



A Grand City on a CHARMING SCALE

BUILDING DEPARTMENT
402 Lee Street NE * PO Box 488
Decatur, AL 35601
www.CityofDecaturAL.com
(256)341-4570 Fax (256)341-4572

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 (Check One):

New Construction

Alterations/Additions/Repairs

Demolition

Building Type (Check 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 (i.e. no inspection activity) 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

Project Name:		Permit Number: _____
Address:		Bin Location: _____

Zoning District: _____	☐ Permitted ☐ Permitted On Appeal ☐ Prohibited
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Zoning Compliance:	Compliant	Non Compliant	BOZA
Building Height			
Yard Size			
Building Area			
Allowable Units			
Off-Street Parking			
Flood Hazard			

- *Signage under separate permit & submittal. *Demolition permits: Protected public right of way - fencing.
- *Food Service Establishments: Discuss FOG & AL Dept. of Public Health
- *Zoning District B-5: Identify location of dumpster/trash drop-off. Planning Department approves.

Notes & Calculations

Reviewer	Approve	Denial	Date	Comments
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Zoning				
Building				
Electrical				
Mechanical				
Plumbing				
Gas				
Engineering				
Planning				
Fire				
Beautification				
Utilities*				

*Utilities only required for restraunts and food serving establishments



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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:

Architect of Record Name: _____

Seal Number: _____ Email: _____

Phone #: _____ Fax#: _____

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.