PERMITTING PROCEDURES
FOR NEW AND EXISTING STRUCTURES
WITHIN THE CITY OF MOBILE

Urban Development Department
City of Mobile
April 2002

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INTRODUCTION

This document is designed as a guideline for new construction and renovation within the City of Mobile. Each section is meant to direct the reader through the entire permitting process. However, there may be instances where the application will deviate from the standard; in these exceptions City staff will explain the procedure. The option of obtaining a permit by fax is available to licensed and bonded roofing, plumbing, electrical and HVAC contractors. Please contact the Urban Development Department at (251) 208-7600 for additional information.

All plans are to be furnished to the Urban Development Department, Central Permitting Office located on the third floor of the South Tower, Government Plaza. Plans for work within the City's historic districts should be submitted to the Mobile Historic Development Commission on the second floor of the South Tower of Government Plaza.

For additional information, please contact the Chief associated with the trade in question.

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COMMERCIAL CONSTRUCTION

Any commercial construction, renovation, or change of use will require one or all of the steps outlined below. Commercial construction includes multi-family, commercial, and industrial structure(s). The general procedure is to first obtain a Land Disturbance Permit, followed by construction permits, and then upon completion of the project receiving a Certificate of Occupancy. The City Engineering, Land Use Administration, and Urban Forestry Offices will review the Land Disturbance Permit Application. The construction plans will be reviewed by the Fire Department, the building, electrical, mechanical (HVAC), and plumbing units of the Code Administration Section, and the historic Review Boards, if applicable.

If the property is located within a historic district, the Review Board process (hereafter referred to as RB) must be initiated prior to or concurrent with, the plan review process. Item D (below), should be submitted directly to the Mobile Historic Development Commission office.

If timber is to be harvested, a Timber Harvest Permit must be obtained from Urban Forestry; this permit only allows trees to be cut or harvested. Stump removal, cutting of undergrowth, or earthwork, would require a Land Disturbance Permit.

An applicant desiring to construct and/or add to a commercial building, or construct and/or enlarge a parking lot will need to secure a Land Disturbance Permit. A Land Disturbance Permit may not be required for resurfacing of a parking lot, it is required only when the impermeability is increased by the resurfacing, i.e., changing from gravel to asphalt/concrete. To apply for a Land Disturbance Permit (see page 16), submit Items A & B to the Central Permitting Office along with the fee (see page 14). A paving permit is required when installing a new parking lot or enlarging an existing parking area; to apply for a Paving Permit, submit Items A and B, along with the Land Disturbance Permit Application to the Central Permitting Office. When applying for building permits, submit Item C to the Central Permitting Office. The building permit fees are paid when the plans have been reviewed, approved and the permit is issued.

Prior to the beginning of any work in the City of Mobile Right-of-Way, a permit shall be obtained from the City of Mobile Engineering Department located at 352 Government Street, Mobile, AL 36602. In addition, the Engineering Department shall be notified seventy-two (72) hours prior to construction for inspection purposes. The Department phone number is (251) 208-6073.

Items:

A) Two copies of the site grading and drainage plan, signed and sealed by an Alabama Professional Engineer, showing pre-construction and final grade elevations. The plans should include, or be accompanied by, sufficient storm-water retention calculations, project narrative, an erosion control plan, a storm-water retention system maintenance plan, as well as a Land Disturbance Permit application. Refer to page 14 for a list of fees and Page 16 for a Land Disturbance Permit application.

B) Two copies of the site and landscape plan signed and sealed by an Alabama Professional Engineer or Architect illustrating compliance with the City of Mobile Zoning Ordinance, including the tree and landscaping requirements. The developer and/or owner must also sign these plans.

Submittal of construction plans (Item C) may be done simultaneously with submittal of the engineering and zoning plans (Items A & B), or construction plans (Item C) may be submitted after the Land Disturbance Permit is issued. If the property is within a Historic District, the materials listed in Item D

should be submitted to the Mobile Historic Development Commission before or concurrently with, Items A & B.

C) Three complete sets of construction plans and specifications for review by Code Administration and the Mobile Fire Department. Each set should include a site plan and illustrate compliance with building, electrical, plumbing, mechanical (HVAC), Standard Fire Prevention and Life Safety codes. For specific information refer to pages 5-9. Each page must be signed and sealed by an Alabama Architect or Professional Engineer. Furthermore, a Letter of Supervision by the Architect or Engineer responsible for overseeing construction and ensuring compliance with City codes is required. Allow ten (10) business days for Urban Development Department to review plans. However, review by City Engineering may require a maximum of thirty (30) days.

