

***SHELBY COUNTY  
DEPARTMENT OF  
DEVELOPMENT SERVICES***

**1123 COUNTY SERVICES DRIVE  
PELHAM, AL 35124**

**PHONE: (205)-620-6650**

**FAX: (205)-620-6655**

Or [www.shelbyal.com](http://www.shelbyal.com)

**OFFICE HOURS 8:00 AM TO 4:30 PM**

**DIRECTIONS: EXIT 242 OFF I-65 ONTO 52 EAST  
TURN LEFT ON COUNTY ROAD 35  
APPROXIMATELY 2/10 OF MILE TO COUNTY  
SERVICES DRIVE ON RIGHT. WE ARE IN THE  
TWO (2) STORY BUILDING, DRIVE AROUND TO  
THE BACK SIDE, FIRST DOOR ON THE RIGHT**

## ITEMS NEEDED UPON APPLICATION FOR BUILDING PERMIT

### 1) PLANS

**COMMERCIAL** - **ONE SET OF PLANS** IS REQUIRED. THE PLANS MUST INCLUDE STRUCTURAL, ARCHITECTURAL, PLUMBING, GAS, MECHANICAL AND ELECTRICAL DESIGNS. THE ARCHITECTURAL PLANS MUST INCLUDE A CODE SUMMARY/LIFE SAFETY PLAN AND A SCOPE OF WORK. THE ARCHITECTURAL PLANS MUST BE STAMPED BY AN **ARCHITECT LICENSED IN THE STATE OF ALABAMA**, IF THE PROJECT IS 2500 SQUARE FEET OR MORE, IF THE PROJECT IS AN INITIAL BUILDOUT IN A BUILDING OF 2,500 SQUARE FEET OR MORE, OR IF THE PROJECT IS AN ASSEMBLY OR EDUCATIONAL OCCUPANCY. THE COMcheck VERSION 3.7.1 COMPLIANCE CERTIFICATE SUBMITTAL IS REQUIRED TO VERIFY THAT THE BUILDING ENVELOPE AND THE BUILDING SYSTEMS COMPLY WITH THE INTERNATIONAL *ENERGY CONSERVATION CODE*\*, 2009 EDITION. ELECTRICAL PLANS ARE REQUIRED AND MUST BE STAMPED BY AN ELECTRICAL ENGINEER LICENSED IN THE STATE OF ALABAMA AND MUST INCLUDE:

- AN ELECTRICAL LOAD CALCULATION
- SHORT-CIRCUIT STUDY
- UTILIZATION EQUIPMENT AND PANELBOARD SCHEDULES
- SINGLE LINES FOR SERVICE, ALL FEEDERS, SEPARATELY DERIVED SYSTEMS, AND MAJOR EQUIPMENT BRANCH CIRCUITS
- GROUNDING ELECTRODE SYSTEM AND INTERSYSTEM BONDING REQUIREMENTS
- PROPOSED USE OF THE FACILITY
- SPECIAL REQUIREMENTS TO COMPLY WITH CHAPTERS 5, 6, AND 7 OF THE NEC
- PROPOSED COMMUNICATION SYSTEMS
- VERIFICATION OF COMPLIANCE WITH THE 2009 IECC ENERGY REQUIREMENTS
- AT PERMIT ISSUANCE, AFTER ANY PLANS REVISIONS REQUIRED BY PLANS REVIEW, AN ELECTRONIC COPY OF THE FINAL PLANS MUST BE SUBMITTED ON A **CD IN A .PDF FORMAT** OR CAN BE SENT IN .PDF FORMAT VIA EMAIL TO INSPECTION SERVICES SUPERVISOR, LINDSEY CARTER
- STAMPED SET OF PLANS TO BE KEPT ON JOBSITE BY CONTRACTOR OR RESPONSIBLE PARTY.
- ONE SET OF PLANS MUST BE DELIVERED WITH AN **AFFIDAVIT TO LOCAL FIRE DISTRICT**.
- PROJECT NAME REQUIRED.
- **SIGN PERMIT** MAY BE REQUIRED.
- CONTACT HEALTH DEPARTMENT AT 620-1650 FOR ANY AND ALL WORK PERFORMED ON RESTAURANTS, LIMITED FOOD SERVICES, MOBILE FOOD SERVICES, SCHOOLS, POOLS, DAYCARES OR HOTEL/MOTEL(S). **ONE SET OF PLANS MAY BE REQUIRED**.

