



## **CITY OF CLANTON BUILDING DEPARTMENT**

### **Permit Requirements:**

*Any owner, authorized agent, or contractor who desires to **construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the building codes, or to cause any such work to be done**, shall first make application to the Building Official and obtain the required permit for work. Applicants for permits must be contractors licensed to do business in the City of Clanton, or the property owner when acting as their own contractor providing material supervision themselves. Each application for a permit shall be filed with the Building Official on a form provided for that purpose and shall contain a description of the proposed work consistent with the requirements contained in the International Building Codes and City of Clanton Zoning Ordinance 16-91 as adopted.*

*All requests for and subsequent approval to construct any structure within the City of Clanton, requires that certain drawings, specifications, documents or other items to be submitted to the Building Department for review. The required submittals will vary depending on the size and nature, the location, and the relative complexity of the referenced project. In addition to the Building Department, commercial, multi-family and industrial projects require reviews by the City Planning Commission. As a general rule, these types of projects require a planning review. In addition, should the project require the approval of the Chilton County Health Department or any other regulatory agency other than the City of Clanton, Alabama, it is the responsibility of the owner or contractor in charge to obtain approval prior to submission to this department.*

### **Building Codes:**

*The City of Clanton has adopted the following codes which are enforced by the Building Department:*

- *2015 International Building Code*
- *2015 International Residential Code*
- *2015 International Fire Code*
- *2015 International Plumbing Code*
- *2015 International Fuel Gas Code*
- *2015 International Mechanical Code*
- *2015 International Existing Building Code*
- *2015 International Property Maintenance Code*
- *2014 National Electrical Code (NFPA 70)*

## **Types of Permits:**

*Building Permit*

*Residential*

*Commercial*

*Trade Permit (Mechanical, Plumbing, Electrical, Gas, Reroofing, etc.)*

*Swimming Pool Permit*

*Sign Permit*

*Mobile Home Permit*

*Demolition Permit*

## **Requirements for Residential Building Permit:**

- a) *New single family dwellings, accessory structures, as well as additions or renovations to an existing dwelling require a completed building permit application.*
- b) *Provide an accurate plot plan depicting the boundaries of the property, setbacks, and all existing improvements in relation to the boundaries, as well as the location of any proposed accessory building, addition, or single family dwelling.*
- c) *A valuation or contract amount is required to calculate the permit amount as defined by the schedule of permit fees as adopted by the City of Clanton.*
- d) *A current City of Clanton business license and State of Alabama Home License Board certification (unless you are the owner of the property and you will be acting as your own contractor). **Contractor or Owner if acting as their own contractor will ensure that all Subcontractors and Material suppliers delivering to the site are licensed by the City of Clanton.***
- e) *A footing and foundation plan.*
- f) *A floor plan which includes electrical, plumbing and mechanical layout.*
- g) *A basic framing plan indicating at a minimum, the framing material size, At least one (1) typical wall section, drawn from the bottom of the footing to the top of the roof section, in sufficient detail to fully describe the construction.*
- h) *A detailed pre-construction and post-construction drainage plan of the site will be submitted.*
- i) *All construction documents shall be prepared by a registered design professional with additional construction documents, as required by the Building Official, where special conditions exist.*
- j) *An approval from the Chilton County Health Department for private sewage disposal system installation.*
- k) *A provision for silt screen, netting, hay bales, or similar structures or materials to control run-off.*
- l) *Site inspection by City of Clanton building department.*
- m) *A completed application for water and sewer service.*

### ***Permits To Construct Commercial, Multifamily and Industrial Structures:***

*The requirements to receive a permit for these types are considerably more detailed than those for the proceeding types of projects. Departments other than the Building Department must review plans to ensure that applicable site, sub-division, and zoning ordinance regulations are in compliance. The specific requirements necessary to initiate the site plan review process can be obtained from the City of Clanton Department of Planning and Zoning. In addition to planning and zoning, site drainage standards must be reviewed and approved by the City of Clanton engineer. A consultation may be required to obtain additional ADEM permits for all properties for more than one (1) acre for the referenced projects.*

*In addition, the following documents or drawings must be submitted and approved in order to receive a building permit for construction for this category.*

- a) Site plan approval. (See above paragraph)*
- b) A completed commercial permit application.*
- c) A current City of Clanton business license (unless you are the owner of the property and you will be acting as your own contractor).*
- d) A valid State of Alabama General Contractors license. This licensure requirement is triggered when the cost of the undertaking is greater than \$50,000.00.*
- e) A footing and foundation plan designed by a professional structural engineer showing sizes and locations of all concrete footings, with the required details showing type, size and location of all reinforcing materials used. All concrete slab information and details showing sub-grade material, reinforcing, thickness of slab, type of concrete and any related information as may be required, and any other information and/or details as required to fully describe the footing and foundation.*
- f) Any and all necessary wall sections required to fully describe the structure.*
- g) Any other drawing and details which fully describe the fire resistance rating of floors, walls, ceilings, or roof structures.*
- h) Drawings and calculations which fully describe the fire alarm system, automatic sprinkler system, standpipe system, and any other fire suppression systems to be installed.*
- i) In the event an architect or professional engineer is required to design a project, it shall be the policy of the City of Clanton to require the particular design professional to certify the structure prior to issuance of a certificate of occupancy as deemed by the Building Official.*
- j) The State of Alabama Building commission must review state buildings, motion picture theaters, hotels or motels which provide fifteen (15) or more sleeping units, and all schools (public and private) within the State of Alabama.*
- k) A provision for gravel crushed rock, or similar material for a drive and parking area for motor vehicles, which enter the disturbed property. All such motor vehicles must remain on the prepared drive.*
- l) A completed application for water and sewer service.*