D) If the property is within a historic district, six copies of a site plan, elevations, a floor plan, and a listing of materials are required. Providing color samples when applicable, will expedite the citizen's request.

E) All drawings, specifications, and accompanying data shall bear the name and address of the designer. The designer shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his/her official seal to said drawings, specifications and accompanying data except and unless the plans and specifications are for the erection, enlargement or alteration of any building upon any farm for the use of any farmer, irrespective of the cost of such building, or any single family residence building or any utility works, structures or building (provided that the person performing such architectural work is employed by an electric, gas or telephone public utility regulated pursuant to the laws of Alabama or by a corporation affiliated with such utility), or of any other type building(s) which has a ***total area of less than 2,500 square feet*** and is not intended for assembly occupancy, except schools, churches, auditoriums or other buildings intended for the assemblage occupancy of people.

The building permit fees are paid when the plans have been reviewed, approved and the permit is issued. In order to reduce confusion on each project, it is recommended that only the project coordinator/contact person contact the Urban Development Department regarding the status of a project.

City Engineering, Land Use Administration and Urban Forestry conduct a review of Plans A and B. If the plans are in compliance with applicable codes, a Land Disturbance Permit is issued and recorded by City staff.

If construction plans were not previously provided, they should be submitted at this stage as outlined in Items C, D and E above. Each City Department will review its respective portion of the plans. Approvals for a site in a Historic District generally take longer than plans for other areas. However, if information has been omitted or changes are needed, the approval process may be delayed. **If changes are necessary, the contact person listed will be instructed to submit revised plans.** All revised plans must be delivered to the Central Permitting Office or the Mobile Historic Development Commission, if applicable. Permits will be issued when all departments have approved the plans and the required fees have been paid.

Upon completion of a project, the Engineer of record shall certify that the project has been completed as approved by the City Engineer, and a request for a Certificate of Occupancy should be made to Central Permitting Office. At that time, Building, Mechanical, Electrical, Plumbing, Zoning, and Fire Department final inspections will be conducted. The General Contractor shall contact the Central Permitting Office at (251) 208-7600 or by FAX at (251) 208-7023 to apply for a Certificate of Occupancy. Allow two weeks for commercial and seven days for residential.

The project shall be in compliance with the approved plans and any changes must be submitted and authorized **prior to construction**. A Certificate of Occupancy will not be issued if the building deviates from the approved plans. After each department has completed its final inspection and found the project in to be compliance, a Certificate of Occupancy may be issued.

RESIDENTIAL CONSTRUCTION

For residential construction (single-family and duplexes), the following information must be provided the Central Permitting Office when applying for a building permit: a legal description of the property; the dimensions of the property with the location of the proposed dwelling and accessory structures; and the total square footage of living and non-living areas, for example, porches, garages, utility buildings, etc. Please note that additional permits are required for installation of electrical, plumbing and HVAC systems. These permits must be obtained by a contractor who is licensed and bonded for that particular trade; however, in special circumstances these permits may be obtained by a homeowner. Multi-family structures must follow the specifications for commercial structures. For information regarding permits contact the Urban Development Department at (251) 208-7601.

City employees will verify compliance with the Zoning Ordinance, Subdivision Regulations and engineering standards. If a request does not meet all Zoning Ordinance regulations, an application may be made to the Board of Zoning Adjustment for a variance. For more information regarding a zoning variance, please contact the Land Use Section of the Urban Development Department, (251) 208-5895. If the site is within a floodplain, an Elevation Certification may be required from an Alabama Professional Engineer or Surveyor. For information regarding flood zones, please contact City Engineering at (251) 208-7457. For information regarding elevation certifications contact Urban Development at (251) 208-7600.

If the property is within a historic district, the Review Board (hereafter referred to as RB) process should be completed before applying for a building permit.

Prior to the beginning of any work in the City of Mobile Right-of-Way, a permit shall be obtained from the City of Mobile Engineering Department. In addition, the Engineering Department shall be notified seventy-two (72) hours prior to construction for inspection purposes.

