

# RESIDENTIAL CONSTRUCTION PACKET

*Shelby County  
Department of Development Services  
1123 County Services Drive  
Pelham, AL 35124*

*Phone: (205)-620-6650  
Fax: (205)-620-6655  
Email: [ds@shelbyal.com](mailto:ds@shelbyal.com)  
[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 back to the second floor entrance. We are the first door on the right.

**Call 811 before you dig!**



## ITEMS NEEDED UPON APPLICATION FOR BUILDING PERMIT RESIDENTIAL

- Building Permit Application (Application for Improvements)
  - Application fee of \$100 - Cash, Visa, Discover, Master Card or Check payable to Shelby County Commission
  - Sewer / Septic Tank Installation papers from the Shelby County Health Department or paid impact fee letter if on sewer
    - Birmingham Sewer (205) 254-0500
    - Enviro-Systems (205) 437-3779
    - Hoover Sewer (205) 444-7523
    - Montevallo Water Works and Sewer Board (205) 665-9045
    - Shelby County Health Department (205) 685-4178
    - SouthWest Water Company (205) 987-8352
  - Zoning approval – Planning Services will provide zoning approval for projects located in unincorporated Shelby County, Montevallo, Vincent and Wilsonville. 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 (205) 678-8455
    - Columbiana (205) 669-5804
    - Indian Springs Village (205) 982-1755
    - Wilton (205) 665-2021
- \*NOTICE:** *Setback verification surveys, prepared by an Alabama Registered Land Surveyor, are required in zoned areas to verify the new construction, addition/covered structure, alteration, pool and/or accessory structure meets the required setback. Please contact our office at (205) 620-6650 to determine if your project will require a setback verification survey.*
- Directions and physical address for property - Contact the 911 Business Office at (205) 439-6911
  - Plot plan indicating location of structure on property, setbacks to obtain zoning approval, and erosion control layout showing silt fencing, hay bales, etc.
  - If the project is located in a FEMA flood plain, a Flood Plain Development Permit along with a setback verification survey will be required for review and approval. Please contact our office at (205) 620-6650 to determine if your project will require a Flood Plain Development Permit.
  - Contractor / Sub-contractor license and certification
  - Plans – See plan requirements

# PLAN REQUIREMENTS

## RESIDENTIAL

### ***New Construction***

- Foundation plan: cross section with dimensions, overview and reinforcement detail
- Floor plan with dimensions and room designations
- Window detail and dimensions
- Roof plan
- Wall plan with bracing detail
- Floor/ceiling joist layout reflecting size, spacing and direction
- Front elevation view
- Rear elevation view
- Side elevation view

### ***Decks, Porches, and Additions, in addition to the items above, must also contain***

- Foundation plan reflecting pier locations, dimensions and reinforcement detail
- Beam and joist sizes, spacing and direction
- If covered with a roof system, rafter and header sizes, spacing and direction
- If positive attachment cannot be verified, deck must be self supported (IRC 507.1)

### ***Alterations, Renovations***

- Detailed scope of work
- Roof Replacements/Re-Cover must contain the fire classification and ASTM standards associated with all proposed materials; specify associated weight increase including re-cover layer weight in pounds per square foot; and specify energy code compliance regarding R-value and reflectance and emittance, as applicable. Roof Re-cover projects shall indicate the total number of existing layers of roof covering.
- Interior floor plan: existing and proposed

### ***Generators***

- Detailed scope of work
- Size of generator and transfer switch
- Single line diagram with conductor and overcurrent sizes
- Load calculation
- Load shed/load management information

### ***Pre-Fabricated Storage Buildings***

- Brochure or handout from manufacturer at a minimum  
Note: Prefabricated storage building is not intended for human habitation. If desired, a risk assessment may be required by a licensed structural engineer along with a permanent foundation design that designates the structure is suitable for use as a dwelling.
- Size of service and intended use

