



## **BUILDING PERMIT PROCESS**

### **INITIAL REQUIREMENTS**

- Completed application for building permit
- Current or new business license for the Town of Harpersville
- Current State of Alabama Contractor or Home Builder License
- A property owner can act as their own contractor and provide all material supervision on property for their own occupancy or use. Said property shall not be offered for sale for one (1) year after completion of work. All work must be performed by licensed and permitted sub-contractors.

### **BUILDING PLANS**

- Building plans must be provided by an architect or qualified builder consisting of neatly drawn, straight lines, to scale. Must include foundation plan, floor plan, roof plan, and elevation views front, rear, and all sides.

### **PLOT PLAN**

- Location of structure on property
- Setbacks/easements is the responsibility of the owner/contractor to verify setback requirements according to the Zoning Ordinance of the Town of Harpersville. A copy of said Ordinance can be obtained from the Office of the Town Clerk/Treasurer.
- Erosion and Sediment Control measures may be required depending on the site, and if applicable, must be maintained throughout the construction process as required.
- If site is located in a Federal Emergency Management Agency (FEMA) designated floodplain, a Floodplain Development Certificate and Elevation Certificate is required.

### **SEWER/SEPTIC AUTHORIZATION**

- Septic Tank System must be reviewed and approved by the Shelby County Health Department.
- Sanitary sewer access must be granted authorization by the applicable sewer system provider. The Town of Harpersville does not own or maintain the sanitary sewer system.

### **SUB-CONTRACTORS**

- All contractors must have or obtain a business license and a permit from the Town of Harpersville before commencing work, and must have:
  - Electrical: Alabama Electrical Contractor License
  - Plumbing: Master Certification Card



## **INSPECTION SCHEDULE**

### **TEMPORARY ELECTRICAL SERVICE**

- Must be approved by the Town of Harpersville Building Inspector and released by the Office of the Town Clerk/Treasurer

### **FOOTINGS / SLAB (PRIOR TO POURING CONCRETE)**

- Uncovered, footings for dimensions and depth including reinforcing steel
- Slabs, uncovered including wire, poly, pier pads, and plumbing

### **INSULATION / SHEETROCK (PRIOR TO INSTALLATION)**

- Electrical rough
- Plumbing rough
- Mechanical rough
- Natural Gas/Propane rough (if applicable)

### **BUILDING / ENERGY WRAP INSPECTION**

- Prior to exterior finish installation (may be combined with any inspection listed above)

### **OTHER INSPECTIONS (AFTER ALL ROUGH-IN INSPECTIONS HAVE PASSED)**

- Framing
- Insulation
- Erosion control (if applicable)

### **FINAL INSPECTION**

- Electrical
- Plumbing
- Mechanical
- Natural Gas/Propane (if applicable)
- Building (for Certificate of Occupancy)