LICENSING REQUIREMENTS

Please contact the Central Permitting Office for trade licensing requirements.

CONSTRUCTION AND RENOVATION WITHIN A HISTORIC DISTRICT

City of Mobile Ordinance and State of Alabama Statute require that repairs, additions and new construction within Mobile's Historic Districts must be approved before a building permit can be issued. There are seven historic districts in the City of Mobile: East Church Street, DeTonti Square, Lower Dauphin Street, Oakleigh Garden District, Old Dauphin Way, Leinkauf, and Ashland Place. This applies to **all structures within the districts**, whether old or new. Application is made to the Mobile Historic Development Commission (MHDC) and must be accompanied by a site plan, building elevation, floor plan, and a list of materials to be used. Permits must also be obtained for fencing, painting, signs, and trimming or removal of trees within the historic districts.

The MHDC serves as staff for the Review Boards of the City of Mobile. There are two Review Boards that oversee the various historic districts. Applications with all supporting materials are due one week before the scheduled meeting date in order to be placed on the appropriate agenda.

The Boards meet at 3:00 p.m. on their respective meeting dates in the Pre-Council Room located on the first floor of the South Tower of Government Plaza. It is advisable for the property owner to be present or to be represented at the meeting. Meetings to review proposed work within the Old Dauphin Way Historic District are on the second Wednesday of each month. The Architectural Review Board reviews all other applications on the first Monday of the month, and often a second meeting is scheduled for the third Monday of the month. Since holidays frequently fall on Mondays, the schedule is subject to change. Please contact the MHDC office at (251) 208-7281 for the dates of meetings.

Decisions are made at the meetings based on the application and materials supplied. The request may be approved, denied, or approved with conditions. If the work requested is denied, the owner may submit a different proposal for the next meeting or may appeal the decision to the City Council within 15 days of notification. Denials for signage may be appealed to the Board of Zoning Adjustment within the 15-day period. Proposals denied for lack of information may be resubmitted with the required information for the next RB meeting.

If the request is approved, a Certificate of Appropriateness (COA) is issued by the MHDC staff with any conditions listed on it. With the COA, a property owner or contractor may apply for a building permit.

The staff of the MHDC has the authority to issue a Certificate of Appropriateness for certain items. Repairs exactly matching the existing, painting, and some fencing can be approved at the staff's discretion. Occasionally, the staff will defer a decision to the Review Boards. For information on this process please contact the MHDC office.

The Review Boards will not approve any work that requires a variance. An application can be made for a concept approval in order to open discussion with the Review Boards. However an approval will not be finalized, nor a COA issued until a variance is approved and all conditions of the Boards are met.

A pamphlet, *Design Review Guidelines for Mobile's Historic Districts* is available from the offices of the MHDC. For a copy of the Guidelines or for any questions, please contact the MHDC at (251) 208-7281.

PLAN REVIEW REQUIREMENTS (Commercial Construction)

For general requirements, please refer to Item C, page 2. All plans must meet the respective Codes adopted by the City of Mobile, and the following pages list some of the requirements for plans submitted for review. These lists should serve as a guide only, since the requirements vary according to the construction of the building and its use. If additional information is necessary, the Central Permitting Office will contact the applicant. Questions may be addressed to the Central Permitting Office at (251) 208-7593.

- **BUILDING**

  International Building Code with Local Amendments, 2000 Edition

  Plans and specifications submitted to the Building Official **must be of sufficient detail to clearly show the project in its entirety with emphasis on the following:**

  1. Structural integrity
  2. Life safety/fire protection
  3. Architectural safety barriers
  4. Building Code compliance
  5. Definition of scope of work
  6. Handicap accessibility

  Following is a suggested standard of drawings for review by the Building Official. Depending upon the size, nature and complexity of the building, not all of the drawings listed below may be necessary. Also, additions and remodels may not require all of the following for plan submittal and review.

