



WHAT IS NEEDED FOR A COMPLETE PLAN SUBMITTAL?

DATE:

PROJECT NAME:

ADDRESS:

A complete and organized permit application and plans submittal is required. A complete and organized submittal makes for a quicker approval process.

Use this form as a checklist for a complete submittal:

- Complete and signed permit application. Completed permit application is required to accept submittal. REVIEW for completeness including signature, project address, and contact information.
- Complete and sign person in responsible charge form.
- The Architect of Record must complete and sign Construction Administration Services form.
- One bound (stapled) paper copy of the plans and other construction documents. Do **not** submit preliminary stamped plans. Do **not** submit loose sheets. When seals are required, plans cannot be accepted without seals.
- A PDF copy of the above plans and other construction documents.
 - The PDF copy is submitted with all items above.
 - Provide a CD-ROM, USB Drive, or other physical storage media.
- NOTES (e.g.: survey, site plan, special inspections, etc.):

If approved permit is not purchased 180 days after approval, project is considered abandoned and submittal is discarded. A plan review fee is charged to permit applicant. Contact Information:

Mailing Address: City of Decatur Building Department 402 Lee Street NE Fourth Floor; PO Box 488 Decatur, AL 35601	bldginfo@decatur-al.gov 256-341-4570
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