



Department of Building & Revenue Services
Building Permitting Procedures Handbook

Office Hours

8:00AM – 5:00PM

Monday – Friday

Inspection Time Frames

Morning – 7:00AM – 9:30AM

Afternoon – 12:00PM – 2:30PM

Bob Miller – Building Official
Mitch Morgan – Building Inspector
Dan Gardner – Plans Examiner
Chris Cousins/Andrew Golden – City Engineer
Justin Palmer – Fire Marshal
Wes Greene – Fire Inspector
Kelsey Cunningham – Permit Coordinator
Cathy Sweeney – Business License
Kathy Woodard – Tax

****REQUIREMENTS FOR OBTAINING A RESIDENTIAL PERMIT****

Our staff at the Department of Building and Revenue Services look forward to working with everyone for the duration of your project to ensure a smooth progression of work.



City of Pelham

REQUIREMENTS FOR OBTAINING A RESIDENTIAL PERMIT

- ___ COPY OF HOMEBUILDERS LICENSURE CARD ON FILE WITH LICENSE
- ___ SUBMIT TWO COMPLETE SETS OF PLANS WITH THE FOLLOWING:
 - ___ PLOT PLAN
 - ___ WALL DETAIL INCLUDING ANY FIRE SEPARATION BETWEEN GARAGES & LIVING SPACE MUST BE SHOWN ON PLANS. YOU NEED TO HIGHLIGHT THE FIRE WALL & DOOR ON THE PLANS.
 - ___ SEPTIC TANK APPROVAL FROM HEALTH DEPARTMENT OR WEATHERLY WATERWAY APPROVAL (IF APPLICABLE). WATER TAP FEES MUST BE PAID WITH CITY OF PELHAM BEFORE PICKING UP PERMIT.
 - ___ SUBMIT A LANDSCAPE DRAWING SHOWING TREES AND SOD (MAY BE DRAWN ON PLOT PLAN IF DESIRED).
 - ___ SITE EROSION CONTROL PLAN WHICH INCLUDES GRAVEL ON DRIVEWAY FOR ACCESS TO STRUCTURE.
 - ___ ONE SET OF ACCEPTED PLANS SHALL BE KEPT AT THE SITE OF WORK AND SHALL BE OPEN TO INSPECTION BY THE BUILDING OFFICIAL OR HIS/HER AUTHORIZED REPRESENTATIVE.

A FOUNDATION SURVEY IS TO BE FURNISHED TO THE BUILDING DEPARTMENT STAMPED BY A LICENSED LAND SURVEYOR OR ENGINEER REGISTERED WITH THE STATE OF ALABAMA. THE FOUNDATION SURVEY IS TO BE RECEIVED AND APPROVED BY THE BUILDING DEPARTMENT **BEFORE FRAMING** OR ANY OTHER WORK BEGINS. THIS IS TO INSURE ALL SETBACKS ARE CORRECT BEFORE PLACING ANY STRUCTURE ON THE FOUNDATION.

VERIFICATION OF ZONING ORDINANCE FOR CORRECT SETBACKS IS REQUIRED ON EACH LOT BEFORE BEING PERMITTED. THE BUILDER IS RESPONSIBLE FOR MEETING ALL REQUIREMENTS ON PROPERTY SETBACKS.

CONTRACTORS SIGNATURE

**** NOTE: NO PLANS WILL BE ACCEPTED OR PERMIT ISSUED UNLESS ALL ITEMS LISTED ABOVE ARE ADDRESSED AND MET. ****



ROBERT M. MILLER
CITY OF PELHAM BUILDING OFFICIAL



City of Pelham
Building Department

I UNDERSTAND THAT ALL BEST MANAGEMENT PRACTICES WILL BE ENFORCED. WHICH INCLUDES 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 OFFICIAL OR THE BUILDING INSPECTOR.

(PLEASE SIGN)

Procedures for Obtaining Building Permits

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 Department of Building and Revenue Services 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 contractor providing material supervision themselves.

Building & Fire Codes

Effective as of this date, *September 8, 2018*, 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. 067-09*. The Pelham Code of Ordinances has adopted the 2015 International Residential Code, 2015 International Building Code, and the 2015 International Fire Code for the City of Pelham, Alabama. See the attached ordinance.

Types of Permits issued by Pelham

Alarm Systems	Electrical Permit	Mechanical Permit	Shell & Slab Permit
Banner Permit	Garage Sale Permit	Office Trailer Permit	Sign Permit
Blasting Permit	Gas Permit	Paving Permit	Site Activity Permit
Building Permit	House Moving Permit	Plumbing Permit	Swimming Pool Permit
Demolition Permit	Low Voltage	Roofing Permit	Tower Permit

**Burn permits are issued by the Pelham Fire Department, Station 1. 205-620-6500

ORDINANCE NO. 067-09

An Ordinance to amend Chapter 4, of the Pelham Code of Ordinances concerning Buildings, Construction and related activities, and Chapter 7, of the Pelham Code of Ordinances concerning Fire Protection and Prevention

AN ORDINANCE AMENDING ORDINANCE NUMBER 067-07 OF THE PELHAM CODE OF ORDINANCES ADOPTING THE 2015 INTERNATIONAL RESIDENTIAL CODE, 2015 INTERNATIONAL BUILDING CODE, AND THE 2015 INTERNATIONAL FIRE CODE FOR THE CITY OF PELHAM, ALABAMA.