I. Cover Sheet

1. Project identification
2. Project address and a location map
3. All design professionals identified – plans sealed by design professionals registered in the State of Alabama.
4. The principal design professional (the professional responsible for project coordination) shall be identified. A **Letter of Supervision** shall accompany submittal of plans. All communications should be directed through this individual.
5. Design Criteria List:
   - i. Occupancy group
   - ii. Type of construction
   - iii. Protected/unprotected
   - iv. Location of property
   - v. Seismic zone
   - ix. Occupant load
   - x. Land use zone
   - xi. Units of exit required/provided
   - xii. Flood zone
   - xiii. Base Flood elevation

vi. Square footage/allowable area
vii. Fire sprinklers
viii. Height and number of stories
ix. Number of units
xiv. Soil report
xv. Statement of special inspections
xvi. Compliance alternatives for existing buildings

II. Site Plan

Show proposed new structure and any existing buildings or structures, all property lines with dimensions, all streets, easements, and setbacks. Show all water, sewer, electrical points of connection, proposed service routes, and existing utilities on the site. Show all fireplugs. Show all required parking, draining, and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate include a topographical survey. Show north arrow.

III. Foundation Plan

Show all foundations and footings. Indicate size, locations, thicknesses, materials and strengths and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report for the proposed structure at that site.

IV. Floor Plan

Show all floors including basements. Show all rooms, with their use, overall dimensions, and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. Provide finish schedule. All fire assemblies, area, and occupancy separations and draft stops shall be shown.

V. Framing Plans and Roof Framing Plans

Show all structural members, their size, method of attachment, location, and materials for floors and roofs. Show reflected ceiling plan. Show roof plan. Show draft stopping in attics.

VI. Exterior Elevations

Show all views. Show all vertical dimensions and heights. Show all openings, and identify all materials and show lateral bracing system, where applicable.

VII. Building Sections and Wall Sections

Show materials of constructions, horizontal/vertical reinforcements/bracing, non-rated and fire rated assemblies and fire rated penetrations. Provide UL Assembly number. Show dimensions of all heights.

VIII. Structural Calculations

Where required, provide structural calculations for the entire structural system for the project. Show design loads: **wind, live, dead.** Provide erection drawings (sealed) for pre-engineered metal buildings. Provide certification (sealed) on all pre-fabricated trusses, beams, arches, etc.

IX. Electrical Plan

National Electrical Code with Local Amendments, 1999 Edition

Plan review takes into consideration the type of construction, including special notes:

- ◊ Calculations.
- ◊ Location of service and equipment panels, including panel schedules and ratings.
- ◊ Location of lighting, receptacles, switches, disconnects and equipment.
- ◊ Material and equipment listings to verify that they are suitable for use and in compliance with City Codes and Ordinances.
- ◊ Proper equipment, size of conduits, wire, panels and devices and ensure routing of materials is compliant with codes.

Show all electrical fixtures (interior, exterior, and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations, and fixture schedules. Show point of connection to utility. Show emergency lighting, exit lights, smoke detection, and fire alarm systems.

X. Mechanical Plan

International Mechanical Code with Local Amendments, 2000 Edition

- ◊ If no mechanical work is being done, a letter stating so should be included.
- ◊ Two- (2) inch insulation is required when external ductwork insulation is applied in the field. If this is applicable to the project, a note stating compliance should be placed on the plans.
- ◊ The following items must be shown on the plans: fire/smoke damper(s); automatic fan shutdown controls for units 5 tons and above; required outdoor ventilation air calculations (Table 403.3); equipment size and type; and ductwork (supply and return) with sizes.

Show labeling criteria of all mechanical equipment. Show heating equipment data, equipment capacity (b.t.u.), controls, appliance layouts showing location, access and clearances, disconnect switches, and indoor and outdoor design temperatures.

Show ventilation data for ductwork and equipment including: ventilation schedule indicating the amount of outside air (in c.f.m.) supplied to each room or space; layout showing outside air intakes; construction of ducts, including support and sheet metal thickness; duct lining and insulation materials with flame spread and smoke-developed ratings; exhaust fan ductwork layout and termination to the outside; size of louvers and grilles for attic ventilation.

Show boiler and water heater equipment and piping details including safety controls and distribution piping layout. Show combustion air intake quantities and details. Show commercial kitchen exhaust equipment details including hood

and fan drawings, details of automatic fire suppression, and clearances. Show mechanical refrigeration equipment data and details.

XI. Plumbing Plan

International Plumbing Code with Local Amendments, 2000 Edition

- ◊ Minimum facilities per building based on type of construction and occupancy usage.
- ◊ Plumbing riser diagrams for proper pipe sizing.
- ◊ Proper plumbing systems for type of building.