### ***Swimming Pools***

- Detailed scope of work
- Material type (ie. Vinyl, Gunite, Fiberglass, etc.)
- Proposed barrier height

## CODES CURRENTLY BEING ENFORCED

National Electrical Code	2023 Edition
International Plumbing Code	2021 Edition
International Mechanical Code	2021 Edition
International Fuel Gas Code	2021 Edition
International Fire Code	2021 Edition
International Building Code (with Appendices C, E, H, and I)	2021 Edition
International Energy Conservation Code	2015 Edition
International Residential Building Code (with Appendix G)	2015 Edition

## LICENSE REQUIREMENTS

### ***Commercial Contractor***

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

### ***Electrical Contractor***

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- Alabama Electrical Contractors License, Alabama Electrical Contractors Board at (334) 269-9990
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

### ***Fire Protection Alarm Contractor***

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

### ***Fire Protection Sprinkler Contractor***

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Fire Marshal Permit
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

### ***Gas Contractor***

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Master Certification Card, State of Alabama's Plumbers and Gas Fitters Examining Board
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

### ***Kitchen Hood Contractor***

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

### ***Low Voltage Contractor***

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- Alabama Electrical Contractors License, Alabama Electrical Contractors Board at (334) 269-9990
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

### ***Mechanical Contractor***

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Master Certification Card, Alabama Board of Heating, Air Conditioning and Refrigeration Contractors

- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

**Plumbing Contractor**

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Master Certification Card, State of Alabama's Plumbers and Gas Fitters Examining Board
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$50,000

**Property Owner**

- Property Owners area allowed to act as the contractor and provide all material supervision on property for their own use. *Exceptions:* Installation, alteration or modification of: 1) electrical systems if a passing score is achieved on a competency exam administered by Shelby County for site-built home, 100 or 200 amp manufactured home; 2) gas systems must be performed by a licensed contractor.

**Residential Contractor**

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Residential Home Builders License, Home Builders Licensure Board or (800) 304-0853 – if contract exceeds \$10,000. If contractor holds a State of Alabama General Contractors License with the number 18907 or less, they are exempt from holding this license.
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if more than four residential units on a single lot

**Roofing Contractor**

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama Residential Home Builders License, Home Builders Licensure Board or (800) 304-0853 – if contract exceeds \$2,500

**Swimming Pool Contractor**

- Section 84 / County Business License from the State of Alabama, contact your local county business revenue / license office
- State of Alabama General Contractors License, Alabama Licensing Board for General Contractors at (800) 356-6361 – if contract exceeds \$5,000

**Working In a City**

Municipal business licenses are required if working in the following cities

Chelsea	(205) 678-7260
Columbiana	(205) 669-5800
Indian Springs Village	(205) 982-1755
Montevallo	(205) 665-2555
Vincent	(205) 672-2261
Wilsonville	(205) 669-6180
Wilton	(205) 665-2021

## **INSPECTION PROCEDURES AND SEQUENCE RESIDENTIAL**

When ready for an inspection or re-inspection, subcontractors are required to call in their own inspection requests by permit number. Most inspections are completed within two (2) business days. Inspections will not be scheduled via voicemail or email requests.

**The following is the typical order or sequence of inspections. This sequence may not apply to all projects. If you have any questions please contact our office at (205) 620-6650.**

**IMPORTANT NOTE:** *Setback verification surveys, prepared by an Alabama Registered Land Surveyor, are required in zoned areas to verify the new construction, addition/covered structure, alteration, pool and/or accessory structure (site built or pre-fab) meets the required setback. If you proceed with construction prior to verification, you do so at your own risk and expense. It is your responsibility to ensure that your project meets the setback. The Shelby County Planning Commission will not approve a variance of this type. Please contact our office at (205) 620-6650 to determine if your project will require a setback verification survey.*

### **BREAKING GROUND**

Call 811 before you dig!