Section 1. Be it ordained by the Mayor and City Council of the City of Pelham, Alabama that the Pelham Code of Ordinances be amended or omitted as follows:

International Residential Code adopted.

- 1) A certain document, a copy of which is on file in the office of the Department of Building and Revenue of the City of Pelham, being marked and designated as the *International Residential Code*, 2015 edition, including appendix chapters A, B, C, D, E, F, G, H, J, K, M, N, O and P as published by the International Code Council, be and is hereby adopted as the *Residential Code of the City of Pelham*, in the State of Alabama, for regulation and governing the construction, alteration, movement, enlargement, replacement, repair, equipment, location, removal and demolition of detached one- and two-family dwellings and multiple single-family dwellings (townhomes) not more than three (3) stories in height with separate means of egress as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said residential code on file in the office of the Department of Building and Revenue are hereby referred to, adopted, and made a part hereof, as if fully set out in this section, with the additions, insertions, deletions and changes, if any, prescribed in Section (b)

(b) The following sections are added or hereby revised in their entirety to read as follows:

R101.1 Title. These provisions shall be known as the *Residential Code for One- and Two-Family Dwellings of the City of Pelham*, and shall be cited as such and will be referred to herein as "this code."

R108.2.1 Fee Schedule. See ARTICLE 1, Section 4-2 Building Permit Fees.

R1 13.5 Violation Penalties. See ARTICLE 1 Administration.

R114.3 Stop Work Orders. See ARTICLE 1 Administration

R203 Sleeping Room. Rooms that have a closet shall be classified as a sleeping room and shall meet all emergency egress safety requirements out of that room. The building official or his/her designee may grant exceptions if a room, by its design, cannot function as a sleeping room. Sewing rooms, dens, studios, lofts, game rooms, and any other conditioned room along an exterior wall which is 70 square feet or greater in size will be considered to be sleeping rooms unless the room is specifically exempted. If a home office, library or similar room is proposed, it may be exempted from being considered a sleeping room if there is no closet and at least one of the following is present: a) permanently built-in bookcases, desks and other features that encumber the room in such a way that it cannot be used as a sleeping room; b) a minimum 4 foot opening, without doors, into another room; or c) a half wall (4 foot maximum height) between the room and another room.

Table R301.2 (1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND/ICE WIND				SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph)	Topographic effects	Special wind region	Wind-borne debris zone		Weathering	Frost line depth	Termites					
5	115	No	No	No	B	Moderate	12 in	Very Heavy	21 ° F	No	9/13/2010	96	62 ° F

R309.5 Fire Sprinklers. This section shall be deleted in its entirety.

R312.2.3 Window opening control devices limitations. Window opening control devices shall not be used in a bedroom on new construction of residential homes, 2nd story additions, and bedroom additions to existing homes.

R313.2 One- and Two-Family Dwellings Automatic Fire Systems. This section shall be deleted in its entirety.

R314.3 Smoke Alarms. Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area, in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling including stairway access attics.
4. In each garage and subdivided basement area.

When more than one smoke alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual dwelling.

R401.1 Application. The provisions of this chapter shall control the design and construction of the foundation and foundation spaces for all buildings to include extensive renovations and the addition of stories to an existing structure. Existing footings for additional stories shall comply with section R403.1.1. In addition to the provisions of this chapter, the design and construction of foundations in areas prone to flooding as established by Table R301.2 (1) shall meet the provisions of Section R322. Wood foundations shall be designed and installed in accordance with AWC & PWF.

Exception: The provisions of this chapter shall be permitted to be used for wood foundations only in the following situations:

1. In buildings that have no more than two floors and a roof
2. When interior basement and foundations walls are constructed at intervals not exceeding 50 feet (15 240mm)

Wood foundations in Seismic Design Category 0^o, D¹, or O² shall be designed in accordance with accepted engineering practice.

R401.4.3 Foundation. Footing and foundations for new construction and additions installed on a lot or parcel that has an average grade slope exceeding 1/3 shall be designed by a State of Alabama licensed engineer. A geotechnical engineer shall be required to evaluate the site and inspect the footings and foundations.

R403.1.1 Minimum Size Required on All Footings. The minimum size for concrete footings and reinforcement shall be:

- Exterior Walls: 10" thick by 24" width with two #4 rods continuous
- Interior Piers: 12" thick by 24" square width with four #4 rods interior
- Grade Beams: 8" thick by 18" width with two #4 rods continuous

Additional Regulations:

(A). All footings shall have a minimum of two No. 4 reinforcing bars placed in the lower third of the footing at least one inch above the bottom of the footing. All reinforcing bars shall be supported on metal brackets or chairs and shall be overlapped at least one foot at each joint. All bars shall be wired to the chairs and at each overlapping joint. Additional reinforcing bars or bars of a larger size may be required at the discretion of the Building Inspector. In the event of any differences between the above stated minimum requirements and the requirements of the architect's or engineer's design, the more stringent criteria will apply. It is the responsibility of the architect or engineer to provide a structurally sound design.

(B). Erosion and siltation measures shall be required at each construction site regardless of the size of the site. Silt fences, staked hay bales, or other necessary measures are required to retain silt, mud and debris on the construction site and prevent siltation of adjacent properties, roadways and drainage ways. All work shall be done in accordance with best management practices.

(C). A foundation survey shall be provided to the Building Official after footing is poured to insure that all zoning requirements are met.

