

The following building permit procedures for residential construction are intended only to assist in this process and may vary or be amended at times:

BUILDING PERMIT PROCEDURES – RESIDENTIAL

1. Any approved development must have an address sign posted on the site before permits are issued. Verification of zoning with Inspection Services is recommended.
2. The Public Works Department must be contacted (631-3394) before driveways are tied into any city street or sidewalk.
3. **EROSION CONTROL:** (Also applies to in-ground swimming pools, additions, etc....whenever dirt is disturbed)

If area being disturbed is 1 acre or over: An A.D.E.M. (Alabama Department of Environmental Management) permit and copy thereof, and storm water permit with the City of Gardendale (see submittal requirements below for Erosion Control for all other lots) is required before issuance of other city permits.

Erosion Control for all other lots:

Submit a storm water erosion and sediment control plan prepared by a Qualified Credential Professional showing the following: direction of storm water flow, location of protection controls, type of materials to be used for controls [silt fences, bales of hay], location of house, gravel driveway.

- A. Storm water protection and gravel driveway must be installed correctly prior to taking out a storm water permit.
 - B. Builder's Certification Regarding Drainage must be signed by builder who has the Homebuilder's Card or General Contractor's license & who will sign the building permit (or by homeowner, if there is no contractor).
 - C. Property owner must sign the erosion control permit. If property owner wishes to give the builder this authority or if a builder wishes to allow a designee to sign for him, submission of an original, notarized letter to that effect is required.
 - D. **Fee for a residential storm water permit is \$400.00**, with payment due upon approval of the site.
 - E. City Engineer or Building Official reviews all erosion control permits.
4. **A PORTABLE RESTROOM MUST BE INSTALLED ON JOB SITE.**
 5. **TEMPORARY BUILDING PERMIT:**

After the erosion control has been inspected and approved by the City Engineer or after the proper paperwork is received from A.D.E.M. as required above, **the following should be submitted to get a temporary building permit:**

- A. Public Community Investment Fee, when applicable.

Ord. #2005-29 established "Public Buildings Community Investment Fee" effective January 1, 2006. Payment of this fee will be due before issuance of the Temporary Building Permit unless already paid by the developer.

The amount of the Public Buildings Community Investment Fee shall be determined by the following fee schedule:

Residential Single Family (per dwelling unit)	\$1,000
Residential Multi-Family (per dwelling unit)	\$125
Commercial Building (per sq. ft. gross area)	\$.26
Industrial Building (per sq. ft. gross area)	\$.26

ON RESIDENTIAL SINGLE FAMILY ONLY...Fee shall be increased by \$100 per dwelling unit annually (adjustments to be made on January 1st) until CAP of \$1,000 is reached."

- B. 2 sets of stamped house plans. One copy will be returned to the builder after plans review.
 - C. 1 official stamped "Proposed House" Survey showing how house will be placed on property and showing the building setbacks from all property lines.
 - D. Copy of current Health Department permit (if septic tank) or Environmental Services impact receipt (if sewer).
 - E. Payment for fire hydrant, when required.
 - F. Copy of approved Access Permit by Jefferson County Roads and Transportation or State of Alabama Department of Transportation (ALDOT) for ingress/egress for any roads under their jurisdiction.
 - G. Contractor must have all City and State licenses.
 - H. A set of building construction plans must be kept on site.
6. **No framing is allowed until the regular building permit is issued (See #7). Otherwise, permit cost will be doubled.**

Examples of inspections under temporary building permit are:

- A. Footings.
 - B. Poured foundation walls.
 - C. Rough Plumbing in slab, when applicable.
 - D. Foundation slab.
 - E. Waterproofing.
 - F. Block foundation walls when block have 7 ft. of unfilled balance behind them to finish grades and are required to be filled to top of foundation with concrete.
 - G. Temporary power release, when applicable– meter box or pole must show site address.
7. **BUILDING PERMIT:**
- Prior to issuance of a building permit, a foundation survey (Ord. No. 89-03) must be submitted to Inspection Services.** If all setbacks are correct (and all other requirements are met), a building permit is issued; and permit fees paid to the City based on building valuation of type of structure.
8. **When building permit is issued, a contractor can begin framing.** Required inspections prior to installing sheetrock [rough electric, rough low-voltage, rough plumbing, rough gas piping, rough HVAC, framing, insulation, water service line and septic tank connection.] Rough sidewalk inspection is also required. **[Building permit card must be posted at the job site.]**
9. **A Subcontractor List will be providedthis must be completed and submitted to the Inspection Services Department at least 5 days prior to request for final inspections. Perm power will not be released to the house until all subs have secured a Gardendale city business license and all permits are bought.**
10. All final inspections [electric, low-voltage, plumbing, gas, HVAC, sprinkler, sidewalk and building] are required as well as air-duct test reports prior to the issuance of a Certificate of Occupancy and release of perm power and gas.