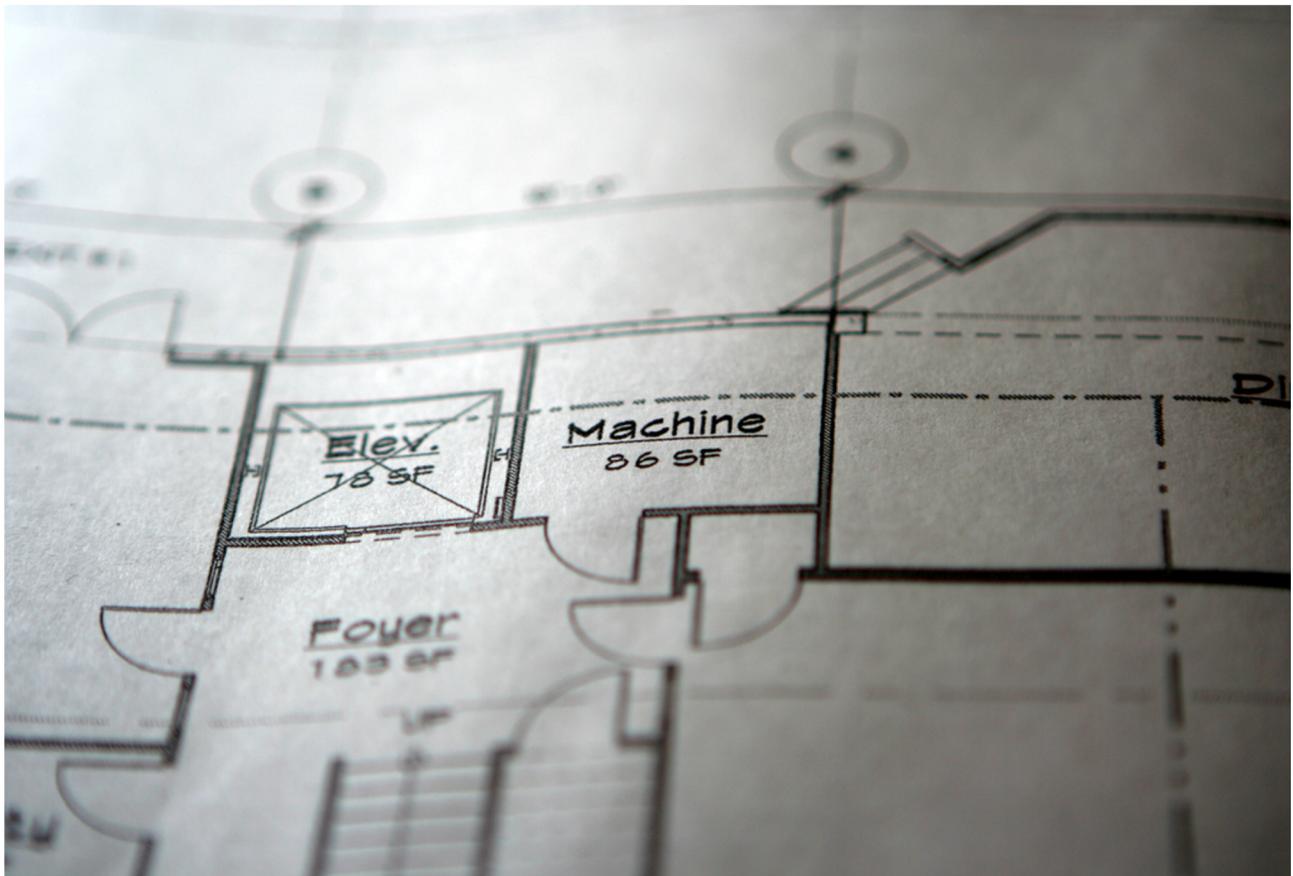


CITY OF PELHAM

# PERMIT PROCEDURES

COMMERCIAL HANDBOOK



The staff at the Building Department looks forward to working with you for the duration of your project to ensure a smooth progression of work.

# GENERAL INFORMATION

## Office Hours

Monday–Friday | 7:30 a.m.–4:30 p.m.

## Inspection Time Frames

Morning | 7:30 a.m.–10:30 a.m.

Afternoon | 12:30 p.m.–3:00 p.m.

