



**OFFICE USE ONLY**

SUBMITTAL DATE \_\_\_\_\_

APPROVAL DATE \_\_\_\_\_

PERMIT # \_\_\_\_\_

FEES PAID \_\_\_\_\_

Po Box 1238  
Pelham, Alabama 35124  
205-620-6411 Phone; 205-663-3116 Fax  
E-Mail: [permits@pelhamalabama.gov](mailto: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:**

- NEW CONSTRUCTION     REPAIR     SHELL/SLAB WITH ELECTRICAL  
 ADDITION/RENOVATION     MOVING  
 CHANGE OF USE     SHELL/SLAB ONLY     REROOF

**BUILDING USE TYPE:**

- PRIVATE  
 PUBLIC

**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

**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

**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.

FEE SCHEDULE: OFFICE USE ONLY		
BUILDING SQUARE FOOTAGE _____ SF		FEE: _____
PERMIT ISSUE FEE		FEE: \$10
TOTAL CONSTRUCTION COSTS=\$ _____		
	TOTAL FEES DUE= _____	
	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.