2015 International Plumbing Code.

P2801.9 Water Heaters Installed in Attics. Attics containing a water heater shall be provided with an opening and unobstructed passageway large enough to allow removal of the water heater. The passageway shall not be less than 30inches (762mm) high and 22inches (559mm) wide and not more than 20 feet (6.096mm) in length when measured along the centerline of the passageway from the opening to the water heater. The clear access opening dimensions shall be a minimum of 20inches by 30inches (508mm by 762mm) where such dimensions are large enough to allow removal of the water heater. An automatic shutoff valve and water sensor shall be installed to protect rooms below.

P3002.1.1 Pipe installed under slabs. Drain and waste pipe installed in the ground and under slabs shall be polyvinyl chloride (PVC) plastic pipe schedule 40 or better.

P3103.1 Roof Extension. All open vent pipes which extend through a roof shall be terminated at least 6inches (152mm) above the roof or 3inches (76mm) above the anticipated snow accumulation, except that where a roof is to be used for any purpose other than weather protection, the vent extension shall be run at least 7 feet (2.134mm) above the roof.

P3114.2 Installation of Air Admittance Valves. The air admittance valves shall be approved by the Building Official before installation. The valves shall not be used in new construction or additions where a vent thru the roof is available. If the valve is approved, it shall be installed in accordance with the requirements of this section and the manufacture's installation instructions. Air admittance valves shall be installed after the DWV testing required by Section P2503.5.2 has been performed."

International Building Code adopted.

- 1) A certain document, a copy of which is on file in the office of the Department of Building and Revenue of the City of Pelham, being marked and designated as the *International Building Code*, 2015 edition, including appendix chapters B, E, F, G, H, I, J and K as published by the International Code Council, be and is hereby adopted as the *Building Code of the City of Pelham*, in the State of Alabama, for regulation and governing the conditions essential to provide that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said *Building Code* on file in the Office of the Department of Building and Revenue, are hereby referred to, adopted, and made a part hereof, as if fully set out in this section, with the additions, insertions, deletions and changes, if any, prescribed in subsection (b)

(b) The following sections are added or hereby revised in their entirety to read as follows:

101.4.4 Property Maintenance. This section shall be deleted in its entirety.

107.1 General. Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets with each permit application. Once plans are approved by the respective parties, an electronic set of

construction documents shall be submitted for review on a CD or flash drive saved as a PDF File.

The construction documents shall be prepared by a registered design professional present to section 107.1.1 where required by the City of Pelham. Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The Building Official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

107.1.1 All Building Plans Shall Be Prepared by a Design Professional. The design professional shall be an architect or engineer legally registered under the laws of the State of Alabama regulating the practice of architecture or engineering and shall affix his/her official seal and signature to said drawings. Engineered plans shall be submitted for electrical, mechanical and plumbing work including specifications and accompanying data. All group occupancies excluding R-3 (Single Family Homes) shall be designed by an architect.

109.2 Fee Schedule. See ARTICLE 1, Section 4-2 Building Permit Fees.

TABLE 1020.1
CORRIDOR FIRE-RESISTANCE RATING

Occupancy	REQUIRED FIRE-RESISTANCE RATING (Hours)		
	Occupant Load Served By Corridor	Without Sprinkler System	With Sprinkler System
H-1,H-2,H-3	All	Not Permitted	1
H-4, H-5	Greater than 30	Not Permitted	1
A,B,E,F,M,S,U	Greater than 30	1	0a
R	Greater than 10	Not Permitted	0.5
1-2A, 1-4	All	Not Permitted	0
1-1, 1-3	All	Not Permitted	1b

- A. Or required for occupancies in Group 1-2. See Sections 407.2 and 407.3
- B. For a reduction in the fire-resistance rating for occupancies in Group 1-3, See Section 408.8
- C. Buildings equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2 where allowed.
- D. Group A, B & E occupants in a building exceeding 3000 square feet gross area and/or buildings of any occupancy group occupied by two or more tenants where the Common path of egress travel is through corridors, lobbies, shafts or open vertical exit enclosures shall be protected with walls in accordance with Section 71.1 (smoke partitions)

1210.2.2.1 Surrounding Material. Tile or sealed masonry shall be required in group A, E, M and B occupancies. Approved alternate material may be used in business occupancies less than 1500 square feet in area.

1612.3 Establishment of Flood Hazard Areas. To establish flood hazard areas, the applicable governing authority shall adopt a flood hazard map and support data. The flood hazard map shall include, at a minimum, areas of special flood hazard as identified by the Federal Emergency Management Agency in an engineering report entitled "The Flood Insurance Study for City of Pelham, Alabama," dated September 3, 2010 or current effective date, as amended or revised with the accompanying Flood Insurance Rate Map (FIRM) and Flood Boundary and Floodway Map (FBFM) and related supporting data along with any revisions thereto. The adopted flood hazard map and supporting data as amended or revised are hereby adopted by reference and declared to be a part of this section."

101.4.8 Electrical. The current published edition provisions of the *2014 National Electrical Code* shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment appliances, fixtures, fittings and appurtenances thereto.

Article 1. In General

Section 4-1. Technical codes adopted.

Section 7-1. Technical codes adopted.

(A) The following codes are hereby adopted by reference as though they were copied herein fully:

- 1) International Building Code, 2015 Edition

The following sections shall read as follows:

Section 101.1 Insert: City of Pelham

Section 109.3 Insert: Class C Misdemeanor, \$500, 5 days

Section 111.4 Insert: \$50, \$500

- 2) International Existing Building Code, 2015 Edition
- 3) International Fuel Gas Code, 2015 Edition
- 4) International Plumbing Code, 2015 Edition
- 5) National Electrical Code, 2014 Edition
- 6) International Mechanical Code, 2015 Edition

(B) In the event that any two or more of the adopted codes contain conflicting requirements, the more protective requirement shall prevail.