**RESIDENTIAL** - **ONE SET REQUIRED**, ONCE REVIEWED, WILL BE RETURNED TO CONTRACTOR OR RESPONSIBLE PARTY TO BE KEPT ON THE JOBSITE AT ALL TIMES. PLANS MUST CONTAIN FOUNDATION PLAN, FLOOR PLANS, ROOF PLAN, ELEVATION VIEWS OF THE FRONT AND REAR AND EACH SIDE. THEY SHALL BE DRAWN NEAT, STRAIGHT LINED AND TO SCALE. IN AREAS GOVERNED BY ARCHITECTURAL REVIEW COMMITTEES, PLEASE CONTACT YOUR ARC FOR THEIR REQUIREMENTS.

(CONSTRUCTION OF EXTERIOR WALLS OF DWELLINGS AND ACCESSORY BUILDINGS LESS THAN 5' FROM PROPERTY LINE MUST BE DESIGNED USING TABLE R 302.1)

### 2) **DIRECTIONS AND PHYSICAL ADDRESS** FOR PROPERTY – CONTACT 911 BUSINESS OFFICE AT 439-6911.

### 3) **PLOT PLAN** INDICATING LOCATION OF STRUCTURE ON PROPERTY, SETBACKS TO OBTAIN ZONING APPROVAL, AND **EROSION CONTROL LAYOUT** SHOWING SILT FENCING, HAYBALES, ETC. IF IN A FEMA FLOOD PLAIN, **A SURVEY WILL BE REQUIRED ALONG WITH A DEVELOPMENT PERMIT AND A FLOOD ELEVATION CERTIFICATE**. **CERTIFIED SITE PLAN/SURVEY** MAY BE REQUIRED PER ZONING REGULATIONS.

### 4) **ZONING APPROVAL** - IF YOU ARE IN THE CITY LIMITS OF THE FOLLOWING, YOU MUST OBTAIN ZONING APPROVAL FROM THEIR OFFICE PRIOR TO APPLYING FOR PERMIT WITH US.

CHELSEA – 678-8455 cityofchelsea.com  
COLUMBIANA – 669-5804 cityofcolumbiana.com

INDIAN SPRINGS VILLAGE – 949-5003 indianspringsvillage.org  
WILTON – 665-2021 wiltonalabama.com

### 5) **SEWER/SEPTIC AUTHORIZATION FORM (NOT APPLICABLE IF SELF-CONTAINED RV)**.

HEALTH DEPT. – 620-1650  
HOOVER SEWER – 444-7523  
ENVIRO-SYSTEMS – 437-3779

NOVUS UTILITES – 987-8352  
BIRMINGHAM SEWER – 254-0500

### 6) CONTRACTOR/SUBCONTRACTOR AFFIDAVIT INFORMATION

- (A) CONTRACTOR: NAME, ADDRESS, PHONE NO., SECTION 84 STATE/COUNTY **BUSINESS LICENSE, RESIDENTIAL HOME BUILDERS LICENSE, IF COMMERCIAL, STATE GENERAL CONTRACTORS LICENSE**
- (B) ANY/ALL SUBCONTRACTORS: NAME, ADDRESS, PHONE NO., SPECIALTY AND **CERTIFICATION NUMBERS**.
- (C) FIRE ALARM/FIRE SPRINKLER SUBCONTRACTORS: SECTION 84 STATE/COUNTY **BUSINESS LICENSE, STATE FIRE MARSHALL PERMIT**.
- (D) KITCHEN HOOD SUBCONTRACTORS: SECTION 84 STATE/COUNTY **BUSINESS LICENSE**.