## Contact Information

Andre' Bittas | Director of Development Services & Public Works

abittas@pelhamalabama.gov 205.620.6414

Levis Peters | Building Official

lpeters@pelhamalabama.gov 205.620.6510

Kelsey Cunningham | Permit Technician

kcunningham@pelhamalabama.gov 205.620.6495

Rhett Hilyer | Building Inspector

rhilyer@pelhamalabama.gov 205.620.6451

Michael Eddington | Deputy Director/City Engineer

meddington@pelhamalabama.gov 205.620.6408

Sherri Proctor | Planning & Zoning Administrator

sproctor@pelhamalabama.gov 205.620.6543

Owen Watkins | Zoning Compliance Inspector

owatkins@pelhamalabama.gov 205.620.6451

Alex Hawkins | Zoning Compliance Inspector

ahawkins@pelhamalabama.gov

Wes Greene | Fire Marshal

wgreene@pelhamalabama.gov 205.620.6500



CHECKLIST FOR

# COMMERCIAL PERMITS

---

\_\_\_ Copy of State of Alabama Certification on file with license

\_\_\_ Complete stamped & signed sets of plans, in PDF format

\_\_\_ One (1) civil set (If applicable), in PDF format

\_\_\_ Submit a PDF file with the following:

- Site plan (including parking) and erosion control plan
- Utility plan
- Wall detail
- Plumbing, mechanical & electrical drawings
- Landscape drawings, including irrigation plans
- Ledger-sized layout map for addressing purpose

\*ALL pages must be stamped & signed by Engineer or Architect\*

\_\_\_ Plans for restaurants and pools at public assembly locations are to be submitted and approved by the Health Department.

Property setbacks must be verified for each lot through the city's zoning ordinance. The builder is responsible for meeting all requirements on property setbacks.

## IMPORTANT NOTE

NO PLANS WILL BE ACCEPTED NOR PERMIT ISSUED UNLESS ALL REQUIREMENTS LISTED ABOVE ARE ADDRESSED AND MET

# CHECKLIST



Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the ICC codes, or to cause any such work to be done, shall first submit construction documents for review. Construction documents shall be prepared by a registered design professional. Documents shall be dimensioned and drawn upon suitable material, shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

\_\_\_ Life Safety Plan Sheet to include:

- Construction type
- Total square footage
- Number of stories
- Building height
- Occupancy classification
- Interior floor & wall finish classification
- Maximum travel distance to fire exit
- Sprinkler system (provided/not provided)
- Fire Alarm (provided/not provided)

\_\_\_ Elevation Plan Sheet to include:

- Address numbers - location & size
- Exit elevation

\_\_\_ Floor Plan to include:

- Location & size of fire extinguishers
- Exits & exit access
- Door hardware for exit doors & exit access doors
- Location & direction of exit signs
- Location of emergency lights
- Stair details to include handrail & guard details
- Commercial cooking appliance protection (if applicable)

## IMPORTANT NOTE

NO PLANS WILL BE ACCEPTED NOR PERMIT ISSUED UNLESS ALL REQUIREMENTS LISTED ABOVE ARE ADDRESSED AND MET

# CHECKLIST



- \_\_\_ Fire Rated Construction Information (if applicable)
- o Exterior wall fire rating to include a detail drawing
  - o Tenant separation fire rating to include a detail drawing
  - o Opening protection for all fire rated assemblies

- \_\_\_ Site Plan Sheet to include:
- o Property line/Existing structure separation distance
  - o Fire hydrant location
  - o Remote fire department connection (if applicable)
  - o Fire department access

The following information shall be provided to the fire department when submitting plans for review in accordance with the International Building Code section 107. The purpose of this checklist is to establish the minimum requirements for a plan review. Additional documentation may be requested based on the scope of the project.

## IMPORTANT NOTE

NO PLANS WILL BE ACCEPTED NOR PERMIT ISSUED UNLESS ALL REQUIREMENTS LISTED ABOVE ARE ADDRESSED AND MET

---

CONTRACTOR'S SIGNATURE

*Levis Peters*

---

LEVIS PETERS, BUILDING OFFICIAL



# Erosion & Sediment Control Acknowledgement Form

P.O. Box 1479, Pelham, Alabama 35124 | 205.620.6495  
permits@pelhamalabama.gov

---

PROPERTY OWNER/TENANT: \_\_\_\_\_  
SITE ADDRESS: \_\_\_\_\_  
PARCEL NO.: \_\_\_\_\_

*I UNDERSTAND THAT ALL BEST MANAGEMENT PRACTICES WILL BE ENFORCED, WHICH INCLUDE SILT FENCES, HAY BALES AROUND THE LOT, AND GRAVEL ON THE DRIVEWAY FOR ACCESS TO THE STRUCTURE. THE STREETS WILL BE KEPT CLEAN FROM SILT AND MUD AT ALL TIMES DURING THE CONSTRUCTION. I ALSO UNDERSTAND THAT NO INSPECTIONS WILL BE GIVEN UNTIL THE BEST MANAGEMENT PRACTICES ARE IN PLACE AND APPROVED BY EITHER THE BUILDING INSPECTOR OR THE CITY ENGINEER.*

