

**APPLICATION FOR BUILDING PERMIT  
CITY OF HEFLIN, ALABAMA**

**An updated list of subcontractors shall be furnished by the builder before the issuance of a certificate of occupancy by the City.**

**ADDRESS IS REQUIRED TO BE ON BUILDING BEFORE FINAL INSPECTION**

<p><b>PLEASE NOTE: ON NEW CONSTRUCTION WORK, THE FOLLOWING IS REQUIRED WHEN APPLYING FOR PERMIT.</b></p> <p>*A SET OF PLANS &amp; SPECIFICATIONS _____</p> <p>*FLOOD PLAIN MAP DETERMINATION _____</p> <p>*PLOT PLAN (SHOWING LOCATION OF DWELLING &amp; BOUNDARY LINES) _____</p> <p>*SEWAGE DISPOSAL CERTIFICATION _____</p> <p>HEALTH DEPT PERMIT _____</p> <p>*HEFLIN WATER BOARD _____</p> <p>HEALTH DEPT PERMITS ARE REQUIRED BEFORE PERMITTING IF SEWER NOT AVAILABLE.</p> <p>BEFORE DIGGING ON THE CITY RIGHT-OF-WAY CALL THE CITY SHOP AT 256-463-7837 or CITY HALL AT 256-463-2290.</p> <p>ISSUED BY: _____</p>	<p>PERMIT NO. _____</p> <p>DATE: _____ 200__</p> <p><b>DWELLING INFORMATION:</b></p> <p>NO. OF BEDROOMS _____</p> <p>NO. OF BATHS _____</p> <p>NO. OF STORIES _____</p> <p>TOTAL SQ. FOOTAGE OF HEATED AREA _____</p> <p>NOT HEATED AREA SQ.FT _____</p> <p>BASEMENT YES OR NO _____</p> <p>ON SLAB YES OR NO _____</p> <p>CRAWL SPACE YES OR NO _____</p> <p>TOTAL NO. OF ROOMS _____</p> <p>TOTAL VALUE OF CONSTRUCTION \$ _____</p> <p>\$3.00 PER \$1,000.00</p> <p>PERMIT FEE \$ _____</p> <p>ISSUE FEE \$ _____</p> <p>TOTAL \$ _____</p>
<p><b>NAME AND ADDRESS OF CONTRACTOR, HOMEOWNER OR CONSTRUCTION FIRM:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>PHONE NO. _____</p> <p>CELL PHONE NO. _____</p> <p>HOMEBUILDER'S LICENSE NO. _____</p> <p><b><u>SIGNATURE OF APPLICANT</u></b></p> <p>_____</p>	<p><b>OWNER'S NAME &amp; ADDRESS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>LOCATION ADDRESS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Begin Construction:</b> _____</p>

**DESCRIPTION OF WORK:** \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
**BUILDING INSPECTOR**

APPROVED: \_\_\_\_\_  
**FIRE CHIEF**

Approved: \_\_\_\_\_  
**ELECTRICAL INSPECTOR**

**BUILDING PERMIT INFORMATION**

REQUIREMENTS TO OBTAIN A BUILDING PERMIT WITHIN THE CITY LIMITS OF HEFLIN, ALABAMA. A BLANK APPLICATION FOR A PERMIT MAY BE OBTAINED FROM THE CITY CLERK AT CITY HALL .

1. FILL OUT THE APPLICATION AS COMPLETELY AS POSSIBLE.
2. CERTIFICATION BY THE CLEBURNE COUNTY HEALTH DEPARTMENT APPROVING THE PROPOSED LOCATIONS OF THE SEPTIC TANK AND FILED LINES, PROVIDED PUBLIC SEWER IS NOT AVAILABLE, MUST ACCOMPANY A PLOT PLAN WITH THE COMPLETED APP.
3. ONE SET OF BLUEPRINTS AND SPECIFICATIONS MUST ACCOMPANY EACH APPLICATION.
4. HAVE A STRING PULLED FROM EACH SURVEY STAKE ON LOT SIDE LINES AND HAVE BUILDING CORNERS STAKED OUT FOR THE BUILDING INSPECTOR'S APPROVAL.
5. WHERE CITY SEWAGE AND WATER ARE AVAILABLE, HAVE A STATEMENT FROM HEFLIN WATER WORKS & SEWER BOARD THAT PROPER WATER AND SEWER ARE AVAILABLE.
6. ON NEW CONSTRUCTION WHERE THE PROPERTY OWNER IS ACTING AS HIS OWN CONTRACTOR, THE CONTRACTOR'S LICENSE CODE 6-25 NO. 20 SHALL BE ENFORCED.

