



PERMIT FEE: _____

WATER/SEWER: _____

CHECK # _____ CASH ()

DATE: _____

ISSUED BY: _____

PERMIT

CITY OF HEADLAND, ALABAMA
**COMMERCIAL BUILDING PERMIT
APPLICATION**

(One Permit per Building)

Application is hereby made to the Building Official of the City of Headland for a permit to erect/construct the building described by the plans submitted herewith. All construction/erection must comply with the provisions of the adopted building and building related codes and Zoning Ordinance, whether specified or not by the construction plans.

NAME OF BUSINESS _____

BUILDING ADDRESS _____

CONTRACTOR/SUBCONTRACTOR _____ PH. NO. _____

STATE LIC # _____ CITY LIC # _____ E-MAIL _____

OWNER _____ PH. NO. _____

OWNER ADDRESS STREET _____ CITY _____ ST _____ ZIP _____

NEW (), ADDITION (), ALTERATION (), REPAIR () OR OTHER (describe) _____

BUILDING SIZE: Front (ft) _____ SIDE (ft) _____ No. of stories _____ Found. (Sq ft) _____

(1) Total Non-Heated area including Covered Porches, Attached/detached Garages and Storage Building(s) (sq ft) _____

(2) Total Heated area (sq ft) _____ Total Area, Sum of (1) and (2) (sq ft) _____

CONSTRUCTION TYPE: (VI) or SPECIFY ()

COST: BLDG. (TOTAL PROJ.) \$ _____ ELECT \$ _____ GAS \$ _____ MECH \$ _____ PLUMB \$ _____

ZONING: C-1 () C-2 () M-1 () INST ()
Setbacks: Front _____ Rear _____ Side _____ Gross % to lot: _____
LOT SIZE: Front ft. _____ Side (ft) _____ AREA (sq ft) _____
NEW ADD. / ACCESSORY BLG (Total Area sq ft) _____
(CIRCLE ONE)

I hereby acknowledge that I have read this application and state that the above information is true and correct. I agree to comply with all adopted building codes, zoning ordinances & other laws regulating building construction. I certify that I have located by actual excavation the City sewer that will serve the building for which this permit is issued & certify that the building floor elevation is of sufficient height to provide minimum slope requirements from the building to the public sewer. As a permittee I hereby agree to protect all public improvements & public utilities adjacent to or serving the property on which the permitted building is located whether the said improvements or utilities are property of the City. I further agree to be financially responsible for any repairs for damage to said public improvements caused as a direct or indirect result of construction permitted hereby. Permit VOID's if the work has not begun within 180 days of issuance date.

PERMITTEE SIGNATURE: _____

DATE: _____

BLDG. OFFICAL: _____

DATE: _____

SUBCONTRACTOR LIST



City of Headland, Alabama

Permits and Inspections

334-785-5612 or permits@headlandalabama.org

<u>SUBCONTRACTOR</u>	<u>BUSINESS NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>CITY LICENSE#</u>
<u>Port-a-John</u>				
<u>Dumpster</u>				
<u>Electrical</u>				
<u>Plumbing</u>				
<u>Septic/Sewer</u>				
<u>HVAC</u>				
<u>Framing</u>				
<u>Roofing</u>				
<u>Gas</u>				
<u>Block</u>				
<u>Footing</u>				
<u>Concrete</u>				
<u>Brick/Stone</u>				
<u>Siding</u>				
<u>Insulation</u>				
<u>Sheetrock</u>				
<u>Trim Work</u>				
<u>Windows/Doors</u>				
<u>Painting</u>				
<u>Landscaping</u>				
<u>Lawn Irrigation</u>				
<u>Cabinets</u>				
<u>Tile/Marble</u>				
<u>Floor Covering</u>				
<u>Gutters</u>				
<u>Termite Bond</u>				
<u>Interior Blinds/Curtains</u>				
<u>Exterior Shutters</u>				
<u>Alarm System</u>				
<u>Appliances</u>				

I certify the information on this subcontractor list is accurate, and that all work will be performed by contractors holding the appropriate City of Headland, Henry County, and State of Alabama business licenses.

SIGNATURE: _____ PRINTED NAME: _____ DATE: _____



POLICIES & PROCEDURES FOR BUILDING PERMITS AND INSPECTIONS

IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT ALL SUBCONTRACTORS HOLD A CITY OF HEADLAND BUSINESS LICENSE.

IT IS THE BUILDER'S RESPONSIBILITY TO KNOW THE ZONING & SET BACK'S OF THE PROPERTY BEFORE STARTING CONSTRUCTION.

ALL BUILDING PERMITS REQUIRE A SITE PLAN AND REQUIRED BUILDING PLANS

PERMIT AND INSPECTION LOG MUST BE POSTED & SECURED IN BOX ON JOB SITE. MAKE SURE PERMIT AND LOG ARE IN PLACE BEFORE CALLING FOR AN INSPECTION.

IF PERMIT OR LOG ARE NOT ON JOBSITE AT TIME OF INSPECTION, THE INSPECTION WILL BE FAILED & A FEE OF \$50 WILL BE PAID BEFORE ANY FURTHER INSPECTIONS WILL BE CONDUCTED.

IF PERMIT IS LOST THE BUILDER MUST GET A REPLACEMENT (\$10 FEE). A REQUEST FOR A REPLACEMENT CAN BE MADE BY EMAILING permits@headlandalabama.org.

PORTA JOHN & DUMPSTER MUST BE ON JOBSITE. JOBSITE SHOULD BE KEPT CLEAN & ORDERLY DAILY.

CALLS FOR INSPECTION MUST BE MADE 24 HOURS BEFORE NEEDED. PLEASE SUBMIT THESE REQUEST TO permits@headlandalabama.org. IN THE EVENT OF A FAILED INSPECTION A FEE OF \$50 WILL BE PAID BEFORE THE NEXT INSPECTION.

A COMPLETED INSPECTION CARD MUST BE PRESENTED IN ORDER TO RECEIVE A CERTIFICATE OF OCCUPANCY. CALL FOR CO MUST BE MADE 24 HOURS BEFORE NEEDED. PLEASE SUBMIT THIS REQUEST TO permits@headlandalabama.org.

DEVELOPER/BUILDER MUST NOTIFY HENRY COUNTY ENGINEER WHEN ACCESS ON COUNTY MAINTAINED ROADS IS REQUIRED.

IF THE CITY OF HEADLAND WATER IS SUPPLIED, A MANUAL CUTOFF MUST BE INSTALLED ON BUILDING SIDE OF METER.

THERE IS A \$100.00 FEE FOR DAMAGED WATER METER BOXES/LIDS

CONTRACTOR: _____ DATE: _____