- Temporary service inspection, if applicable
- Footing inspection (uncovered), if applicable
- Plumbing in slab inspection (uncovered), if applicable (check for minimum fixture clearance)
- Electrical in slab inspection (uncovered), if applicable (check for minimum fixture clearance)
- Mechanical in slab inspection (uncovered), if applicable (check for minimum fixture clearance)
- Slab inspection (wire, poly, pier pads, etc.)
- Setback verification survey in zoned areas (please call (205) 620-6650 to verify)
  - Performed by an Alabama Registered Land Surveyor
    - After footing is poured; OR if monolithic footing and slab, after the in-slab/under slab rough utility inspections are made and the slab is poured
    - Placement of ANY accessory structure on property
- Building sewer inspection (from structure to septic tank), if applicable
  - If municipal sewer contact sewer provider
- Soil/Erosion control inspection, *Shelby County Ordinance No. 98-09-28-8 Section 01-020 General Requirements for Land Disturbance Activities*
  - Must be in place before earth moving operations begin
  - Must be maintained throughout the construction period
  - May be temporarily removed at the beginning of the work day but must be replaced at end of each workday
  - If in violation, inspections will be withheld
- Energy inspection (housewrap must be completed before exterior finish is installed)

### **BEFORE INSULATION AND SHEETROCK**

- Electrical rough in wall inspection
- Plumbing rough in wall inspection
- Gas rough in wall inspection, if applicable
- Gas vent rough in wall inspection, if applicable
- Mechanical rough in wall inspection



## **AFTER ALL ROUGH-INS HAVE PASSED**

- Framing inspection
  - Subcontractor Affidavit
- Insulation inspection
  - Spray foam certification form, if applicable
  - Attic affidavit, if applicable
- Soil/Erosion control inspection, *Shelby County Ordinance No. 98-09-28-8 Section 01-020 General Requirements for Land Disturbance Activities*
  - Must be in place before earth moving operations begin
  - Must be maintained throughout the construction period
  - May be temporarily removed at the beginning of the work day but must be replaced at end of each workday
  - If in violation, inspections will be withheld

**IMPORTANT NOTE:** If the project is located in FEMA flood plain, a Flood Plain Development Permit along with a setback verification survey and an elevation certificate will be required for review and approval. Your project will be placed on HOLD until a flood elevation certificate is provided and approved. Please contact our office at (205) 620-6650 to determine if your project will require a Flood Development Permit.

## **100% COMPLETE**

- Temporary permanent power inspection
- Electrical final inspection
- Plumbing final inspection
- Gas final inspection, if applicable
- Gas vent final inspection, if applicable
- Mechanical final inspection
  - Duct pressure test results
- Building final inspection
  - Blower door test results
- Certificate of Occupancy/Completion

## **COMMERCIAL CONSTRUCTION**

- Fire Sprinkler test, inspection and certification, if applicable
- Fire Alarm test, inspection and certification, if applicable
- Kitchen Hood system test, inspection and certification, if applicable
- Fire Suppression system test, inspection and certification, if applicable

# Shelby County Department of Development Services

## Application for Improvements

Application No. \_\_\_\_\_

Date \_\_\_\_\_

I. Improvement Location		
Address	City	Zip
Subdivision/ Lot	Parcel ID	
Tenant Name		Suite #
Directions		Gate Code, If any

