

Commercial Building Permit Checklist

- 3-sets of engineer-stamped plans
- 1-copy of plot plan
- Fire sprinkler plans, if applicable to structure
- Fire alarm plans, if applicable
- 911 Address assigned to construction site
- Tax Parcel Number
- BMP Plan
- Copy of water and sewer receipt (Health Dept. release, if septic)
- Development Review approval letter, if required
- Contact information for property owner, if applicant is not owner
- The contractor and ALL subcontractors and installers must have a Current Business License with the City of Spanish Fort
- State of Alabama General Contractor's License

Land Disturbance Permit Application Checklist

"Class 1 Land Disturbance Permit" NPDES Qualified Construction Sites (Larger than 1 Acre)

- 2 sets of Qualified Credentialed Professional (QCP) stamped plans
- Copy of Notice of Intent (NOI) submitted to ADEM
- Copy of Construction Best Management Practices Plan (CBMPP) submitted to ADEM
- All requirements of the Stormwater Management Standards found in the City's Subdivision Regulations shall be met
- Tax parcel number
- 911 address assigned to the site
- Contact information for Owner, General Contractor, and QCP
- Any additional permits
- Size of disturbed area
- Watershed

"Class 2 Land Disturbance Permit"

Other Disturbed Sites (Larger than 1000 sq ft, In-ground swimming pools, Land disturbing activity found to be contributing to an illicit discharge into the City's MS4)

- Erosion Control Plan (ECP) depicting Best Management Practices (BMPs) to include:
 - Boundary lines of the site
 - Identification of all areas to be included in the land disturbing activities
 - Location of any adjacent roadways, structures, jurisdictional boundaries, wetlands, streams, and rivers
 - Topographical map of the site with contours no less than 2 foot intervals
 - Proposed location of sediment control devices ex: silt fence, wattles, mulch
 - Proposed location, dimension, and characteristics of any construction exit pads
 - Proposed location of any stockpiles
 - Proposed location of dumpsters and other good housekeeping devices
 - Location of any portable toilets and other sanitation devices in relation to storm drain inlets.
- Tax parcel number
- 911 address assigned to the site
- Contact information for Owner, General Contractor, and QCP
- Any additional permits
- Size of disturbed area
- Watershed