Show all fixtures, piping, slopes, materials, and sizes. Show point of connections to utilities, septic tanks, pre-treatment sewer systems, and water wells. Document on prints to show no plumbing changes or alterations. If restaurant, bar, lounge, deli, or any establishment that prepares, sells or serves food in any fashion, show on prints grease trap, sizing formula, or letter explaining why grease trap is unnecessary, e.g. deli re-heating pre-prepared foods only. A letter must accompany prints stating that if excessive grease is found in system then owner will be responsible to upgrade to full sized grease system.

XII. Specifications

Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment. Schedules may be incorporated in project manual in lieu of drawings.

XIII. Addenda and Changes

It is the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all change's throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.

XIV. Revisions

For clarity, all revisions should be identified with a delta symbol (Δ) and clouded on the drawings. You may re-submit only those sheets that have been changed.

XV. Omissions

Whenever building systems are not included in the construction project, the design professional shall write a letter to the building official stating that no work will be performed in that discipline, i.e. electrical, mechanical, plumbing, etc.

Plans submitted without the seal of the architect and/or engineer shall not be logged in and will be returned. Each plan submission shall be considered a plan review and a $50 fee shall be required.

XVI. Disclaimer

The City of Mobile makes no warranty expressed or implied, and assumes no responsibility whatsoever for the accuracy and completeness of the information herein.

- **ZONING**

  Zoning Ordinance, Adopted May 1967, with Amendments through April 2002

  The following elements should be included on the site plan.

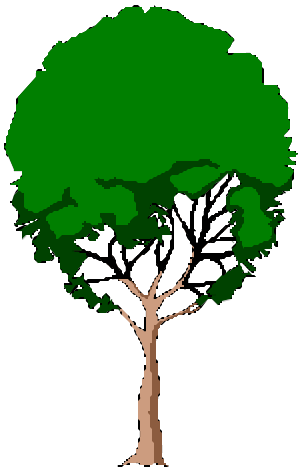
  - ◊ The site plan must show a north arrow, be drawn to scale, and be certified by an Alabama registered Landscape Architect, Professional Engineer, or Architect.
  - ◊ The current zoning of the land.
  - ◊ A protection buffer: Required when B-1, B-2, B-3, B-4, I-1, or I-2, district adjoins an R-1, R-2, or R-3 residential district. Types of buffers: wall or fence with screen planting.
  - ◊ A sidewalk is required along all public rights-of-way: developed or undeveloped.
  - ◊ Landscaping calculations must be provided on the site plan and demonstrate:
    12% of the entire site is dedicated to landscaping or green space area.
    60% of the 12% is located in the front yard.
  - ◊ All structures must be shown to comply with the building site and setback requirements. For a complete guide to building site and setback requirements see Section III, pg. 16-27 of Zoning Ordinance 80-057.
  - ◊ Parking: The number of parking spaces required is determined by the use of the structure. See Zoning Ordinance 80-057 Section VI pg. 79-80. The parking layout and design must conform to the table in Section VI, pg. 76 of Zoning Ordinance 80-057, Minimum Stall and Aisle Dimension. All parking surfaces are to be paved with asphalt or concrete.
  - ◊ Must indicate any special requirements of the Mobile Planning Commission and/or Board of Adjustment.
  - ◊ Must list the legal description, address if available from City Engineering, vicinity map, and description of the intended use of the structure.

- **URBAN FORESTRY**

  Tree Ordinance, a sub-section of the Zoning Ordinance, Adopted March 1992

  The following elements must be shown on the Landscape Plan.

  - ◊ The approximate location of existing boundary lines and dimensions of the building site.
  - ◊ The location, species, and size of existing trees and other vegetation that the applicant proposes to retain on the site and utilize as a part of the landscaping requirements.
  - ◊ The location and size of existing and proposed streets and alleys, existing and proposed utility easements on or adjacent to the building site, and existing and proposed sidewalks adjacent to streets.
  - ◊ The location and size of proposed landscaped areas, including the calculated square feet.
  - ◊ The location, number, size and name of all proposed landscaping materials.



  - ◊ Statistics demonstrating that the minimum percentage of the landscaping requirements is met.
  - ◊ The locations, species and DBH (diameter at breast height, 4 1/2 feet above the ground) of existing Heritage Trees and Heritage Live Oak Trees indicating those to be removed and those to be retained.

