



BUILDING DEPARTMENT

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PERMIT GUIDELINES

Reference before permit is issued and during the building process. (Revised 6/28/2013)

A Site Plan (showing to scale the size & location of the new construction & existing structures on the site, with distances from lot lines, to include all utilities & easements) as well as the contractor's or homeowner/builder's signature, and **one (1) set of building plans** shall be submitted 24 hours before a building permit is issued.

The following codes have been adopted by the City of Alexander City:

- **2006 International Building Code, Residential Code, Plumbing Code, Mechanical Code, Fuel & Gas Code, & Property Maintenance Code**
- **2005 National Electrical Code**

A signed contract between the contractor & the property owner must be presented at the time of permitting for any residential contract amount of **\$10,000 or higher** and for any commercial contract amount of **\$50,000 or higher**.

Homeowners that wish to act as their own contractor are permitted to pull electrical, plumbing, & building permits & work on his/her own home under the condition that the **homeowner performs all of the work**. In this event, the homeowner/contractor will be asked to sign a **homeowner/contractor Affidavit** agreeing to waive his/her rights to act as though. If a new residential home is subject to the homeowner acting as his/her own contractor, the homeowner is required to live in the new home for a minimum of one (1) year. ^{**Important Note: If a person, other than the homeowner, is observed performing the listed tasks, the building official, or his designee, will revoke the permit (s) **}

Proof of General Liability Insurance is required for all contractors if the permitted job is \$10,000 or higher & for any plumbing, electrical, or mechanical work. The **policy shall have an insured amount of \$100,000 & The City of Alexander City listed as the Certificate Holder**. ^{**Please note that property owners who are acting as their own contractor or subject to show proof of general liability insurance**}

All **Vehicles** belonging to **contractors** and **subcontractors** that are located near or at a job worksite **must be marked with the name of the contractor as it is listed on the current license with lettering in a minimum size of 2 inch font** so that the vehicles are easily identified ^(per Ordinance 2008-1)

House wrap and/or **Styrofoam exterior sheathing**, joints shall be **taped with approved tape**.

Floor systems or **foundation wall** to be insulated per IEEC 06-402.1

Attic access doors and **pull down staircase openings** must be insulated to a **minimum R-30 value**.

The **orange copy of the permit** provided to the contractor at the time of permitting **shall be posted at the job site** so that it is **visible from the street** and should remain there until the project is complete.

Contractors

- Shall provide a Subcontractors List shall be submitted prior to the issuance of a permit
- Shall present their State of Alabama Homebuilders Card For residential jobs in the amount of \$10,000 or more,
- Shall present their General Contractors Card For commercial jobs in the amount of \$50,000 or more.

Subcontractors

- Are responsible for their own permit (s)
- Shall present their State of Alabama Plumbing, Electrical, Gas Fitter, & Mechanical Cards must be presented at the time of permitting

Any **contractor/individual** with **any past due accounts** with the City will be **denied** any permit until past due accounts are paid in full.

The **contractor** is **responsible** for any **mud in the streets during construction**. If the mud becomes a concern, the City will clean it up at the expense of the contractor/homeowner.

Water Service

- Completed applications should be submitted to the Building Dept. With a **separate check** made **payable to the City of Alexander City** in the **amount of the necessary improvement/connection fee**.
- All requests for water **meters 2 inches or greater** require a **dual-check backflow preventer**, certified & tested. ****A certified company or individual must administer the testing & submit the results to the City of Alexander City Water Department annually****
- All **new construction** and/or **water line replacements** shall have a **cut-off valve** between the building/home and the water meter

Sewer Service

- Completed applications should be submitted to the Building Dept. With a separate check made payable to the City of Alexander City in the amount of the connection fee (not pertaining to septic tanks)

Electrical Power Services

****IMPORTANT NOTE: Contractors/homeowners are prohibited from cutting loose wires at the weather head or seals (Ref: City Ordinance; Section 21-8). Only City Employees are allowed to disconnect or connect any meter in the City's distribution system. (Code 1962-20-14)****

- Contractors &/or Homeowners should verify the location of service for the subject property.
 - Alexander City Light Department: Call (256) 409-2080
 - Alabama Power Company: Office Location (724 Commerce Drive, Alexander City, AL)

Inspections

Be advised that **utility service accounts will remain in the contractor's name** until the **Certificate of Occupancy** is issued.

All **inspections** shall be **scheduled** by **calling** the city **Building Department** at **(256) 329-6712**.

Property owners acting as their own contractor shall be **present for inspections**.

Before scheduling the first inspection a **sanitary facility (portable toilet)** shall be on the job site.

Before scheduling the final inspection, the contractor shall provide an **updated subcontractors list** & all subcontractors shall have purchased a **City Business License**.

New Construction:

Note that all applicable inspections listed below must be performed & approved by the city Building Official before scheduling the Final.

1. **Temporary Power**
2. **Footings**
3. **Plumbing under slab**
4. **Slab**
5. **Rough in** (please schedule when all of the following are ready for rough in inspection)
 - a. **Framing**
 - b. **Plumbing**
 - c. **Electrical**
 - d. **Mechanical**
6. **Insulation**
7. **Permanent Electric**
8. **Final Inspection**

The **Certificate of Occupancy** shall be issued once the Final Inspection is passed & the Building Official deems the site secure.

Under no circumstances shall a new building be occupied without a certificate of occupancy!!!