

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.

THIS IS NOT A PERMIT DO NOT START CONSTRUCTION

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

Thank You,

Jerry Dailey, Building Official

jdailey@cityofpellcity.net

Alex Fortenberry, Building Inspector

afortenberry@cityofpellcity.net

FOR OFFICE USE ONLY

CITY OF PELL CITY 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: _____

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 _____	-
	-
Total Water & Sewer Fees Due	

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: _____

Municipal Consultants _____

Required Inspections and Current Building Codes

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 inspection requests to inspections@cityofpellcity.net

- Site Inspection
- Temporary Power
- Footing Inspection
- Poured Wall
- Slab Plumbing Inspection
- Slab Prep Inspection
- Rough Inspections
 - Framing
 - Electrical
 - Plumbing & Gas
 - HVAC
- Temporary to Permanent Power
- Final Inspections
 - Electrical
 - Plumbing & Gas
 - HVAC
 - General Construction
- Erosion control such as sod or seed and hay must be in place before a C/O is issued

All failed inspection will result in re-inspect fees which must be paid before C/O is issued

State Building Code

- *2021 International Existing Building Code*
- *2021 International Plumbing Code*
- *2021 International Mechanical Code*
- *2021 International Fuel Gas Code*
- *2021 International Fire Code*
- *2014 National Electrical Code (NFPA 70)*
- *2020 National Fire Alarm and Signaling Code (NFPA 72)*
- *2020 ICC/NSSA-500 Standard for the Design and Construction of Storm Shelters*
- *ANSI/ASHRAE/IESNA Standard 90.1-2013 Energy Standard for Buildings Except Low-Rise Residential*
- *2010 ADA Standards for Accessible Design.*



City of Pell City Utilities Department

1905 First Avenue North, Pell City, Alabama 35125

Phone: 205.338.2244 Fax: 205.884.4917

APPLICATION FOR UTILITIES

(To apply for a new service or to make changes to an existing service, one of the following forms of identifications is required:

a) a State-issued driver's license or identification card, b) a United States Federal identification card, c) a military identification card.)

Type of Customer (Check One) ☐ Residential ☐ Apartment ☐ Mobile Home (Check One: ☐ New Set-up ☐ Established Set-up)
☐ Commercial ☐ Industrial (Check One: ☐ New Set-up ☐ Established Set-up)

Service Property Status (check One) ☐ Own ☐ Rent (Must present a copy of lease contract) ☐ New Construction

Service to Property: ☐ Water ☐ Sewer ☐ Garbage ☐ Inside City Limits ☐ Outside City Limits

ACCOUNT INFORMATION (PLEASE PRINT)

Name of Applicant: _____ Date: _____

Phone: Home# _____ Cell# _____ Work# _____

DOB: _____ DL# _____ Exp Date _____ SSN: _____ Other Valid ID: _____

Business Trade Name (if applicable): _____ FEIN _____

Billing Contact: _____ Phone # _____ Emergency# _____

Email Address: _____

Service Address: _____, Lot/Suite/Unit #: _____

Billing Address: _____, City & State: _____, Zip: _____

☐ Bank Draft (Please check if you are interested in having your monthly payment debited directly from your bank account)

Desired Date: Service Connection _____ Service Disconnect _____ Change _____

If applicant is a tenant: Landlord's Name _____ Landlord's Phone# _____

Employment Name, Address, & Phone # _____

The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes situated within the City and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public water pipeline of the city is hereby required, at the owner's expense, to connect such facilities directly with the proper public water in accordance with the provisions of this article within 90 days after date of official notice to do so provided that said public water line is within 100 feet of the property line, unless an exception is granted by the city. {Ord No. 2013 - 4269 § 2 (a)}

A meter shall be installed upon each connection to the water system which shall be read at least once in each month by a duly authorized agent of the City who shall have access to the premises of each customer for such purpose at all times, and also for the purpose of removing any meters, pipes or other facilities of the City located on the premises in the event service is discontinued to such customer. Each customer, by having or leaving his premises connected to the facilities of the City and accepting service therefore, shall consent and agree to such access and such removal. {Ord No. 2013 - 4269 § 5}

A separate and independent water connection shall be provided for every building. Provided, however, multi-users, i.e. apartments, commercial centers, etc., are required to master meter the complex. {Ord No. 2013 - 4269 § 2 (b)}