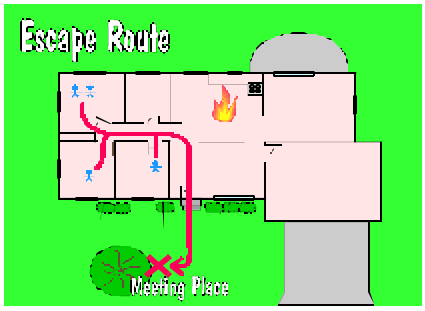
- ◊ The location, dimensions and materials of proposed landscaping within the parking area(s).
- ◊ Documentation illustrating plans (written or graphic form) to protect existing trees and other vegetation during construction.
- ◊ The proposed irrigation type and design.
- ◊ Certification that the landscape plan has been prepared by one of the following: a Registered Landscape Architect, an Alabama Professional Engineer, or Architect.
- ◊ Tree Planting Requirements apply to all property <u>except</u> developed R-1 and R-2 zoned areas, and plans must illustrate the following:
    - ∗ signature of the property owner.
    - ∗ That the road frontage setbacks contain one (1) heritage overstory tree per 30 feet of road frontage. If overhead power lines are present, live oak trees must be planted in the first 15 feet of a 25 foot setback.
    - ∗ the equivalent of one heritage overstory (large) or heritage understory (small) tree for every 30 feet of outside lot perimeter, less the frontage trees. No more than 50% of these trees shall be understory.
    - ∗ the planting of one heritage understory tree for every 20 parking spaces . The trees are to be located within the parking area to break up the expanse of paving.
    - ∗ all heritage trees shall be guaranteed for 2 years and are forever protected by the Urban Forester.
    - ∗ the Urban Forester may waive requirements for up to one half of the required trees. Such tree(s) shall then be donated to the Mobile Tree Commission Tree Bank for planting on public property. When allowed, the cost of this is $200.00 per tree.
- ◊ All required trees must be a minimum of 3-inch caliper or 2 inch DBH at the time of planting. The Landscape Plan must show the type and size of required trees at the time of planting.
- ◊ Live Oak trees 24 inches DBH are protected trees. In order to remove or trim branches from a protected tree, a permit must be obtained from the Urban Forester.
- ◊ All trees on the City's public right-of-way are protected by the Tree Ordinance, 64-026. The Mobile Tree Commission must approve any work done to trees in the City right-of-way, and the Urban Forester must permit any work on all trees larger than 7 inches at DBH located in a Historic District.

- **BUREAU OF FIRE PREVENTION**
  <u>International Fire Prevention Code, 2000 Edition</u>
  <u>2000 Life Safety Code.</u>

  The following information must be included on plans submitted for review.
    - ◊ All fire protection and detection systems.
    - ◊ A site plan illustrating the following: hydrant location and flow rate of all fire hydrants within 500 feet of all exterior portions of the building(s); and if applicable, the location of the Fire Department Connection (FDC) and the Fire Department access road.
    - ◊ Occupancy Classification, Construction Type, area of building, area of each floor, number of stories and height, and occupancy load of each area of the building as defined in the Standard Building Code and the Life Safety Code. All this information shall be shown on an index page.

- ◊ Occupant capacity of building.
- ◊ If building is to be protected by automatic sprinklers: identify the type of system, 13, 13R, or 13D. If 13 system, identify the hazard listing, i.e., light hazard, ordinary hazard (group 1 and 2), extra hazard (group 1 and 2) or special occupancy hazard. A Fire Department connection must have a fire hydrant within 100'.

A special permit is required for the following systems and must be obtained from the Mobile Fire Department, Bureau of Fire Prevention, 701 St. Francis Street, (251) 208-7484.



- ◊ Fire Alarms.
- ◊ Fire Sprinkler System.
- ◊ Above or Underground Fuel Tank.
- ◊ Assembly
- ◊ Bonfire
- ◊ Burn - Commercial
- ◊ Fire Extinguisher Service
- ◊ Fireworks - Professional display
- ◊ AST Annual Inspection
- ◊ AST Installation
- ◊ UST Installation
- ◊ Decommissioning Flammable or Combustible Liquid Tanks
- ◊ Tent

- **HISTORIC DISTRICTS**

Any construction or renovation within a Historic District will require six copies of the following materials to be submitted directly to the Mobile Historic Development Commission. Questions pertaining to these requirements may be directed to the MHDC office (251) 208-7281

- ◊ Site plan.
- ◊ Building elevation.
- ◊ Floor plan.
- ◊ List of materials to be used.