(C) Nothing contained herein shall prevent the city from adopting additional regulations as required for the public welfare.

(D) Within said codes when reference is made to the duties of certain officials named therein that designated official in the city who has duties corresponding to those of the named officials in said code shall be deemed the responsible official insofar as enforcing the provisions of said code concerned.

(E) This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect 10 days from and after the date of its final passage adoption.

2015 International Fire Code adopted.

International Fire Code, 2015 edition (with the following amendments and exceptions) and Appendix Chapters A, B, C, D, E, F, H, I and J.

Amendment 1: Chapter 80, Referenced Standards, paragraph one, shall read as follows:

This chapter lists the standards that are referenced in various sections of this document. The standards are listed herein by the promulgating agency of the standard, the standard identification, the effective date and title, and the section or sections of this document that references the standard. The application of the referenced standards shall be as specified in Section 102.7.

Amendment 2: Chapter 1, Section 102, 102.7, Referenced codes and standards, shall read as follows:

The codes and standards referenced in this code shall be those that are listed in Chapter 80 and such codes and standards shall be considered to be part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.7.1 and 102.7.2.

(A) 102.7.1 Conflicts. Where conflicts occur between provisions of this code and referenced codes and standards, the provision of this code shall apply.

(A) 102.7.2 Provisions in referenced codes and standards. Where the extent of the reference to a referenced code or standard includes subject matter that is within the scope of this code, the provisions of this code, as applicable, shall take precedence over the provisions in the referenced code or standard.

Amendment 3: Chapter 1, Section 105, Permits. The following sections shall be omitted:

- (1) Sections 105.6.1
- (2) Section 105.6.3
- (3) Section 105.6.4
- (4) Section 105.6.6
- (5) Section 105.6.7
- (6) Section 105.6.8
- (7) Section 105.6.9
- (8) Section 105.6.10
- (9) Section 105.6.11
- (10) Section 105.6.12
- (11) Section 105.6.13
- (12) Section 105.6.17
- (13) Section 105.6.18
- (14) Section 105.6.19
- (15) Section 105.6.20
- (16) Section 105.6.21
- (17) Section 105.6.22
- (18) Section 105.6.23
- (19) Section 105.6.24
- (20) Section 105.6.25
- (21) Section 105.6.26
- (22) Section 105.6.27
- (23) Section 105.6.28
- (24) Section 105.6.29
- (25) Section 105.6.30
- (26) Section 105.6.31
- (27) Section 105.6.33
- (28) Section 105.6.34

- (29) Section 105.6.35
- (30) Section 105.6.36
- (31) Section 105.6.37
- (32) Section 105.6.39
- (33) Section 105.6.40
- (34) Section 105.6.41
- (35) Section 105.6.42
- (36) Section 105.6.43
- (37) Section 105.6.44
- (38) Section 105.6.46
- (39) Section 105.6.47
- (40) Section 105.6.48

Amendment 4: The following exception shall be omitted:

Section 5601.1.3 Fireworks, exception number 4

Amendment 5: The following sections shall read as follows:

Section 101.1. Insert: City of Pelham

Section 109.4. Insert: Class C misdemeanor. \$500, 5 days

Section 111.4. Insert: \$50, \$500

Section 2. All Ordinances or parts of Ordinances contrary to the provisions of this Ordinance are hereby specifically repealed.

Section 3. In the event that any two or more of the adopted codes contain conflicting requirements, the more protective requirement shall prevail.

Section 4. Nothing contained herein shall prevent the city from adopting additional regulations as required for the public welfare.

Section 5. Within said codes when reference is made to the duties of certain officials named therein that designated official in the city who has duties corresponding to those of the named officials in said code shall be deemed the responsible official insofar as enforcing the provisions of said code concerned.

Section 6. The provisions of this Ordinance are severable, and if any part of this Ordinance is declared invalid or unconstitutional, that declaration shall not affect the remainder of this Ordinance, which shall remain in full force and effect.

Section 7. This Ordinance shall become effective upon its passage and publication or posting as required by law.

THEREUPON Beth McMillan, a councilmember moved and Maurice Mercer, a councilmember seconded the motion that Ordinance No. 067-09 be given vote. The roll call vote on said motion was recorded as follows:


Rick Hayes President of the Council	<u>Yes</u>
Ron Scott Council Member	<u>Yes</u>
Beth McMillan Council Member	<u>Yes</u>
Maurice Mercer Council Member	<u>Yes</u>
Mildred Lanier Council Member	<u>Yes</u>

Ordinance No. 067-09 passed by a majority vote of all members of the Council present and the Council President declared the same passed.

ADOPTED this the 4th day of September 2018.

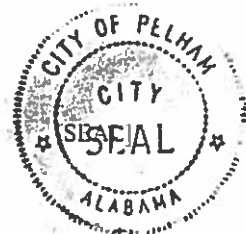

 Rick Hayes, Council President


 Ron Scott, Councilmember


 Beth McMillan, Councilmember


 Maurice Mercer, Councilmember


 Mildred Lanier, Councilmember



ATTEST


 Tom Seale, MMC, City Clerk/Treasurer

APPROVED

 9/4/2018
 Gary W. Waters, Mayor Date

POSTING AFFIDAVIT

I, the undersigned qualified City Clerk/Treasurer of the City of Pelham, Alabama, do hereby certify that the above and foregoing **ORDINANCE NO. 067-09** was duly ordained, adopted, and passed by the City Council of the City of Pelham, Alabama at a regular meeting of such Council held on the 4th day of September 2018 and duly published by posting an exact copy thereof on the 5th day of September 2018 at four public places within the City of Pelham, including the Mayor's Office at City Hall, City Park, Library, Water Works and www.pelhamalabama.gov. I further certify that said ordinance is on file in the office of the City Clerk/Treasurer and a copy of the full ordinance may be obtained from the office of the City Clerk/Treasurer during normal business hours.



