



Hartselle Department of Development  
200 Sparkman St NW Hartselle AL 35640  
Phone: (256) 773-0188 Fax: (256) 773-2257

## NEW RESIDENTIAL CONSTRUCTION BUILDING PERMIT APPLICATION

Please submit a plot plan from a registered surveyor and a copy of your building plans with your application. If your lot requires a septic tank please submit a copy of your septic tank permit from the Health Department. Please allow 24-48 hours for permit review process. We will call when the permit is ready.

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

Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor or Owner/Builder: \_\_\_\_\_

Contractor Business License#: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Total Heated S.F.: \_\_\_\_\_ Total Unheated S.F.: \_\_\_\_\_

Total Valuation of Project: \$ \_\_\_\_\_

Description of Work:

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\_\_\_\_\_

Applicant's Signature

**FOR BUILDING DEPARTMENT USE ONLY**

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Zoning: \_\_\_\_\_ Electric: \_\_\_\_\_ Water: \_\_\_\_\_ Gas: \_\_\_\_\_ Sewer: \_\_\_\_\_ Septic Tank: \_\_\_\_\_

Inspections Required-- Building: \_\_\_\_\_ Electrical: \_\_\_\_\_ Gas: \_\_\_\_\_ Mechanical: \_\_\_\_\_ Plumbing: \_\_\_\_\_

Total Number of Inspections: \_\_\_\_\_

Project#: \_\_\_\_\_ Inspector: \_\_\_\_\_

**PLAN REVIEW CHECKLIST**

**RESIDENTIAL CODE**

<input type="checkbox"/> PLOT PLAN	
<input type="checkbox"/> HOUSE PLANS	
<input type="checkbox"/> SEPTIC TANK PERMIT	
<input type="checkbox"/> FOOTING	SECT. R403
<input type="checkbox"/> FOUNDATION	SECT. R404
<input type="checkbox"/> SLAB	SECT. R403
<input type="checkbox"/> GRADE BEAMS	SECT. R403
<input type="checkbox"/> CRAWL SPACE	SECT. R408
<input type="checkbox"/> PIER LOCATIONS/SIZE	SECT. R606
<input type="checkbox"/> FLOOR JOIST SIZE AND SPACING	SECT. R502
<input type="checkbox"/> FLOOR PLANS	SECT. 501-507
<input type="checkbox"/> FLOOR JOIST/CEILING JOIST/SIZES	SECT. R502
<input type="checkbox"/> INTERIOR/EXTERIOR BRACES	SECT. R602
<input type="checkbox"/> ROOF PLAN/LOCATION/HIPS/VALLEYS/RIDGE MEMBERS	SECT. R802
<input type="checkbox"/> RAFTER SIZE/SPACING	SECT. R802
<input type="checkbox"/> ELEVATIONS/FRONT/REAR/SIDES	SECT. R300
<input type="checkbox"/> WINDOW SHGC/UFACTOR SIZE	SECT. R308
<input type="checkbox"/> HVAC EQUIPMENT/MANUEL J	SECT. M1300
<input type="checkbox"/> ELECTRIC PANEL SERVICE SIZE	SECT. E3602