II. Improvement Type		
<b>Type of Improvement</b> <input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Remodel or Repair <input type="checkbox"/> Moved <input type="checkbox"/> Other, specify: _____	<b>Proposed Use</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           1. Residential  <input type="checkbox"/> Dwelling                ___ Detached                ___ Attached (Townhouse)                ___ Two Family Duplex  <input type="checkbox"/> Manufactured Home  <input type="checkbox"/> Recreational Vehicle  <input type="checkbox"/> Accessory Structure  <input type="checkbox"/> Pool  <input type="checkbox"/> Barn  <input type="checkbox"/> Roof  <input type="checkbox"/> HVAC Only  <input type="checkbox"/> Electrical Only  <input type="checkbox"/> Plumbing Only  <input type="checkbox"/> Other, specify: _____         </div> <div style="width: 45%;">           2. Commercial  <input type="checkbox"/> Recreation Facility  <input type="checkbox"/> Church, School other Civic  <input type="checkbox"/> Industrial/Warehouse  <input type="checkbox"/> Cellular/Wireless Tower Facility  <input type="checkbox"/> Service Station, repair garage  <input type="checkbox"/> Multi-Family  <input type="checkbox"/> Professional Office  <input type="checkbox"/> Retail, Restaurant or Sale Center  <input type="checkbox"/> Medical  <input type="checkbox"/> Other, specify: _____         </div> </div>	
<b>Ownership</b> <input type="checkbox"/> Private (Individual, Corporation, Nonprofit, etc.) <input type="checkbox"/> Public (Federal, State or Local Government)	<b>Job Cost</b> Total Cost of improvements _____	
<b>Flood Zone</b> <input type="checkbox"/> Not in Area of Special Flood Hazard <input type="checkbox"/> Flood Zone A or AE <input type="checkbox"/> Unknown	<b>Existing Structures</b> – Provide a list of all existing structures on the property and their installation, construction date, and square footage, if known. Include dwellings, storage, barns, generators, etc.  _____	
<b>Job Description or Scope of Work</b> – Or attach executed contract agreement.  _____		
<b>Change of Use</b> – If use of existing building is being changed, describe proposed use.  _____		

III. Building Characteristics																				
<b>Type of Foundation</b> <input type="checkbox"/> Footing/Slab <input type="checkbox"/> Crawl space <input type="checkbox"/> Basement Other _____	<b>Type of Sewage Disposal</b> (attach authorization) <input type="checkbox"/> Public or private company, specify _____ <input type="checkbox"/> Individual (septic tank)	<b>Dimensions</b> (include Plot Plan with setbacks)  Number of stories _____  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Finished Area</b></td> <td style="width: 50%;"><b>Unfinished Area</b></td> </tr> <tr> <td>Main Floor _____ sf</td> <td>Second Floor _____ sf</td> </tr> <tr> <td>Second Floor _____ sf</td> <td>Basement _____ sf</td> </tr> <tr> <td>Third Floor _____ sf</td> <td>Attic _____ sf</td> </tr> <tr> <td>Basement _____ sf</td> <td>Porch _____ sf</td> </tr> <tr> <td>Attic _____ sf</td> <td>Garage _____ sf</td> </tr> <tr> <td>Deck(s) _____ sf</td> <td>Storage _____ sf</td> </tr> <tr> <td>Patio(s) _____ sf</td> <td></td> </tr> <tr> <td>Carport (s) _____ sf</td> <td></td> </tr> </table>	<b>Finished Area</b>	<b>Unfinished Area</b>	Main Floor _____ sf	Second Floor _____ sf	Second Floor _____ sf	Basement _____ sf	Third Floor _____ sf	Attic _____ sf	Basement _____ sf	Porch _____ sf	Attic _____ sf	Garage _____ sf	Deck(s) _____ sf	Storage _____ sf	Patio(s) _____ sf		Carport (s) _____ sf	
	<b>Finished Area</b>		<b>Unfinished Area</b>																	
Main Floor _____ sf	Second Floor _____ sf																			
Second Floor _____ sf	Basement _____ sf																			
Third Floor _____ sf	Attic _____ sf																			
Basement _____ sf	Porch _____ sf																			
Attic _____ sf	Garage _____ sf																			
Deck(s) _____ sf	Storage _____ sf																			
Patio(s) _____ sf																				
Carport (s) _____ sf																				
<b>Fire Protection</b> <input type="checkbox"/> Sprinkler <input type="checkbox"/> Alarm	<b>Type of Water Supply</b> <input type="checkbox"/> Public or private company, specify _____ <input type="checkbox"/> Individual (well, cistern)																			
<b>Type of Heat</b> <input type="checkbox"/> Gas <input type="checkbox"/> Electricity <input type="checkbox"/> Coal <input type="checkbox"/> Oil <input type="checkbox"/> Other, specify _____	<b>Residential Buildings Only</b> Number of bedrooms _____ Number of bathrooms _____																			
	<b>Construction Type</b> <input type="checkbox"/> Combustible (wood framed) <input type="checkbox"/> Non-Combustible (steel/concrete) <input type="checkbox"/> Combination (both)																			