Tom Seale, MMC, City Clerk/Treasurer



Building Permit Coverage

A building permit covers the general contractor and the subcontractors that work under his direction on the job. The general contractor and all subcontractors are required to have a current City of Pelham Business License when working on a job in Pelham. The general contractors are required to have a State of Alabama Certification Card before a license can be issued, to insure public safety, health and general welfare to everyone concerned.

Inspections

When requesting an inspection you must provide the permit number and address. All inspections must be set up by 5:00PM the preceding day (24 Hour Notice). 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 is to be submitted to the Department of Building & Revenue Services 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, Alabama.

The City of Pelham Department of Building & Revenue Services requires to have a foundation survey on file before a framing/roughs inspection can be scheduled.

Inspection Time Frames are as follows; morning inspection 7:00AM – 9:30AM or afternoon inspection 12:00PM – 2:30PM.

To set up inspections please contact Kelsey Cunningham at 205-620-6411.

****Please see the attached subcontractors list****

SUBCONTRACTORS LIST

**CITY OF PELHAM
P. O. BOX 1238
PELHAM, AL 35124**

PHONE: 620-6411

FAX: 663-3116

THIS FORM MUST BE COMPLETED AND PRESENTED TO THE BUILDING DEPARTMENT WHEN YOUR PERMIT IS ISSUED. YOU MUST LIST ALL SUBCONTRACTORS WHO WILL BE WORKING ON THIS JOB.

GENERAL CONTRACTOR: _____

CONTRACTORS ADDRESS: _____

PHONE: _____ PERMIT NUMBER: _____ STATE LICENSE: _____

Job site: _____

****IF SUPPLYING, INSTALLING, OR BOTH CIRCLE APPROPRIATE BOX****

AC / HEATING:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

CABINETS / BOOKCASES:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

CEILING / ACOUSTICAL:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

CONCRETE:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

ELEVATOR / SHAFTS:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

FENCING:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

ALARM SYSTEM:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

CARPENTERS / FRAMING:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

CLEAN UP:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

ELECTRICIAN:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

EXTERMINATOR:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

FLOORING:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO: _____

****SUPPLIER INSTALLER BOTH**

GLASS:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____
****SUPPLIER INSTALLER BOTH**

GARAGE DOORS:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____
****SUPPLIER INSTALLER BOTH**

LANDSCAPING / SHRUBS:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____

METAL WALLS / PANELS:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____
****SUPPLIER INSTALLER BOTH**

PAINTER:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____

PLUMBING / GAS:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____

ROADS / STREET / DRIVEWAY:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____

GRADING / EXCAVATING:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____

INSULATION:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____
****SUPPLIER INSTALLER BOTH**

MASONRY:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____

ORNAMENAL METAL:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____
****SUPPLIER INSTALLER BOTH**

INTERIOR DECORATOR:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____

PRECAST / ROOF / DECKS:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____
****SUPPLIER INSTALLER BOTH**

ROOFING:
NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE NO: _____

Re-Inspections

Effective as of this date, December 3, 2018, there will be a \$50.00 re-inspection fee for all inspections that are set up but not ready at said time and have to be rescheduled. 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 will result in no inspection and a \$50.00 re-inspection fee if the building inspector arrives at the construction site and the permit card is not displayed in the above manner.

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 205-620-6411 and ask about the status of the inspection. But, if the inspection is turned down, the contractor will be charged a \$50 re-inspection fee and the inspector will call the contractor to let them know what needs to be fixed. All contractors are given 10 business days to pay for re-inspection fees. However, all re-inspection fees must be paid before a final inspection can be scheduled.

Certificate of Occupancy (CO)

Commercial Properties: After the City of Pelham Building Inspector and Fire Inspector inspects the building or structure and it is in accordance with the currently adopted codes, the Department of Building & Revenue Services will issue a Certificate of Occupancy.

Residential Properties: After the City of Pelham Building Inspector inspects the dwelling or structure and it is in accordance with the currently adopted codes, the Department of Building & Revenue Services will issue a Certificate of Occupancy.

“Typical” Erosion Control General Notes

Sequence of erosion control activities for construction project.

1. Install Silt Fences along the side slope boundaries of the property.
2. Protect storm drain inlets downstream of construction with hay barrier and/or other protective measures.
3. Clearing and grubbing as required.
4. Apply stone to driveway to stabilize entrance to property.
5. Install silt fence around stockpiles.
6. Construct project.
7. Temporarily or permanently stabilize stripped areas and stockpiles within fourteen (14) days of last construction activity in that area.

8. Complete grading and install permanent seeding and planting.
9. Complete final paving and roads.
10. When all construction activity is complete remove silt fence and reseed bare spots or washouts.