In order to secure the prompt payment of accounts and charges for services, facilities and connections afforded, and as a condition precedent to the rendering of such services, each customer shall deposit with the City an amount as shown on the City of Pell City Water and Sewer Rate and Fee Schedule per meter servicing each dwelling owned and occupied by such. {Ord No. 2013 - 4269 § 7 (a)}

Any person who connects or reconnects a dwelling or commercial building to water service without the authority or permission of the City shall be guilty of a Class "C" misdemeanor and subject to punishment as provided by law and further be assessed a fee of One Hundred Dollars (\$100.00), plus costs of material and labor for any damage to the property of the City. {Ord No. 2013 - 4269 § 11}

The City shall have the right to assess and add to the customer's bill a service charge in the amount of \$30.00 for any check presented to the City in payment of said customer's bill and which check is subsequently returned unpaid to the City by the issuing bank for any reason. {Ord No. 2013 - 4269 § 12}

In the event a customer reports leaks or other problems concerning his water and/or sewer service, and such problems are determined to be the responsibility of the customer, the City shall have the right to assess and add to the customer's bill a fee in the amount of \$30.00 for the cost of going to the customer's premises. {Ord No. 2013 - 4269 § 13 (a)}

No unauthorized person shall dig, trench, uncover, alter, or disturb any public right-of-way, alley or thoroughfare or other areas in which the City has an easement by grant or adverse possession and under which is located city utility lines, i.e., water and/or sewer lines, without first obtaining a written permit from the city and the posting of a work performance bond in the amount of \$250.00. {Ord No. 1997 – 1339 §§ 1-4}

Effective January 1, 2013, and each year thereafter, the rates shall automatically increase by two (2%) percent unless action is taken by the City Council. {Ord No. 2013 – 4269 § 4 (c)}

Water or sewer rates for usage by customers located outside the corporate limits of the City shall be at 1.43 times the rates established for customers located inside the corporate limits of the City in the City of Pell City Water and Sewer Rate and Fee Schedule. {Ord No. 2013 – 4198 § 5}

Each residential, commercial or industrial site is required to have installed, at the customer's expense, backflow prevention devices. {Ord No. 2013 – 4269 § 2 (c)}

Applicant must provide proper documentation, as determined by the City (Ex: Lease, Rental Agreement, Deed, etc.), to show that he/she has the authority to establish service(s) at the address shown above.

I, _____, the undersigned, hereby make application for service(s) at the address shown above and agree to pay for said services(s) as measured by the City of Pell City Utility Department meter at the applicable rate. I represent that neither I (the applicant/undersigned), nor my spouse, nor any other resident in the household at the address shown above owes the City of Pell City Utility Department any delinquent bill(s). I understand and agree that any misrepresentation herein shall be grounds for discontinuation of service. If the City of Pell City Utility Department determines that an occupant of the household at the address shown above owes any delinquent utility bill(s) to the City, the total amount of the delinquent bill(s) shall be transferred to my account and I shall accept and assume full responsibility of the delinquent bill(s). I understand and agree that I shall pay any delinquent bill(s) transferred to my account at the time the charges for my current utility service are due.

I further understand and agree that the City of Pell City is only responsible for services provided up to the meter and not beyond the meter. Therefore, the City of Pell City is not responsible for any claims or costs arising from plumbing or other defects occurring on the customer's side of the meter. I agree to permit authorized agents of the City of Pell City free access to the premises of the service address at all times for the purpose of reading, repairing, maintaining or removing property of the City of Pell City.

A penalty of 10% will be added to all bills if not paid within 15 days following the date of the bill.

I agree that any amount(s) due to the City of Pell City Utility Department that are unpaid shall be subject to collection efforts, and I shall be responsible for the reasonable costs associated with any collection efforts as a result of my delinquent account. I waive all rights of exemption under the constitution and laws of Alabama or any other state.

The discontinuation of service or disconnection procedures will be as follows:

- Any amount past due shall be subject to disconnection at any time.
- Prior to the reconnection of service, the account balance must be paid in full, to include the applicable reconnect fee of \$40.00 for residential customers and \$75.00 for commercial/industrial customers.
- The City of Pell City, at its option, may allow the customer to enter into a payment arrangement, provided that at least 50% of the outstanding balance is paid in full.

I agree that my utility service is subject to all applicable Ordinances and Rules and Regulations of the City of Pell City now existing or hereafter enacted.

I agree to follow the Policies and Procedures of the City of Pell City Utility Department, which have been made available for my review.