Permits must also be obtained for fencing, painting, signs, and trimming or removal of trees within the historic districts.

CITY OF MOBILE ENGINEERING RIGHT OF WAY DIVISION
352 Government Street, Mobile, AL 36602
Mailing address: P. O. Box 1827, Mobile, AL 36633-1827
(251) 208-6070, FAX (251) 208-6078.

The City of Mobile Engineering Right of Way Division is responsible for the enforcement and issuance of permits relating to City of Mobile Ordinance 57-022. This ordinance requires that a permit be obtained before any work is performed within the City of Mobile right of way.

Work requiring a permit includes, but is not limited to, the following: excavations, sewer connections, water connections, utility connections, landscaping, sidewalks, and driveways.

Any work performed within the City of Mobile right of way without a permit shall result in double permit fees and the issuance of a notice of violation or a Municipal Offense Ticket.

SCHEDULE OF FEES

PLAN REVIEW FEES

A plan review fee of $50 is charged for each commercial project. There is no charge for second submittal of plans after corrections have been made. However, a fee will be charged for each discipline (i.e. mechanical, electrical, etc.) that was omitted from the original submittal. A $1.00 computer usage fee will be charged.

LAND DISTURBANCE PERMIT FEES

Land Disturbance Permits require the following fees at the time of application:

Up to 10,000 sq. ft. of land area	$100.00
10,000 to 50,000 sq. ft. land area	$200.00
Over 50,000 sq. ft. land area	$300.00

A $1.00 computer usage fee will be charged.

CONSTRUCTION PERMIT/INSPECTION FEES

To determine applicable permit/inspection fees for any project, please contact the Central Permitting Office at (251)208-7421.

RIGHT-OF-WAY PERMIT FEES

To determine applicable permit/inspection fees for any right-of-way project, please contact the Right-of Way Office at (251) 208-6070.

PERMIT TRACKING CHECKLIST

This checklist may require additional categories based on the development project.

Historic Development Commission ( )
(if applicable)

Land Disturbance Application Review
- Land Use ( )
- Urban Forestry ( )
- City Engineer ( )

Land Disturbance Permit Obtained ( )

Trade and/or Department Reviews of Construction Plans:
- Building ( )
- Electrical ( )
- Plumbing ( )
- Mechanical (HVAC) ( )
- Engineering ( )
- Fire Department ( )

Letter of Supervision Submitted ( )

Construction Permit Obtained ( )

Call for Final Inspection ( )
- Alabama Professional Engineer Certification
- Building ( )
- Electrical ( )
- Plumbing ( )
- Mechanical (HVAC) ( )
- Fire Department ( )
- Land Use/Urban Forestry ( )

Final Engineering Letter ( )

Certificate of Occupancy Issued ( )

(Please allow two weeks for commercial and seven days for residential)

CITY OF MOBILE, ALABAMA
ENGINEERING DEPARTMENT

APPLICATION FOR
LAND DISTURBANCE
PERMIT

Application Fee Received By:

_____

Instructions: An application for a permit must include the applicant's Site Grading and Drainage Plan, including an Erosion Control Plan along with sufficient engineering calculations to verify storm-water discharge(s). The plans must be factual and complete and submitted in duplicate to the City of Mobile, Urban Development Department Central Permitting Office along with payment of the appropriate fee.

Pursuant to the requirements of the City of Mobile Ordinance and its Flood Plain Management Plan, the undersigned hereby applies for a permit for the activity represented on the attached plans.

Applicant's Name	Telephone Number
Authorized Representative	Telephone Number
Street Address	Site Location/Legal Description
City State Zip Code	Address Assigned by the Engineer
Signature Date	City Engineer

Approval of the Land Disturbance Permit is **NOT** authority to initiate construction. The applicant is responsible for obtaining the necessary approvals and insuring compliance with applicable Zoning, Subdivision, Tree and Traffic Ordinances or Regulations.

_____
Land Use Administration Representative

Land Disturbance plans are maintained in the City Engineer's Office and should be in compliance with Ordinance 65-052. It is required that an Alabama Professional Engineer certify to the Central Permitting Office that this project has been completed in compliance with plans approved by the City Engineer prior to the granting of a Certificate of Occupancy.