Erosion Control Notes

1. Erosion Control measures are to be accomplished to any other construction on the job site and maintained until permanent ground cover is established.
2. All construction shall be done in a logical sequence to minimize the area of exposed soil at any one time.
3. The contractor shall be responsible for all construction site safety.
4. The contractor shall be responsible for obtaining all required permits. No work is to begin until copies of all required permits are on site.
5. 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.
6. All disturbed ground left inactive for fourteen (14) or more days shall be stabilized by seeding or sodding.
7. Any sediment reaching the road way shall be removed by street cleaning, and not by flushing, before the end of each day.
8. All disturbed areas shall be seeded & mulched as per AL. D.O.T. standards and specifications or landscaped.
9. Prior to 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.
10. Contractor shall obtain a land disturbance permit from the City of Pelham prior to starting construction.
11. All federal, local, etc. laws shall be complied with before, during and after completion of job.

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.

Streets in the COD:

Alabama State Highway 31
Alabama State Highway 119
Alabama State Highway 261
Amphitheater Road
Applegate Parkway
Business Park Drive
Commerce Boulevard
Huntley Parkway
Interstate 65
Metro Parkway

Oak Park Drive
Oak Mountain State Park Road
Old Montgomery Highway
Shelby County Highway 11
Shelby County Highway 17
Shelby County Highway 35, a distance of .5 miles
in a general northerly direction from its intersection
with Shelby County Highway 52 W
Shelby County Highway 52
Southgate Drive

Landscaping and Buffers

Ordinance No. 135-136, See the attached.

Construction Noise

Ordinance No. 330, See the attached.

Additional Information

To look up Agendas, Budgets, Minutes, Ordinances and Resolutions please go to www.pelhamalabama.gov, scroll and click "Agenda & Minutes", click "Search our Document Archives" and the User Name and Password is lowercase pelham.

ORDINANCE NO. 135-136

AN ORDINANCE TO AMEND THE ZONING ORDINANCE PROVIDING FOR ARTICLE XVIII, SECTION 9, SUPPLEMENTAL REGULATIONS LANDSCAPING AND BUFFERS

ARTICLE XVIII

SECTION 9

SUPPLEMENTAL REGULATIONS

LANDSCAPING AND BUFFERS

Section 9 Landscaping and Buffers

The intent of this Section is to require landscaping and a minimum number of trees in residential areas, to establish standards for buffers required between incompatible land uses and to provide for landscaping surrounding and within vehicular areas in commercial zoning.

9.01 Landscaping for Residential Dwellings

A landscaping plan shall be required as part of every zoning application, variance application and building permit application for new construction.

The following standards shall apply to the construction of residential dwellings:

- A. Prior to issue of a certificate of occupancy for residentially zoned property, on a lot that is one hundred (100) or less feet in width, the owner shall landscape and plant at least one shade tree in the front or side yards and at least two shade trees in the rear yard.
- B. Prior to issue of a certificate of occupancy for residentially zoned property, on a lot that is more than one hundred (100) feet in width, the owner shall landscape and plant at least three shade trees in the front or side yards and at least two shade trees in the rear yard.
- C. Only shade trees listed in Section 9.07 may be planted to comply with the requirements of this Section.
- D. Existing trees which are at least six (6) inches in diameter may be used toward meeting the requirements of Section 9.07, if the area within the dripline of the trees has been left in its natural condition and no filling, grading, excavation or parking of vehicles or equipment or other activity which could damage or kill the tree, has occurred within the dripline of said existing trees.
- E. To prevent sedimentation runoff, yards shall be sod laid on topsoil.

9.02 Buffers

- A. **Applicability.** A Landscape Plan shall be required as part of every zoning application, variance application and building permit application for new construction that is required by this Ordinance to have a buffer.
- B. **Standards.** In order to decrease incompatibility between neighboring land uses, the following standards shall apply to all buffers required by the Zoning Ordinance whether the buffer is comprised of planted, natural or a combination of planted and natural vegetation.
 1. Prior to occupancy of the building or premises, the buffer shall provide a visually impervious barrier, uniformly dense at all heights from the ground, and a minimum of five (5) feet above

grade throughout the entire length of the buffer. Within one year after installation the buffer shall be at least six (6) feet above grade throughout the entire length of the buffer. The buffer shall be comprised of vegetation which meets or exceeds these minimum standards throughout the calendar year.

2. In the case of planted buffers, the entire surface area of the buffer shall be planted as prescribed in this Section. Only evergreen plant materials may be planted within a required buffer.
3. Public utilities and storm drainage facilities may be constructed in required buffer, provided the buffer is installed in compliance with the approved Landscaping Plan. The City may require supplemental evergreen plantings in order to mitigate the effect of land disturbance in the buffer.

All detention and retention areas shall be sod laid on topsoil to prevent sedimentation runoff.

4. The owner shall be responsible for the maintenance, repair and replacement of all landscaping materials and irrigation systems required by this Section. All plant material shall be maintained in a healthy growing condition, replaced when dead and kept free of weeds, refuse and debris.
5. All planted buffers shall be irrigated by an automatic irrigation system.

9.03 Landscaping for Vehicular Areas in Commercial Zoning

Applicability. These regulations apply to all areas which are located within all commercial zoning, and used for drives; off-street parking and/or loading; vehicular storage, display, maneuvering and washing; and the dispensing of motor fuels; (hereinafter referred to as vehicular areas).

A Landscaping Plan shall be required as part of every zoning application, variance application and building permit application for new construction which includes vehicular areas as herein described. This Section shall apply to new vehicular areas for all uses, except residentially zoned property. If the size of an existing vehicular area is increased by ten (10) percent or more, the new vehicular area and the existing vehicular area shall comply with the requirements of this Section; except that landscaping in the existing vehicular area shall be exempt from the irrigation requirement.

