

*THIS IS NOT A PERMIT  
DO NO START CONSTRUCTION*

# City of Pell City

## Commercial Building Permit Application

Planning & Zoning/Permitting Department  
1905 First Avenue North  
Pell City, AL 35125  
(205) 338-2244  
(205) 814-9088 Fax



# Commercial, Industrial, or Multi-Family Permit Application

For office use only.

Received application by \_\_\_\_\_  
Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

## NON-RESIDENTIAL BUILDING PERMIT

If you are constructing a new non-family residential structure, an addition, or a renovation of a structure you are required to complete ***all*** sections of the attached Building Permit Application. Once completed, return the application package to the **Planning and Zoning Department along with all drawings signed by a state approved Professional (Engineer or Architect)**.

Unless there are some unusual circumstance surrounding an application, completed applications submitted prior to 2:00 p.m., Monday through Thursday, should be ready to collect within a minimum of 48 hours after submittal. Applications submitted on Fridays will be ready the following Tuesday.

All permit fees will be due at the time you collect your permit. The total fees due upon collection of the permit will generally include all permit fees due from the Building Inspection, Planning and Zoning, Engineering, and Water Departments. The fees do not include Business License fees. A Business License can be obtained through the Revenue Department at City Hall.

If you have any questions, please do not hesitate to contact City Hall at (205)338-2244.

**NOTE TO APPLICANT:** Application will not be processed until all required information is provided and applicant signs application.

This permit becomes null and void if authorized work or construction has not begun within six months of issuance of permit, or if work is not completed within one year.

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Date of Application: \_\_\_\_\_ Permit No.: \_\_\_\_\_

City Limits ( ) Police Jurisdiction ( ) Zone: \_\_\_\_\_

Project Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

Subdivision and Lot No.: \_\_\_\_\_

Owner/Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell No: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell No: \_\_\_\_\_

Address: \_\_\_\_\_

Pell City Lic. No: \_\_\_\_\_ State Lic. No: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell No: \_\_\_\_\_

Address: \_\_\_\_\_

**Full Estimated Valuation: \$** \_\_\_\_\_ **Building Use:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Class of Work:** New ( ) Addition ( ) Alteration ( ) Raze ( )  
Repair ( ) Accessory ( ) Remodel ( ) Other ( )

# of Floors \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_

Square footage:

1st & 2nd Floor: Total Heated area \_\_\_\_\_ Total Unheated Area \_\_\_\_\_

Basement: Total Heated Area \_\_\_\_\_ Total Unheated Area \_\_\_\_\_

Attached Garage \_\_\_\_\_ **TOTAL SQ. FT.** \_\_\_\_\_

Occupancy Type: \_\_\_\_\_

Occupancy Load: \_\_\_\_\_

Construction Type: IA IB IIA IIB IIIA IIIB IV VA VB

**Foundation:** Slab on Grade ( ) Monolithic ( ) Crawl Space ( )

**Sewer Service:** City ( ) Septic Tank ( )

**Water Service:** City ( ) Rural-please specify \_\_\_\_\_

## SUB-CONTRACTORS SCHEDULE

DATE: \_\_\_\_\_

PERMIT NO: \_\_\_\_\_

A completed copy of this schedule must be presented to the **BUILDING DEPARTMENT WITHIN 15 DAYS OF THE ISSUANCE OF THE BUILDING PERMIT**. Should the builder add any subcontractor to the project, the builder will submit the subcontractor's name, address and phone number to the City within three working days of hiring. It is the contractor's responsibility to notify the BUILDING DEPARTMENT of any changes from the original. **ALL SUBCONTRACTORS MUST HAVE A CITY OF PELL CITY BUSINESS LICENSE BEFORE WORK IS COMMENCED.**

| City Lic. No. | TYPE OF SUB CONTRACTOR                | NAME & ADDRESS | PHONE NO. |
|---------------|---------------------------------------|----------------|-----------|
|               | SITE GRADING                          |                |           |
|               | FOOTINGS                              |                |           |
|               | CONCRETE                              |                |           |
|               | SEPTIC TANK                           |                |           |
|               | BLOCK/BRICK                           |                |           |
|               | OTHER MASONRY                         |                |           |
|               | DRIVIT                                |                |           |
|               | FRAMER                                |                |           |
|               | TRIM WORK                             |                |           |
|               | ELECTRICAL (Will need to pull permit) |                |           |
|               | PLUMBING (Will need to pull permit)   |                |           |
|               | HVAC (Will need to pull permit)       |                |           |
|               | SHEETROCK                             |                |           |
|               | ROOFER                                |                |           |
|               | INSULATION                            |                |           |
|               | CABINETS                              |                |           |
|               | CERAMIC TILE                          |                |           |
|               | PAINT / WALLPAPER                     |                |           |
|               | GLASS                                 |                |           |
|               | CARPET / VINYL / HARDWOOD             |                |           |
|               | LANDSCAPING                           |                |           |
|               | GARAGE DOOR                           |                |           |
|               | ALARM SYSTEM                          |                |           |
|               | SIDING/GUTTERS                        |                |           |
|               | WATERPROOFING                         |                |           |
|               | TERMITE CONTROL                       |                |           |
|               | OTHER                                 |                |           |

### Land Disturbing

All projects shall conform to the minimum GENERAL CRITERIA expressed in ADEM's Erosion & Sediment Control Handbook. The permit must be kept on the work site. The City must be notified, in writing, when work commences and when the project is completed. Other work (grading, excavating, construction, etc.) on the project shall not commence until sediment control measures are in place as specified on the approved plan. The applicant agrees to be responsible for any and all damages to installations already in place as a result of work covered by the permit. Applicant agrees to maintain the work in a manner approved upon its completion for a period of one year after final acceptance. A permit may be denied for any applicant, and all permits may be revoked, whenever, in the opinion of the City Engineer or his designated agent, the safety, use or maintenance of the property so requires. A Bond, Letter of Credit, Cash, or Cashier's Check, in the amount equal to 1 1/2 times the cost of implementing the approved Erosion Control Plan is required prior to issuing the permit. The cost of implementing the plan shall be certified as correct to the City Engineer by the engineer who prepared the plan. Release of such amounts posted shall be contingent upon the findings of the final inspection by the City Engineer and shall be made within thirty days after disturbed areas are deemed permanently stabilized by the City Engineer or his designated agent.

