

PERMITS/INSPECTIONS

Until further notice, the City of Pelham Building Department is limiting walk-ins due to COVID-19. If you need to apply or turn in permit applications please do so via electronically (E-mail or Mail).

permits@pelhamalabama.gov

PO Box 1238 Pelham, AL 35124

****All permits must be paid via mail, please make checks payable to "City of Pelham" and mail to PO Box 1238 Pelham, AL 35124**

Applications are located online, www.pelhamalabama.gov under the Building Department tab. Please fill out applications entirely. We will have a drop box for plans that need to be turned in. The drop box will be checked daily.

Drop Box location:

Pelham Water Works lobby, 3111 Cummings St.

Inspections will be at their normal times. Inspections are 24 hour notice only. Morning: 6:30AM-9:30AM, Afternoon: 12PM-2:30PM. To set up inspections please contact, Kelsey Cunningham at 205-620-6411.

CONTACT INFORMATION:

Angie Brown, Building Official: 205-620-6409

abrown@pelhamalabama.gov

Mitch Morgan, Building Inspector: 205-620-6451

mmorgan@pelhamalabama.gov

Kelsey Cunningham, Permit Technician: 205-620-6411

kcunningham@pelhamalabama.gov

Thank you for your immediate attention,
City of Pelham Building Department

Items to be included with your submittal:

Residential Bldg. (New Const.)

- Pelham Business License
- 2 complete sets of plans with the following:
 - Permit Application
 - Plot Plan
 - Wall Detail including any fire separation between garages & living space MUST be highlighted
 - Septic Tank approval from Health Dept. or Weatherly Waterway Approval
 - Submit Landscape drawing showing trees & sod
 - Site Erosion Control Plan which includes gravel on Driveway for access to structure

Residential Swimming Pool:

- Permit Application (Filled out Entirely)
- Plot plan
- On plot plan show the following:
 - Proposed pool location
 - Pool Equipment (Must be 10ft from property line)
 - Fence
 - Must be BEHIND house

Commercial Renovation/Repair:

- 2 Complete stamped & signed sets of plans
- Permit Application
- PDF of plans
- Utility Plan
- Wall Detail
- Plumbing, Mechanical & Elec. Drawings
- Landscape Drawings

Residential addition/renovation:

(Decks, Ramps, Basement Finish out)

Decks/Ramps:

- Permit Application
- Plot Plan
- Must show on plot plan where deck will be located
- Must show stair and footing detail
- ADA accessible (ramps only)
- Meet 2015 IRC

Basement Finish Out:

- Permit Application
- Detailed drawings
- Must show electrical, plumbing, mechanical

Commercial Bldg. (New Const.)

- Pelham Business License
- 2 Complete stamped & signed sets of plans
- Submit a PDF with the following:
 - Site plan (including parking) and erosion control plan
 - Utility Plan
 - Wall Detail
 - Plumbing, Mechanical & Elec. Drawings
 - Landscape Drawings (Including Irrigation Plans)
 - Ledger Size layout map for addressing
- ALL pages are to be stamped & signed by Engineer or Architect
- Plans for restaurants & pools at public assembly locations are to be submitted & approved by Health Dept.