1. **NOTE:** A permit from the Urban Forester is required for all heritage trees (including 24" or larger live oaks), to be removed, trimmed or relocated.
2. **Any work to be performed in the City of Mobile, Right of Way will require a** R.O.W. Permit per City of Mobile Ordinance #57-022.

GLOSSARY

Alabama Professional Engineer - engineer certified by the Alabama State Board of Registration for Professional Engineers and Land Surveyors.

Building Unit - unit of the Code Administration Section which is responsible for administration and enforcement of the *2000 International Building Code* with local amendments.

Central Permitting Office – unit of the Code Administration Section, which receives and distributes plans, processes and issues permits, and conducts inspections of developments in the City.

Certificate of Appropriateness - required form letter specifying approved exterior work in the City's historic districts. This must be obtained before a building permit can be purchased.

Certificate of Occupancy - certificate required to occupy a new building. This document certifies that upon completion of all inspections, the structure complied with all applicable codes (building, plumbing, electrical, HVAC, Fire Prevention and Life Safety).

Code Administration - Section of the Urban Development Department which administers and enforces *the International Building Code, the National Electrical Code, the International Mechanical Code, and the International Plumbing Code.*

Commercial Construction - any development used for purposes other than single-family or two-family residential.

Construction Plan - drawing which illustrates compliance with the *International Building Code, International Plumbing Code, National Electrical Code, International Mechanical Code, International Fire Prevention Code,* and *Life Safety Code.*

Duplex or two-family residential - residential structure and accessory buildings associated with two housekeeping units.

Electrical Unit - unit of the Code Administration Section which is responsible for administration and enforcement of the *1999 National Electrical Code* with local amendments.

Engineering (City Engineer) - City department responsible for administration of the Flood Plain Land Use Ordinance including reviewing grading and drainage plans.

Fire Department (Bureau of Fire Prevention) - reviews commercial plans for compliance with the *2000 International Fire Prevention Code* and *2000 Life Safety Code.*

Grading and Drainage Plan - plan required for each project that requires a Land Disturbance Permit. This plan must include design plans and calculations for paving, drainage, storm-water detention, and erosion control. The plan must

be prepared and sealed by a registered Professional Engineer (PE) licensed to do business in the State of Alabama. After the project has been completed, a PE must also certify that the project was constructed according to the plan.

Land Disturbance Permit - permit required for land disturbing activity including but not limited to: clearing, grading, filling of land, and **any** activity which disturbs natural vegetation or existing contours which may allow movements of sediments into public or private storm drainage facilities. Permit requires approved site plans.

Land Use Administration - Section of the Urban Development Department which is responsible for administration and enforcement of the Subdivision Regulations and the Zoning Ordinance including, but not limited to: use of property, setbacks, parking requirements, landscaping and buffer protection.

Landscape Plan - plan which illustrates compliance with the landscaping, tree planting and tree protection requirements of the Zoning Ordinance.

Mechanical Unit - unit of the Code Administration Section which is responsible for administration and enforcement of the *2000 International Mechanical Code* with local amendments.

Mobile Historic Development Commission – responsible for administration and enforcement of ordinances and laws pertaining to historic preservation and protection.

Multi-Family Residential - residential structure and accessory buildings associated with three or more housekeeping units.

Plumbing Unit - unit of the Code Administration Section which is responsible for administration and enforcement of the *2000 International Plumbing Code* with local amendments.

Single-Family Residential - residential structure and accessory buildings associated with only one housekeeping unit.

Site Plan - Item B--drawing which illustrates compliance with the Zoning Ordinance and Urban Forestry; included but not limited to use of property, setbacks, parking, tree planting and landscaping. Item C--drawing which illustrates compliance with the *International Building Code, International Plumbing Code, National Electrical Code, International Mechanical Code, International Fire Prevention Code* and the *Life Safety Code*. Information required includes but is not limited to: building separations, location and flow rates of all hydrants within 500', fire department connections and access roads if applicable.

Timber Harvest Permit - permit required to cut trees for harvest while leaving stumps on site; does not include bulldozing work.

Urban Forestry - Section of the Urban Development Department which maintains and cares for public owned trees, enforces both the 1961 (trees on public property) and 1992 Tree Ordinances (trees on private property).