### 7) APPLICANT NEEDS TO APPLY FOR SERVICE WITH ALAGASCO AT 205-324-5512 OR APCO AT 1-800-245-2244

PERMIT FEES: VARY – TO GET AN ESTIMATE, FIGURE \$6.50 PER \$1,000.00 OF VALUATION/JOB COST – TO BE DETERMINED BY PLANS EXAMINER AFTER PLANS ARE REVIEWED – \$50.00 APPLICATION FEE (MADE PAYABLE TO SHELBY COUNTY COMMISSION) DUE AT TIME OF SUBMITTAL

# **SHELBY COUNTY DEPARTMENT OF DEVELOPMENT SERVICES**

## **An Ordinance to Establish Storm Water Management and Water Quality Controls, Programs, Regulations, Prohibitions and Penalties for Shelby County**

**Shelby County Ordinance No. 98-09-28-8  
Section 01-020**

**General Requirements for Land Disturbance Activities.**

*(g) Erosion and sediment control measures must be in place and functional before earth moving operations begin, and must be constructed and maintained throughout the construction period as necessary. Temporary measures may be removed at the beginning of the workday, but shall be replaced at the end of the workday.*

### **BUILDING INSPECTIONS WILL BE WITHHELD:**

**If periodic inspections, conducted by Shelby County personnel, determine that erosion or sediment controls are not in-place or are not being maintained on the construction site in accordance with the above requirements.**

**Please Contact: Land Development Inspector  
(205) 620-6613**

# INSPECTION PROCEDURES

## \*\*\*MUST HAVE PERMIT # TO ORDER INSPECTIONS\*\*\*

- IT IS MANDATORY THAT SUBS CALL FOR THEIR OWN INSPECTIONS & FOR ALL REINSPECTIONS
- INSPECTIONS WILL BE DONE WITHIN 24-48 HOURS (2 WORKING DAYS)
- BOUNDARY SURVEYS BY AN ALABAMA REGISTERED LAND SURVEYOR ARE REQUIRED IN ZONED AREAS, EXCLUDING THE CITY OF COLUMBIANA, AFTER FOOTING IS POURED OR, IF A MONOLITHIC FOOTING & SLAB, AFTER THE IN-SLAB/UNDER SLAB ROUGH UTILITY INSPECTIONS ARE MADE & THE SLAB IS POURED
- YOUR JOB WILL BE PUT ON HOLD UNTIL THE BOUNDARY SURVEY IS RECEIVED & VERIFIED BY OUR OFFICE
- IF IN A FEMA FLOODPLAIN, THE FLOOD ELEVATION CERTIFICATE MUST BE RECEIVED IN OUR OFFICE PRIOR TO THE FRAMING INSPECTION
- INSPECTORS WILL MONITOR EROSION CONTROL MEASURES @ THE JOBSITE DURING FIELD INSPECTIONS
- THE \$15.00 CERTIFICATE OF OCCUPANCY FEE WILL BE INCLUDED AT THE TIME OF PERMIT ISSUANCE FOR ALL NEW SINGLE FAMILY DWELLINGS & ALL NEW SINGLE TENANT COMMERCIAL BUILDINGS
- INSPECTIONS WILL NOT BE ORDERED VIA VOICEMAIL

## SEQUENCE OF INSPECTIONS

- TEMPORARY SERVICE (IF APPLICABLE)

## BEFORE POURING CONCRETE

\*\*\*ONLY INSPECTIONS TO RECEIVE TIMES-24 HOUR NOTICE\*\*\*

- FOOTING INSPECTION (TEMPORARY & FOOTING MAY BE DONE TOGETHER)
- PLUMBING IN SLAB, IF APPLICABLE (UNCOVERED)
- SLAB INSPECTION (WIRE, POLY, PIER PADS, ETC.)
- SEWER (WHEN APPLICABLE)
- SOIL INSPECTION
- ENERGY (HOUSEWRAP) (INSPECTION MUST BE COMPLETED BEFORE EXTERIOR FINISH IS INSTALLED)

## BEFORE SHEETROCK

- ELECTRICAL ROUGH ( DO NOT INSULATE BEFORE THIS INSPECTION)
- PLUMBING ROUGH (DO NOT INSULATE BEFORE THIS INSPECTION)
- GAS ROUGH (IF APPLICABLE)
- MECHANICAL ROUGH

## AFTER ALL ROUGH-INS HAVE PASSED

\*\*\*ONLY AFTER WE HAVE RECEIVED SUBCONTRACTORS LIST AND FLOOD ELEVATION CERTIFICATE IF IN FEMA FLOOD PLAIN\*\*\*

- FRAMING (SOIL & ENERGY MUST BE INSPECTED BEFORE CONTINUING)