**BUILDING PERMIT PER CODE:**

A BUILDING PERMIT SHALL BE OBTAINED FROM THE BUILDING INSPECTOR **BEFORE CONSTRUCTION BEGINS.**

**DOUBLE FEES PER CODE:**

WHERE CONSTRUCTION IS COMMENCED BEFORE A PERMIT IS OBTAINED, THE PERMIT FEES SHALL BE DOUBLED. (OBTAIN FEE SCHEDULE FROM BUILDING INSPECTOR OR CITY HALL).

**VIOLATIONS AND PENALTIES PER CODE:**

ANY PERSON, FIRM, CORPORATION OR AGENT WHO SHALL VIOLATE A PROVISION OF THE CODE, OR FAIL TO COMPLY THEREWITH, OR WITH ANY OF THE REQUIREMENTS THEREOF OR WHO SHALL ERECT, CONSTRUCT, ALTER, DEMOLISH OR MOVE ANY STRUCTURE, OR HAS ERECTED, CONSTRUCTED, ALTERED, REPAIRED, MOVED OR DEMOLISHED A BUILDING OR STRUCTURE IN VIOLATION OF A DETAILED STATEMENT OR DRAWING SUBMITTED AND APPROVED THEREUNDER, SHALL BE GUILTY OF A MISDEMEANOR. EACH SUCH PERSON SHALL BE DEEMED GUILTY OF A SEPARATE OFFENSE FOR EACH AND EVERY DAY OR PORTION THEREOF DURING WHICH ANY VIOLATION OF ANY OF THE PROVISIONS OF THE CODE IS COMMITTED, OR CONTINUED AND UPON CONVICTION OF ANY SUCH VIOLATION SUCH PERSON SHALL BE PUNISHED WITHIN THE LIMITS AND AS PROVIDED BY STATE LAWS.

**CITY OF HEFLIN LICENSE INFORMATION**

**CONTRACTOR / GENERAL CONTRACTOR      SEE CITY CLERK FOR AMOUNT**

**The builder shall submit to the City, a list of the subcontractors with correct physical addresses and phone numbers involved in the construction project within 15 days of the issuance of the building permit. Should the builder add any subcontractor to the project, the builder will submit the subcontractor's name, address and phone number to the municipality within three working days of hiring. An updated list of subcontractors shall be furnished by the builder before the issuance of a certificate of occupancy by the City. THE BUILDER WILL NOT ALLOW ANY WORK TO BE DONE BY SUCH SUB-CONTRACTOR UNTIL THE REQUIRED LICENSE REQUIRED BY SUCH SUB-CONTRACTOR HAS BEEN PAID. IF ALL SUB-CONTRACTS HAVE NOT BEEN CLOSED OR AWARDED AT THE TIME APPLICATION IS MADE FOR A PERMIT BY THE GENERAL CONTRACTOR OR BY THE OWNER, THE GENERAL CONTRACTOR OR THE OWNER SHALL NOT ALLOW ANY WORK TO PROCEED BY ANY SUB-CONTRACTOR UNTIL SUCH SUB-CONTRACTOR HAS EXHIBITED TO HIM HIS CITY LICENSE FOR THE WORK TO BE DONE ON THE JOB, UNLESS HE IS CERTIFIED BY THE BUILDING INSPECTOR AS HAVING PAID THE CITY LICENSE TAX DUE BY HIM. IT IS THE RESPONSIBILITY OF THE PERSON NAMED AS OWNER OR CONTRACTOR TO NOTIFY ALL SUB-CONTRACTORS THAT THEY MUST HAVE SUB-CONTRACTORS LICENSE.**

**OWNER/BUILDER/CONTRACTOR**

ALL CONTRACTORS, ESPECIALLY PLUMBERS, ELECTRICIANS, AND HVAC INSTALLERS, MUST BE PROPERLY LICENSED BY THE CITY. PLEASE BE ADVISED THAT UNDER NO CIRCUMSTANCES WILL THE BUILDING INSPECTOR ALLOW A SERVICE TO BE ENERGIZED UNLESS IT HAS BEEN PERMITTED BY A LICENSED ELECTRICIAN. PLUMBING AND ELECTRICAL PERMIT FORMS CAN BE OBTAINED FROM THE BUILDING INSPECTOR AT CITY HALL.

