



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

NEW COMMERCIAL 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: _____

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 Valuation of Project: \$ _____

Description of Work:

FOR BUILDING DEPARTMENT USE ONLY

Zoning: _____ Electric: _____ Water: _____ Gas: _____ Sewer: _____ Septic Tank: _____

Inspections Required: Building: _____ Electrical: _____ Gas: _____ Mechanical: _____ Plumbing: _____

Total Number of Inspections: _____

Project#: _____ Inspector: _____

PLAN REVIEW CHECKLIST

- PLOT PLAN
- BUILDING PLANS
- SEPTIC TANK PERMIT (if required)
- FOOTING
- FOUNDATION
- SLAB
- GRADE BEAMS
- CRAWL SPACE
- PIER LOCATIONS/SIZE
- FLOOR JOIST SIZE AND SPACING
- FLOOR PLANS
- FLOOR JOIST/CEILING JOIST/SIZES
- INTERIOR/EXTERIOR BRACES
- ROOF PLAN/LOCATION/HIPS/VALLEYS/RIDGE MEMBERS
- RAFTER SIZE/SPACING
- ELEVATIONS/FRONT/REAR/SIDES
- WINDOW SHGC/UFACTOR SIZE
- HVAC EQUIPMENT/MANUEL J
- ELECTRIC PANEL SERVICE SIZE

RESIDENTIAL CODE

- SECT. R403
- SECT. R404
- SECT. R403
- SECT. R403
- SECT. R408
- SECT. R606
- SECT. R502
- SECT. 501-507
- SECT. R502
- SECT. R602
- SECT. R802
- SECT. R802
- SECT. R300
- SECT. R308
- SECT. M1300
- SECT. E3602