*I UNDERSTAND THAT FAILURE TO PREVENT EROSION AND SEDIMENT FROM ENTERING THE PUBLIC STORM DRAINAGE AND SURFACE WATER SYSTEM COULD RESULT IN FINES.*

SIGNATURE: \_\_\_\_\_  
(PROPERTY OWNER OR THE OWNER'S AUTHORIZED AGENT)

NAME: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

# PERMIT TYPES

Alarm Systems

Banner Permit

Blasting Permit

Building Permit

Demolition Permit

Electrical Permit

Fire Protection

Garage Sale Permit

Gas Permit

House Moving Permit

Low Voltage

Mechanical Permit

Office Trailer Permit

Paving Permit

Plumbing Permit

Roofing Permit

Shell & Slab Permit

Sign Permit

Site Activity Permit

Special Event Permit

Swimming Pool Permit

Tower Permit

\*Burn permits are issued by the Pelham Fire Department | Call Station 1 at 205.620.6500





# HOW TO OBTAIN A BUILDING PERMIT

---

## Permit Application

Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make an application to the Building Department and obtain the required permit for work. Applicants for permits must be contractors licensed to do business in the City of Pelham or owners of the property when acting as their own contractors providing material supervision themselves.

## Current Adopted Codes

Effective June 1, 2023, be it ordained by the Mayor and City Council of the City of Pelham, Alabama, that the Pelham Code Ordinance be amended or omitted as follows in Ordinance No. 067-12. The Pelham Code of Ordinances has adopted the International Building Code, 2021 Edition, International Existing Building Code, 2021 Edition, International Fuel Gas Code, 2021 Edition, International Plumbing Code, 2021 Edition, National Electrical Code, 2020 Edition, International Mechanical Code, 2021 Edition, International Property Maintenance Code, 2021 Edition, International Pool and Spa Code, 2021 Edition, and International Fire Code 2021 Edition for the City of Pelham, Alabama. To request a copy of the ordinance, please email [permits@pelhamalabama.gov](mailto:permits@pelhamalabama.gov).

## Building Permit Coverage

A building permit covers the General Contractors' work. The subcontractors that work under his direction on the job will be required to pull their own permits for the work they perform. Trades include but are not limited to, electrical, mechanical, plumbing, gas, roofing, and landscaping. The General Contractor and all subcontractors are required to have a current City of Pelham Business License when working on a job in our city. The General Contractors are required to have an Alabama General Contractors Certification Card before a license can be issued to ensure the public safety, health, and general welfare of everyone involved.

# PROCESS

## Inspections

When requesting an inspection, you must provide the permit number and address. All inspections must be set up by 4:00 p.m. the preceding day. Please leave a name and number where you can be reached. The inspector will call you if there are any questions concerning your inspection. Your subcontractors/suppliers list must be submitted to the Building Department as soon as possible after purchasing your permit. If you do not submit this and call to request a framing/roughs inspection, it will not be scheduled until this form has been returned to our office and all subcontractors/suppliers have been reviewed for a license with the City of Pelham. Commercial Inspections are done from 7:30 a.m.-10:30 a.m. or 12:30 p.m.-3:00 p.m. Schedule your inspection by calling the Building Department at 205.620.6495 or schedule online. A blank subcontractors list is available upon request.

## Re-Inspections

Effective June 1, 2023, there will be a \$50.00 first re-inspection fee for all inspections that are set up but not ready at said time and have to be rescheduled. Costs increase to \$75.00 for a second re-inspection and \$100.00 for a third re-inspection. This also applies to inspections that do not pass and have to be rescheduled. Your City of Pelham Building Permit Card has to be located on your job site in a waterproof enclosure and visible from the front of the structure being built. Failure to display your building permit card as outlined will result in no inspection and a \$50.00 re-inspection fee. This permit card will reflect the status of your job; if the inspector signs and dates the approval of the inspection, continue with work or call 205.620.6495 and ask about the status of the inspection. If the inspection is turned down, the contractor will be charged a re-inspection fee, and the inspector will call the contractor to advise what needs to be fixed. All contractors are given ten (10) business days to pay for re-inspection fees. All re-inspection fees must be paid before a final inspection can be scheduled.