IV. Identification					
				Mailing Address	Telephone Number
<b>Applicant</b> <input type="checkbox"/> Primary Contact <input type="checkbox"/> Builder	Name				
	Email				
<b>Property Owner</b> <input type="checkbox"/> Primary Contact <input type="checkbox"/> Builder	Name				
<b>Building Contractor</b> <input type="checkbox"/> Primary Contact <input type="checkbox"/> Builder	Name				
	Email				
<b>Mechanical Contractor</b> <input type="checkbox"/> Primary Contact	Name				
	Email				
<b>Electrical Contractor</b> <input type="checkbox"/> Primary Contact	Name				
	Email				
<b>Plumbing Contractor</b> <input type="checkbox"/> Primary Contact	Name				
	Email				
<b>Gas Contractor</b> <input type="checkbox"/> Primary Contact	Name				
	Email				
<b>Fire Alarm Contractor</b> <input type="checkbox"/> Primary Contact	Name				
	Email				
<b>Fire Sprinkler Contractor</b> <input type="checkbox"/> Primary Contact	Name				
	Email				
<b>Kitchen Hood Contractor</b> <input type="checkbox"/> Primary Contact	Name				
	Email				
<b>Low Voltage Contractor</b> <input type="checkbox"/> Primary Contact	Name				
	Email				

v. Indemnification	
Initial _____	<p><b>ARC.</b> The Architectural Review Committee (ARC) is responsible for establishing, maintaining and enforcing the restrictive covenants of certain residential subdivision(s) and is not a Development Services requirement. ARC requirements specific to your subdivision may be required and documentation/plans must be provided to the ARC for review. Your initials and signature below indicates you have been informed of these requirements and that you are aware that the issuance of a building permit from the Department of Development Services does not indicate in any way that you are in compliance with the requirements of the ARC.</p>
Initial _____	<p><b>Sanitation.</b> The Shelby County Office of the Alabama Department of Public Health requires review of existing sanitation systems when bedrooms are added to a residence, when the septic systems are failing, or when the plumbing system is altered in non-residential buildings or structures. Your initials and signature below indicates that the proposed improvements included in your Shelby County Development Services permit application do not include any of the improvements described above and that you are aware that the issuance of a permit from the Shelby County Department of Development Services does not indicate in any way that you are in compliance with the requirements of the Alabama Department of Public Health or any other sanitation providers. To ensure that property improvements other than those listed in the first paragraph are in compliance, please call your provider. Following up may prevent future problems and expense.</p>
Initial _____	<p><b>Survey.</b> I hereby acknowledge that I may be required to submit a setback verification survey. Further; if I proceed with construction prior to approval by the County it is at my own cost.</p>
Initial _____	<p><b>Workmanship.</b> "Inspection by the County of this building constitutes no representation by County or its employees express or implied as to the quality of workmanship or materials used therein. It is the owner's/applicant's sole and separate responsibility to determine the quality of workmanship and materials used in the construction and that the proposed construction does not violate any existing private covenants, set-back lines and/or subdivision or other restrictions applicable to subject property and complies with any and all State, Federal, Municipal, Health Department or Shelby County laws, rules, permitting requirements and/or regulations, including but not being limited to those pertaining to subdivisions of land, zoning, zoning set-back lines, flood ordinances, storm water control and for access to the public roads and highways. This permit conveys no right to occupy any street, alley or sidewalk."</p>
Signature	Acting as agent for: <input type="checkbox"/> Property Owner <input type="checkbox"/> Building Contractor
Printed Name	