



City of Decatur
Commercial/Industrial Permit Application

Job Address:
(As assigned by 911 or Planning Dept.)

Applicants Name:
Applicants Address:
Applicants Phone #:
Applicants Email:

Property Owner:
Owners Address:
Owners Phone #:
Owner Email:

Design Professional:
Designer's Address:
Designer's Phone #:
Designer's Email:

General Contractor:
Contractor's Address:
Contractor's Phone #:
Contractor's Email:

Reason for Permit: New Construction Alterations/Additions/Repairs Demolition
(Circle One)
Building Type: (Circle One) IA IB IIA IIB IIIA IIIB VIA VIB VA VB

Value of Work: []

Description of Work: []

Separate Permits are required for electrical, plumbing, mechanical, and fuel gas work. The permit issued will become null and void if work or construction is not commenced within six (6) months, or if work or construction is suspended or abandoned for a period of six (6) months at any time after work is commenced. Connection of utilities must be authorized by the Building Department. Failure to make corrections to substandard construction materials or installations shall result in withholding of utilities.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with Whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel any provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

This Sheet is Office Use Only

Job Address: _____
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Zoning District: Permitted *Circle One* Permitted on Appeal Prohibited

Zoning Compliance

	Compliant	Non Compliant	BOZA
<u>Building Height</u>			
<u>Yard Size</u>			
<u>Building Area</u>			
<u>Allowable Units</u>			
<u>Off-Street Parking</u>			
<u>Flood Hazard</u>			

Notes &
Calculations

Notes & Calculations area with horizontal lines.

Code Review	Reviewer	Approve	Denial	Date	Comments
<u>Zoning</u>					
<u>Building</u>					
<u>Electrical</u>					
<u>Mechanical</u>					
<u>Plumbing</u>					
<u>Gas</u>					
<u>Engineering</u>					
<u>Planning</u>					
<u>Fire</u>					
<u>Beatification</u>					
<u>Utilities*</u>					

*Utilities only required for resteraunts and food serving establishments



A Grand City on a CHARMING SCALE

BUILDING DEPARTMENT
P O BOX 488
402 Lee Street NE
DECATUR, AL 35602
256.341.4570

PERSON IN RESPONSIBLE CHARGE

Date: _____

Project Name: _____

Project Address: _____

This letter is to assist design professionals, contractors and others in documenting the person in responsible charge of a project. At the time of permit application and at various intervals during a project, the code requires detailed technical information to be submitted to the building official. This will vary depending on the complexity of the project, but typically includes the construction documents with supporting information (see construction document table below), submitting phased permit documents, reviewed and approved shop drawings, and reports from engineers, inspectors and testing agencies. Since these documents and reports are prepared by numerous individuals, firms and agencies, it is necessary to have a single person charged with the responsibility for coordinating their submittal to the building official. The person in responsible charge of a project may be required to be a registered design professional. The person in responsible charge of a project may be changed at any time during the course of the review process or work, provided the building official is so notified in writing. See International Building Code Section 107 for the requirement.

	In scope of work:
Phased Construction Letter	
Civil / Survey	
Structural	
Mechanical	
Electrical	
Plumbing	
Fuel Gas	
Special Inspection(s)	
Shop Drawings	
Professional Observation Reports	
Other; use back if needed:	

PERSON IN RESPONSIBLE CHARGE:

Signature: _____

Print Name: _____

Phone #: _____ Fax #: _____ Email Address: _____

All provisions of laws and ordinances governing shall be compiled with whether specified herein or not. This letter does not give authority to violate or cancel any provisions of any state or local law regulating construction or the performance of construction.

For Building Department Use Only:		
Reviewed by:	Approved by:	Date:
Notes:		

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Construction Administration Services

Date: _____

Project Name: _____

Project Address: _____

Section 34-2-39 of the Code of Alabama grants the Board for Registration of Architects (BOA) the power and authority to make and adopt bylaws, rules and regulations. The BOA has created rules and regulations regarding construction administration services as follows:

100-X-5-.06 Construction Administration.

- (1) *On a project where a building permit has been issued and the sealing architect has not been engaged, or is no longer engaged, to perform at least minimum construction administration services, as defined in subsection (a) below, the sealing architect must report to the building official and the Board that he or she has not been, or is no longer, so engaged.*
- (2) *The minimum construction administration services expected of the sealing architect deemed necessary to protect the health, safety, and welfare of the public shall be periodic site observations of the construction progress and quality, review of contractor submittal data and drawings, and reporting to the building official and owner any violations of codes or substantial deviations from the contract documents that the architect observed. As with other architectural services, qualified employees of registered architects may perform construction administration services under the instruction and responsible control of their employers.*

Is the sealing architect providing construction administrative service for the above referenced project? _____

If NO, then who is the licensed professional providing these services? _____

For Building Department Use Only:		
Reviewed by:	Approved by:	Date:
Notes:		

Section (2) above includes review of contractor provided drawings.

Is review and/or coordination of the following construction documents provided with construction administration service?

	Provided with Construction Administration Services ¹ :
Phased Construction Letter	
Civil / Survey	
Structural	
Mechanical	
Electrical	
Plumbing	
Fuel Gas	
Special Inspection(s)	
Shop Drawings	
Professional Observation Reports	
Other; specify:	

Comments: _____

Person in responsible charge of project, see International Building Code Section 107:

Architect of Record Name: _____

Seal Number: _____

Phone #: _____ Fax #: _____ Email Address: _____

Address: _____

Signature: _____

All provisions of governing laws and ordinances shall be compiled with whether specified herein or not.

This letter does not give authority to violate or cancel any provisions of any state or local law.

¹ If not Architect of Record, provide name and contact information of licensed professional responsible.
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