## 100% COMPLETE

- ELECTRICAL FINAL
  - PLUMBING FINAL
  - GAS FINAL (IF APPLICABLE)
  - MECHANICAL FINAL
  - BUILDING FINAL
- \*\*\*FOR COMMERCIAL CONSTRUCTION WHEN APPLICABLE\*\*\*
- FIRE SPRINKLER TEST, INSPECTION AND CERTIFICATION
  - FIRE ALARM TEST, INSPECTION AND CERTIFICATION
  - COMMERCIAL KITCHEN HOOD AND FIRE SUPPRESSION SYSTEM TEST, INSPECTION AND CERTIFICATION

# LICENSE REQUIREMENTS

## RESIDENTIAL

**HOMEOWNERS:** Allowed to be own contractor when building or improving residence on such property that they occupy as a residence and not held for resale for one (1) year after completion, no license is required. Homeowner must sign a notarized Residential Homeowners Affidavit.

**CONTRACTORS:** Must supply a) Section 84 State/County Business License, contact your local county business revenue/license office; and b) Residential HomeBuilders License ([www.hblb.state.al.us](http://www.hblb.state.al.us)) or call 1-800-304-0853 if contract exceeds \$10,000; if contractor holds a State General Contractors License with the number 18908 or less, he is exempt from holding said license.

## COMMERCIAL

**OWNERS:** Allowed to be own contractor if they own the land and the project is for their business, no license is required.

**CONTRACTORS:** Must supply a) Section 84 State/County Business License, contact your local county business revenue/license office; and b) State General Contractors License ([www.genconbd.state.us](http://www.genconbd.state.us)) or call 1-800-356-6361 if contract amount exceeds \$50,000 or pool contracts exceeding \$5,000.

**FIRE PROTECTION SPRINKLER CONTRACTORS:** Must supply a) Section 84 State/County Business License, contact your local county business revenue/license office; and b) State Fire Marshall permit.

**FIRE PROTECTION ALARM CONTRACTORS:** Must supply a) Section 84 State/County Business License, contact your local county business revenue/license office.

**KITCHEN HOOD CONTRACTORS:** Must supply a) Section 84 State/County Business License, contact your local county business revenue/license office.

## PLUMBING/GAS/MECHANICAL

Must supply a) Section 84 State/County Business License, contact your local county business revenue/license office; and b) State Master Certification Card ([www.pgfb.state.al.us](http://www.pgfb.state.al.us)) or call 205-945-4857 or ([www.hvacboard.state.al.us](http://www.hvacboard.state.al.us)) or call 1-866-855-1912.

## ELECTRICAL

Must supply a) Section 84 State/County Business License, contact your local county business revenue/license office; and b) Alabama Licensed Electrical Contractor License ([www.aecb.state.al.us](http://www.aecb.state.al.us)) or call 334-269-9990.

For Homeowner electrical testing information, contact Office Supervisor @ (205) 620-6650 ext. 615

## MUNICIPALITIES

Municipal business licenses are required if working in the following cities:

Chelsea	205-678-7260 cityofchelsea.com
Columbiana	205-669-5804 cityofcolumbiana.com
Indian Springs Village	205-949-5003 indianspringsvillage.org
Montevallo	205-665-2555 cityofmontevallo.com
Vincent	205-672-2261
Wilsonville	205-669-6180 wilsonvilleal.com
Wilton	205-665-2021 wiltonalabama.com

## ***BUILDING CODES***

**Adopted Codes with amendments are as follows:**

<b>National Electrical Code</b>	<b>2014 Edition</b>
<b>International Plumbing Code</b>	<b>2012 Edition</b>
<b>International Mechanical Code</b>	<b>2012 Edition</b>
<b>International Fuel Gas Code</b>	<b>2012 Edition</b>
<b>International Fire Code</b>	<b>2012 Edition</b>
<b>International Building Code (with Appendices C, E, H, and I)</b>	<b>2012 Edition</b>
<b>International Residential Code (with Appendix G)</b>	<b>2009 Edition</b>
<b>International Energy Conservation Code</b>	<b>2009 Edition</b>

(Exhibit "A" Shelby County Supplemental Administrative Provisions are available in our office at 1123 County Services Drive, Pelham, AL 35124)