

Commercial Permitting Procedures

1. Will the project be located in the city limits or the police jurisdiction?
2. Will the project be located in the historic district and or the fire zone?
3. Will one or more the following need to sign the application or provide consent?
 - Planning and Zoning Department – All new construction, additions, signs, parking lots, change of occupancy
 - Fire Department - All new construction, additions, change of occupancy
 - TDOT - If the project is in the city limits and dirt is being moved, all new construction, additions, parking lots
 - Health Department – Projects not on city sewer, restaurants and anywhere that serves food, daycares, schools
 - State Building Commission – All state buildings and construction erected or acquired by or in the behalf of the state of any of its agencies or instrumentalities, All public schools or related structures erected or acquired, All private schools and structures erected or acquired for the congregation of twenty-five or more persons for the purpose of instruction, Any hotel, public inn or lodging house of 15 or more bedrooms in which transient guest are lodged for pay, any motion picture theater with paid admission, All buildings built with public money
 - Heritage Commission – All new structures, additions, alterations that are located in the historical district
 - Wastewater – Any establishment in the city limits or on city sewer that serves food, Demolition of any structure
4. A city general contractors license number is required on all applications unless the contractor qualifies for an exception.
5. Any project valued at \$50,000.00 or more will require a state general contractors license unless the contractor qualifies for an exception. NOTE ! Any swimming pool valued at \$5,000.00 or more will require a state general contractors license.
6. Sub-contractors will have to meet the same license requirements as the general contractor in addition to any specialty license such as electrical, plumbing, gas, mechanical etc.

7. Two sets of plans that have been stamped and signed (each page) by an architect or engineer registered in Alabama are required if the project is in any of the following categories.
 - Over 2500 square feet • Assembly • Educational • Institutional •
 - Structures three stories or more in height • Foundations for pre-engineered buildings •
8. Sub-contractors must be listed on the application within 15 days of the permit being issued.
9. Will the project require that a tapping fee be paid? If the project is not in the city limits, but will be connected to the city sewer, call Charles Melson at TDOT (205) 349-0240 to find how much the fee will be.