9.04 Interior Vehicular Area Landscaping Requirements

- A. Each vehicular area shall have interior landscaping covering not less than five (5) percent of the total vehicular area. Such landscaping shall be in addition to all planting within six (6) feet of a building.
- B. The primary landscaping materials used in vehicular areas shall be shade trees which comply with the standards of Section 9.07. Shrubs and other planting materials may be used to compliment the shade tree planting, but shall not be the sole component of the landscaping.
- C. The interior dimensions of any planting area shall be sufficient to protect all landscaping materials planted therein.
- D. All required landscaping shall be irrigated by an automatic irrigation system.

9.05 **Perimeter Landscaping Requirements Adjacent to Public Rights-of-Way**

- A. Only shade trees listed in Section 9.07 may be used to comply with the requirements of this subsection.
- B. A landscaped strip at least five (5) feet wide, which shall not include a sidewalk or trail, shall be located between the vehicular area and the public right-of-way, except where driveways cross the property line.
- C. The entire five (5) foot wide strip shall be planted with a double staggered row of shrubs. The shrubs shall be evergreen and a minimum of thirty (30) inches high at installation.
- D. At least one shade tree for every thirty (30) linear feet of required landscape strip, or portion thereof, shall be planted in the landscaped strip.
- E. Landscaping shall not be planted in a manner or location which causes a hazard to vehicles entering or within the public right-of-way.
- F. All required landscaping shall be irrigated by an automatic irrigation system.

9.06 **Maintenance and Irrigation**

- A. The owner shall be responsible for the maintenance, repair and replacement of all landscaping materials required by Section 9 of this Article. All plant material shall be tended and maintained in a healthy growing condition, replaced when dead and kept free of weeds, refuse and debris.
- B. All landscaping required in Section 9 of this Article shall be irrigated by an automatic irrigation system.

9.07 **Shade Tree List**

Only the following shade trees may be planted in order to comply with the requirements of Section 9 of this Article. All such trees shall be at least two and one half (2 and ½) inches in diameter, measured five feet above the root ball of the tree.

American Holly	Oak
Chinese Elm	Crape Myrtle
Ginkgo	Zelcova
Bradford Pear	Magnolia
Red Bud	Willow
Birch	Cherry
Dogwood	Maple
Poplar	

9.08 **Landscaping Plan**

A Landscaping Plan shall be required as part of every zoning application, variance application and building permit application for new construction that requires a buffer and/or landscaping in vehicular areas. The Landscape Plan shall be drawn to a scale no larger than one inch equals 50 feet and shall contain the following information:

- A. The location and dimension of all areas proposed for landscaping and planting, including a description of the proposed plant materials.
- B. All dimensions and distances, property lines, easements, rights-of-way and buffers.

- C. Existing and proposed buildings and structures, including signs, trash and garbage containers, utility and drainage structures.
- D. Existing and proposed buildings and structures on the subject property and adjacent property affected by a required buffer. When the finished floor elevation of buildings on the subject property differs by ten (10) feet or more from the finished floor elevation of the buildings on the adjacent property affected by the buffer, the plan shall include a cross section which accurately shows the comparative elevations of the buildings in relationship to the buffer.
- E. Bodies of water including water detention and retention areas.
- F. Driveways, vehicular areas, existing and proposed parking spaces, access aisles and other vehicular areas.
- G. Sufficient information and detail to demonstrate compliance with the requirements of this Section.

9.09 Modification or Waiver

The screening and planting requirements of this Section shall be applied equally to similarly classified and situated properties but may be modified or waived altogether in certain cases where a building site is subject to any of the following circumstances as determined by the Planning Commission and/or the Building Official.

- A. Where natural vegetation (trees and/or shrubs) exist on a piece of property, when application is made for a building permit, a strip of natural vegetation shall be left undisturbed until the Building Official has inspected such area. The Official will evaluate with regard to the width requirements set forth in the Zoning Ordinance for that specific use and zone, as well as suitability. The Building Official may require that the developer retain a portion of the natural vegetation as a greenbelt/buffer, where such already exists, rather than require a man-made planting strip or other methods of screening; however, such greenbelt/buffer must be sufficient in both height and/or density to achieve the desired purpose as a natural barrier.
- B. Where future development of adjacent property would make these standards unreasonable or impractical.
- C. Where, after inspection by the Building Official, it is found that two (2) different and incompatible zone districts abut each other but are already separated by a street or alley or where the view from the adjoining district is blocked by a change in grade or other natural or man-made features.

THEREUPON Jim Phillips, a member moved and Rosie Metcalf, a member seconded the move that said Ordinance be given vote. Said Ordinance passed by vote of all members of the Council present and the Mayor declared the same passed.

ADOPTED this the 21 day of Jan 20 02.

Bobby Hayes
Mayor

Rosemary Metcalf
Council Member

Jim Phillips
Council Member

Michael C. Boyer
Council Member

Kary D. Rice
Council Member

Walter J. Snel
Council Member

Seal

ATTEST

Gregg A. Baker
City Clerk

RESOLUTION

WHEREAS the Pelham City Council desires to change an ordinance number,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Pelham that the Council hereby authorizes the city clerk to change Ordinance No. 329 Construction Noise to No. 330.

THEREUPON Willard Payne, a member, moved and Mike Dickens a member, seconded a move that said resolution be given vote, and said resolution passed by vote of all members of the Council present and the Mayor declared the same passed.