I agree that the City of Pell City may use the contact information I have provided to communicate with me concerning utility matters and other important public announcements. By signing this agreement, applicant agrees to all terms and conditions as stated herein.

Applicant's Signature _____

Date _____

THIS SPACE RESERVED FOR OFFICE USE ONLY

Property Zone: _____ Is the usage of this property in accordance with the City of Pell City Zoning Regulations: ☐ Yes ☐ No
Current City of Pell City Business License? : ☐ Yes ☐ No License# _____ Building Permit# _____
Deposit Amount \$ _____ Meter Fee \$ _____ Water Inspection \$ _____ WCR \$ _____
Sewer Impact Fee \$ _____ Sewer Inspection Fee \$ _____ Other Fee \$ _____ TOTAL DUE \$ _____
Total Received by: Cash _____ Check# _____ Credit Card _____ Cashier's Initials: _____
Copies attached to application: ☐ DL ☐ Other Valid ID _____ ☐ Lease contract ☐ Other _____
Application Reviewed by: _____ Date: _____

City of Pell City
Water Connection Permit

CALL 48 HOURS PRIOR

FOR METER/CONNECTION/INSPECTION WWTP: 205-338-3886

Please have this form available for at time of inspection

Date: _____ Work Order# _____
Permit Number: _____ Customer Account Number _____
Name of Applicant: _____
Applicant Telephone: _____
Installation Address: _____
Name of Contractor: _____
Contractor Signature: _____ Contractors License# _____
Contractor Telephone: _____ Contractor Cell: _____
Date of Connection: _____

*All work must be performed by a plumber duly licensed in accordance with the rules and regulations of the State of Alabama and the City of Pell City governing plumbers.

*All utilities, including water and sewer lines, must be located prior to digging and/or trenching.

*All water hook-ups are subject to final inspection and approval by the Water Quality Department's duly authorized representative.

*******FOR OFFICE USE ONLY*******

METER SET INFORMATION

Meter Size: _____ Material Installed: _____
Meter Number _____
Meter EID# _____

METER SET INFORMATION

Meter Size: _____ Material Installed: _____
Meter Number _____
Meter EID# _____

(If Irrigation Meter is installed, where is it placed, in front or behind _____)

Water Fee Paid: (Verified By): _____ Date: _____
Installation Inspected: _____ Date: _____
Water/Sewer Department Head: _____ Date: _____

Entered into UMS by: _____ Date: _____

City of Pell City
Sewer Connection Permit with Performance Bond

CALL 48 HOURS PRIOR

FOR METERS.CONNECTIONS/INSPECTIONS: WWTP 205-338-3886 or 205-338-2244 ext 112

Please have this form available for at time of inspection

Date: _____

Permit Number: _____ Customer Account: _____

Name of Applicant: _____

Applicant Telephone: _____

Installation Address: _____

Name of Contractor: _____

Contractor Signature: _____ Contractors License# _____

Contractor Telephone: _____ Contractor Cell: _____

Date of Connection: _____

*All work must be performed by a plumber duly licensed in accordance with the rules and regulations of the State of Alabama and the City of Pell City governing plumbers.

*A work performance bond in the amount of \$2,000.00 must be posted with the City of Pell City. Thereafter, this form shall be presented to the Water Quality Department located on Golf Course Road.

*All utilities, including water and sewer lines, must be located prior to digging and/or trenching.

*All sewer hook-ups are subject to final inspection and approval by the Water Quality Department's duly authorized representative.

*All sewer installations must be completed for inspection during regular working hours, Monday - Friday 6:00 am to 2:30 pm. Request for inspections after the aforesaid times shall only be made after the payment of \$70.00 plus \$35.00 per hour for all hours or fractions thereof exceeding two (2) hours.

*Service truck and crew - \$120.00 plus \$60.00 per hour for each hour or fraction thereof exceeding two (2) hours;

*Service truck, crew and backhoe - \$230.00 plus \$115.00 per hour for each hour or fraction thereof exceeding two (2) hours;

*Crew and sewer machine - \$230.00 plus \$115.00 per hour for each hour or fraction thereof exceeding two (2) hours.

*******FOR OFFICE USE ONLY*******

Performance Bond Received: _____ yes _____ no Received by: _____ Date: _____

Sewer Fee Paid: (Verified By): _____ Date: _____

Installation Inspected: _____ Date: _____

Water/Sewer Department Head: _____ Date: _____