## Certificate of Occupancy (CO)

After the City of Pelham Building Inspector, Fire Inspector, Engineer & Zoning Inspector inspect the building or structure, and it is in accordance with the currently adopted codes, the Building Department will issue a Certificate of Occupancy.

## “Typical” Erosion Control General Notes

- Sequence of erosion control activities for construction project
  - Install silt fences along the side slope boundaries of the property.
  - Protect storm drain inlets downstream of construction with hay barrier and/or other protective measures.
  - Clearing and grubbing as required.
  - Apply stone to the driveway to stabilize the entrance to the property.
  - Install a silt fence around stockpiles.
  - Construct project.
  - Temporarily or permanently stabilize stripped areas and stockpiles within fourteen (14) days of the last construction activity in that area.
  - Complete grading and install permanent seeding and planting.
  - Complete final paving and roads.
  - When all construction activity is complete, remove the silt fence and reseed bare spots or washouts.
  
- Erosion Control Notes
  - Erosion control measures are to be accomplished for any other construction on the job site and maintained until the permanent ground cover is established.
  - All construction shall be done in a logical sequence to minimize the area of exposed soil at any one time.
  - The contractor shall be responsible for all construction site safety.
  - The contractor shall be responsible for obtaining all required permits.
  - No work is to begin until copies of all required permits are on site.
  - The contractor is to install all erosion control devices before any construction begins; such devices shall be inspected after every 0.50” of rainfall and be repaired and maintained until all construction is completed.
  - All disturbed ground left inactive for fourteen (14) or more days shall be stabilized by seeding or sodding.
  - Any sediment reaching the roadway shall be removed by street cleaning and not by flushing before the end of each day.
  - All disturbed areas shall be seeded & mulched per ALDOT standards and specifications or landscaped.
  - Prior to the final inspection, silt fencing or filled sock bags will need to be placed at locations based on a preliminary walk-through by the City of Pelham.
  - The contractor shall obtain a land disturbance permit from the City of Pelham prior to starting construction.
  - All federal, local, etc. laws shall be complied with before, during, and after completion of job.

# PROCESS

## Developers in the Corridor Overlay District (COD)

Effective October 9, 2006, upon submittal of architectural and engineering plans for projects in the Corridor Overlay District, plans must reflect each item in the Ordinance No. 135-218. In order to clarify compliance with the ordinance, when addressing each item indicate whether or not the item has been addressed, or if it applies to the project. If the item is not reflected or obvious on the drawings, the letter should include an explanation of why the item does not apply or of where in the plans each item has been addressed. In lieu of a letter, COD items can be noted directly on the plans.

- AL State Highway 31
- AL State Highway 119
- AL State Highway 261
- Amphitheater Road
- Applegate Parkway
- Business Park Drive
- Commerce Boulevard
- Huntley Parkway
- Metro Parkway
- Oak Park Drive
- Oak Mtn State Park Road
- Old Montgomery Highway
- Shelby Co. Highway 11
- Shelby Co. Highway 17
- Shelby Co. Highway 35, a distance of .5 miles in a general northerly direction from its intersection with Shelby Co. Highway 52 W
- Shelby Co. Highway 52 W
- Southgate Drive

# OTHER INFORMATION

Landscaping and Buffers

Ordinance No. 135-136

Construction Noise

Ordinance No. 330

To request a copy of these ordinances, please email us at [permits@pelhamalabama.gov](mailto:permits@pelhamalabama.gov).

Agendas, Budgets, Minutes, Ordinances, and Resolutions are also available on the city's website: [www.pelhamalabama.gov](http://www.pelhamalabama.gov)

The screenshot shows the Pelham website homepage. At the top, there is a green navigation bar with the Pelham logo on the left and menu items: Government, Departments, Business, Community, and How Do I... on the right. Below the navigation bar is a search bar with the text "Search...". The main content area features a large background image of a park with trees and a lake. Below the image, there are six icons representing different services: Ballantrae Golf Club, Pelham Civic Complex & Ice Arena, Pelham Racquet Club, Parks & Recreation, Pelham Public Library, and Oak Mountain State Park. At the bottom, there is a dark green sidebar with the word "APPLY" and a list of categories: FIND, PAY, SUBMIT, and RESERVE. To the right of the sidebar is a grid of service buttons, each with an icon and text: Business Licenses, NotifyMe, Volunteer Boards, City of Pelham Employment, Permits, Water Leak Adjustment, Driver License, Vehicle Registration, and Water/Sewer Service.