Adopted this 2 day of Nov 1998.

Seal

Bobby Hayes
Mayor

ATTEST

Ceryn Bates
City Clerk

Ken Maynard a member of the City Council of the City of Pelham, moved that all rules which would prevent the immediate consideration of Ordinance No. ~~329~~ ³³⁰ hereupon attached, be suspended and immediate consideration given to passage of said Ordinance. Said motion was seconded by Jim Phillips, a member, and upon a roll call vote was unanimously passed. The vote on said motion was as follows:

Bobby Hayes Mayor	<u>Yes</u>
Willard Payne Council Member	<u>Yes</u>
Mike Dickens Council Member	<u>Yes</u>
Ken Maynard Council Member	<u>Yes</u>
Karyl Rice Council Member	<u>Yes</u>
Jim Phillips Council Member	<u>Yes</u>

THEREUPON Willard Payne a member moved and Jim Phillips a member seconded the move that said Ordinance be given vote. Said Ordinance passed by vote of all members of the Council present and the Mayor declared the same passed.

ADOPTED this the 19 day of Oct 1998.

Bobby Hayes
Mayor

Ken Maynard
Council Member

Michael S. Sullivan
Council Member

Willard C. Payne
Council Member

Karyl D. Rice
Council Member

Jim Phillips
Council Member

Seal

ATTEST

Cyrus B. Suter
City Clerk

330
ORDINANCE # 329

AN ORDINANCE TO LIMIT OBJECTIONABLE NOISE EMANATING FROM
CONSTRUCTION SITES ON CERTAIN DAYS AND DURING CERTAIN HOURS.

Whereas, the City of Pelham has determined that it is in the best interests of the residents of the City to limit noise originating from construction sites in the City that is audible and objectionable in residential areas of the City during the nighttime hours and on Sundays; now therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PELHAM,
ALABAMA AS FOLLOWS:

SECTION ONE: DEFINITIONS. For purposes of this ordinance, the following definitions shall apply:

- A. "CONSTRUCTION" - shall include construction of buildings, homes or any other structure, remodeling, demolition, excavation, site preparation, site clearing, earth moving, earth contouring, site filling, site backfilling, logging, landscaping, the operation of any construction equipment and any other construction activity that requires a building or construction permit from the City of Pelham.
- B. "SOUND" - energy that is transmitted by longitudinal pressure waves in air or other material and is the objective cause of the sensation of hearing.
- C. "NOISE" - any sound which annoys or disturbs humans or which causes or tends to cause an adverse psychological or physiological effect of humans.
- D. "RESIDENTIAL ZONE" - any area officially zoned by the City of Pelham as residential or any official variant of the category of residential zoning approved and adopted by the City of Pelham.

SECTION TWO:

- A. No person, firm or corporation shall, Sunday through Friday, within the hours from 8:00 P.M. until 7:00 A.M. the following morning, operate or cause to be operated on any construction site any source of sound or other noise in such a manner as to create a sound level which is subject to detection by the normal un-aided human ear in any residential zone within the City of Pelham.
- B. No person, firm or corporation shall, within the hours from 8:00 P.M. Saturday until 1:00 P.M. the following Sunday afternoon, operate or cause to be operated on any construction site any source of sound or other noise in such a manner as to create a sound level which is subject to detection by the normal un-aided human ear in any residential zone within the City of Pelham.

SECTION THREE: EXCEPTIONS - this ordinance shall not apply to the following:

- A. Any construction activity carried out by or at the direction of any local, state or federal governmental agency or entity;
- B. Any construction activity carried out by or at the direction of any public utility;
- C. Any construction activity carried out by any person, firm or corporation, duly licensed by the City, during the period of any disaster, so declared by the Mayor of the City of Pelham.

SECTION FOUR: Any person, firm or corporation who violates any of the provisions of this ordinance shall, on conviction, be fined five hundred and 00/100 (\$500.00) Dollars and may also be sentenced to hard labor for the City, not exceeding thirty (30) days, one or both.

SECTION FIVE: The violation of this ordinance, or any part thereof, on more than one (1) day shall each constitute separate offenses.

SECTION SIX: All Ordinances, or parts of Ordinances, contrary to the provisions of this Ordinance, are specifically repealed.

SECTION SEVEN: The provisions of this Ordinance are severable. If any part of this Ordinance is declared invalid or unconstitutional, that declaration shall not affect the part which remains.

SECTION EIGHT: This Ordinance shall become effective
on 10/26, 1998.

ADOPTED AND APPROVED THIS 19 DAY OF Oct, 1998.

Bobby Hayes
Mayor

ATTEST:

Deanna O. Butler
City Clerk



Contact Information

Bob Miller
Building Official
bmiller@pelhamalabama.gov
205-620-6409

Mitch Morgan
Building Inspector
mmorgan@pelhamalabama.gov
205-620-6451

Dan Gardner
Plans Examiner
dgardner@pelhamalabama.gov
205-620-6464

Justin Palmer
Fire Marshal
jpalmer@pelhamalabama.gov
205-620-6430

Wes Greene
Fire Inspector
wgreene@pelhamalabama.gov
205-620-6431

Kelsey Cunningham
Permit Coordinator
kcunningham@pelhamalabama.gov
205-620-6411

Cathy Sweeney
Business License
sweeney@pelhamalabama.gov
205-620-6480

Kathy Woodard
Tax
kwoodard@pelhamalabama.gov
205-620-6412