Estimated Area of Disturbed Soil: \_\_\_\_\_

Estimated Cost of Erosion Control Measures: \_\_\_\_\_ Bond Amount (150%): \$ \_\_\_\_\_  
Bond Must be Submitted with Application.

Certification by Engineer: I, \_\_\_\_\_, a registered professional engineer in the State of Alabama, Certificate No. \_\_\_\_\_ do hereby certify that the amount so noted above is that required to implement the approved erosion control plan.

### NOTICE - PROPOSED CONSTRUCTION SHALL MEET ALL APPLICABLE CODES

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this work shall be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of the construction. I also hereby agree to adhere to the erosion and sediment control plan approved by the City for this project for the entire period of the project including regular maintenance of erosion control devices. I understand that violations may result in fines, imprisonment, and/or legal action against me. All correspondence, notice, and citations will be received by me at the above address.

\_\_\_\_\_  
Signature of Contractor of Authorized Agent

\_\_\_\_\_  
Date

### Agreement in Lieu of Bond for Erosion Control

I, the undersigned applicant for a building permit to construct a 1 to 4 family residential structure in the jurisdiction of the City of Pell City, do hereby certify that I understand all necessary erosion control requirements and agree that, in consideration of the city's issuance of a grading permit to me for this project and the city's waiver of the erosion control bonding requirement for same, I will reimburse the city within 10 calendar days from the city's demand and for all costs and/or damages (including a reasonable attorney's fee and other legal costs) incurred by the city as a result of any violation of ADEM's erosion and sediment control requirements with respect to the project covered by said grading permit. All projects shall conform to the minimum GENERAL CRITERIA expressed in ADEM's Erosion & Sediment Control Handbook,

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Date

We appreciate the opportunity to assist you throughout the permitting and building process. Please give a **24-hour notice for inspections** by calling or emailing. Please call on us with questions or if you need additional information.

You can email permit applications, plans (pdf), and inspection requests to [inspections@cityofpellcity.net](mailto:inspections@cityofpellcity.net)

Thank You,

Jerry Dailey, Interim Building Inspector  
[jdailey@cityofpellcity.net](mailto:jdailey@cityofpellcity.net)

Jeanette Jueckstock  
Planning & Zoning Administrator  
(205) 338-2244 ext. 112  
[jjueckstock@cityofpellcity.net](mailto:jjueckstock@cityofpellcity.net)

**FOR OFFICE USE ONLY**

**CITY OF PELL CITY  
RESIDENTIAL/COMMERCIAL PERMIT  
ROUTING FORM**

**Applicant Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Permit Fees:** \_\_\_\_\_

**Planning:** Zone: \_\_\_\_\_ Site Plan Review: Yes ( ) No ( ) Date Approved \_\_\_\_\_ \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

\*\*\*\*\*

**Engineering:** Flood Hazard: Yes ( ) No ( ) FFE: \_\_\_\_\_ Basements: Yes ( ) No ( )

Cut: Yes ( ) No ( ) Fill: Yes ( ) No ( ) Fill Amt: \_\_\_\_\_

Estimated Cost of Erosion Control Measures: \$ \_\_\_\_\_ Land Disturbance \$ \_\_\_\_\_ \$ \_\_\_\_\_

Bond Amount (150%): \$ \_\_\_\_\_ (must accompany application)

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**Building** Building: \_\_\_\_\_ Electrical: \_\_\_\_\_ Grading/Excavating: \_\_\_\_\_ Sign: \_\_\_\_\_

**Inspector:** Mechanical: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Demolition: \_\_\_\_\_ Other: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Total Building Permit Fees:** \$ \_\_\_\_\_

Received By: \_\_\_\_\_ Check Number: \_\_\_\_\_

**Water & Sewer Fees**

Commercial ( ) Industrial ( )  
Residential ( ) Mobile Home ( )

Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed By Water & Sewer Dept Head: \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Municipal Consultants: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments: \_\_\_\_\_

|   |   |
|---|---|
| Utility Deposit Fee                     | - |
| Meter Fee (size _____)                  | - |
| Water Inspection Fee                    | - |
| Water Capital Recovery Fee (WCR)        | - |
| Sewer Impact Fee (SIF)                  | - |
| Sewer Tap Inspection Fee                | - |
| Other Fee _____                         | - |
|   | - |
| <b>Total Water &amp; Sewer Fees Due</b> |   |
|   |   |

Payment Received By: \_\_\_\_\_

Check Number: \_\_\_\_\_

\*\*\*\*\*

**Plans reviewed and approved by Departments and City Engineers prior to issuing a Permit**

Fire Department

Date: \_\_\_\_\_

Water/Sewer Department

Date: \_\_\_\_\_

Street Department

Date: \_\_\_\_\_

CDG Engineers \_\_\_\_\_

Municipal Consultants \_\_\_\_\_

Other \_\_\_\_\_