### **Permits To Construct In A Special Flood Hazard Area:**

*In addition to the specific requirements for code and zoning ordinance compliance based on the nature of work performed, there are also considerable criteria that apply to projects taking place within the identified Special Flood Hazard Area of the City of Clanton.*

*The City of Clanton has adopted a [Flood Ordinance](#) as required by the Alabama Department of Environmental Management. In order to receive a permit for construction within the identified Special Flood Hazard Areas, special information must be submitted and approved by the City of Clanton Building Official.*

### **Sign Permits:**

*It shall be unlawful for any person to **erect, construct, enlarge, move, alter or convert any sign** in the City of Clanton or cause the same to be done, without first obtaining a building permit for each sign from the Building Official as required by the City of Clanton Code of Ordinances.*

***Permits are not required for routine sign maintenance.** Any business, firm, or corporation engaged in the business of altering or erecting signs governed by the provisions of the sign article adopted by the City of Clanton shall first obtain a business license from the City of Clanton. Application for a permit to erect a permanent sign shall be made to the Building Official upon a sign permit application and shall be accompanied by such information as may be required to assure compliance with all appropriate laws and regulations by the City of Clanton. Application for permits shall be filed with the City of Clanton Building Official, together with a permit fee, as specified by the Building Department. The person erecting, altering, relocating, enlarging or converting any sign shall notify the City of Clanton Building Department upon completion of the work for which permits are required and issued.*

*All free standing signs shall be subject to a footing inspection and an electrical inspection by the City of Clanton Building Inspector.*

### **Swimming Pool Permits:**

*It shall be unlawful for any person or general contractor to erect or install a permanent swimming pool within the City of Clanton without first obtaining a swimming pool permit as required by the City of Clanton Code of Ordinances. A site plan must be submitted to the City of Clanton Building Official showing the location of the swimming pool in relation to the properties. All contractors engaging in installing swimming pools exceeding five thousand dollars (\$5,000.00) within the City of Clanton must also be licensed by the State of Alabama General Contractor's Board.*

### **Permits Required For Trades:**

*The building permit fees for trades issued for residential occupancy is usually covered by the master building permit according to the International Code Council. Any work to be performed by trades not under the supervision of a General Contractor but falling under the requirements*

*of work regulated by the building codes will require a Trades Permit. Any work on existing buildings or structures located within the City of Clanton may require separate trade permits as deemed by the City of Clanton Building Official.*

*Multi Family Housing, Commercial, and Industrial Projects will require various trades (namely Electrical, Plumbing, Mechanical/HVAC, and Fuel Gas) to make application and secure a Trades Permit for work, the installation of which is regulated by the code. A permit issued for trades shall not be construed as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, nor shall issuance of a permit for trades prevent the Building Official from thereafter requiring a correction of errors in plans, construction, or violations of any code adopted by the City of Clanton.*

***Inspections:***

*The City of Clanton Building Official upon notification from the permit holder or his agent shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the codes adopted by the City of Clanton:*

- *Site Inspections*
- *Temporary Electrical Service.*
- *Footing Inspection.*
- *Plumbing Under Slab Inspection*
- *Electrical Under Slab Inspection*
- *Foundation Inspection (masonry and poured wall inspection)*
- *Framing Inspection*
- *Plumbing Rough-in Inspection*
- *Plumbing Top-out Inspection (supply system test and gravity sewer test)*
- *Electrical Rough-in Inspection*
- *Mechanical Rough-in Inspection (air-handler / furnace must be in place)*
- *Above-Ceiling Rough-in inspection (where applicable – fire official approval)*
- *Fire-Wall Inspection (where applicable – fire official approval)*
- *Sprinkler Inspection (where applicable – fire official approval)*
- *Hood / Suppression Inspection (where applicable – fire official approval)*
- *Water-service & Sewer Inspection*
- *Permanent Power Release Inspection*
- *Construction Final Inspection*
- *Site Final Inspection*

***INSPECTIONS SHOULD BE REQUESTED AT LEAST 24 HOURS IN ADVANCE TO ALLOW FOR ADEQUATE SCHEDULING.***

***General Conditions:***

*A completed copy of the Subcontractor/Vendor Index must be submitted to the Building Department prior to release for permanent power.*

*Contractor shall furnish a metal waste container to handle all waste associated with construction of building or structure. City of Clanton will not pick up discarded building materials.*

*Burning of waste or burying of waste in other than a landfill, which is permitted by the Alabama Department of Environmental Management, is prohibited.*

*Portable toilets, licensed by the Chilton County Health Department and the City of Clanton, shall be provided for all workers involved in the clearing or grading of land or the construction or demolition of a building or structure.*

*All Contractors, Subcontractors, and material supply companies delivering construction materials inside the City must be licensed by the City of Clanton.*

*Permanent electrical service connection prior to final inspection will only be granted provided the service remains locked out when not in use and the structure be at a point of completion as not to be a hazard.*

*Contractor shall utilize sediment control measures that minimize sediment leaving the disturbed site. Contractor shall control mud from migrating from the site onto a public road or street from construction traffic. If necessary the Contractor will install a construction exit pad.*

*Contractor shall maintain a clean site. All debris susceptible to wind shall be deposited in dumpsters by the end of each work day.*