**CALLED INSPECTION NOTICE**

LISTED BELOW ARE THE MUST INSPECTIONS. THE BUILDING INSPECTOR MUST BE NOTIFIED 24 HOURS IN ADVANCE FOR APPROVAL.

**FOOTING INSPECTION:**

TO BE MADE AFTER TRENCHES ARE EXCAVATED AND PREPPED.

**FOUNDATION INSPECTION:**

FINISH FOUNDATION AND NOTIFY BUILDING INSPECTOR BEFORE MUD SILL AND FLOOR JOIST ARE STARTED--A TRANSIT OR BUILDER'S LEVEL MUST BE AVAILABLE TO ASCERTAIN THE LEVEL OF THE FOUNDATION. A DIFFERENTIAL OF MORE THAN 1/2 INCH ON ANY CORNER WILL NOT BE ACCEPTED.

**FRAMING, PLUMBING & ELECTRICAL HVAC ROUGH INSPECTION:**

INSPECTION IS TO BE DONE BEFORE ANY SHEETROCK OR PANELLING IS INSTALLED AND ALL ELECTRICAL AND PLUMBING ROUGH-IN EXPOSED. THIS INSPECTION IS MOST IMPORTANT BECAUSE IT HAS TO BE APPROVED BEFORE PERMANENT WATER AND ELECTRICITY CAN BE CONNECTED. AN ELECTRICAL PERMIT MUST BE OBTAINED FROM THE BUILDING INSPECTOR BEFORE ALABAMA POWER WILL GIVE PERMANENT ELECTRICAL SERVICE.

**FINAL INSPECTION:**

TO BE MADE AFTER THE BUILDING IS COMPLETED AND READY FOR OCCUPANCY.

WORK SHALL NOT BE DONE ON ANY PART OF A BUILDING OR STRUCTURE BEYOND THE POINT INDICATED IN EACH SUCCESSIVE INSPECTION WITHOUT FIRST OBTAINING THE APPROVAL OF THE BUILDING INSPECTOR.

A WAIVER OF RESPONSIBILITY MUST BE SIGNED IF ANYONE OTHER THAN A QUALIFIED LICENSED PLUMBER OR ELECTRICIAN OR HVAC PERFORMS ANY OF THE ABOVE WORK.

**SAFETY REQUIREMENTS DURING CONSTRUCTION**

**SANITARY**

ADEQUATE SANITARY FACILITIES FOR THE CONVENIENCE OF ALL WORKMEN SHALL BE PROVIDED. THESE FACILITIES SHALL BE KEPT IN A CLEAN AND SANITARY CONDITION THROUGHOUT THE DURATION OF THE WORK. TEMPORARY TOILETS SHALL BE ENCLOSED, SCREENED AND WEATHERPROOFED AND SHALL BE CONNECTED TO A SEWER. UPON REMOVAL OF THE TEMPORARY FACILITIES, THE SEWER CONNECTIONS SHALL BE REMOVED AND THE SEWER CAPPED. IN LIEU OF CONNECTING TO A SEWER, THE TEMPORARY FACILITY MAY BE A PORTABLE, ENCLOSED, CHEMICALLY TREATED, TANK-TIGHT UNIT.

**DEBRIS FROM CONSTRUCTION, DEMOLITION, ALTERATION OR REPAIR- ORINANCE # 112-2005.**

- (A) EVERY PERSON ENGAGING IN THE BUSINESS OF OR BEING HIRED FOR THE PURPOSE OF CONSTRUCTION, DEMOLISHING, REMODELING, REPAIRING, ROOFING OR ALTERING ANY BUILDING OR OTHER STRUCTURE WITHIN THE CITY OF HEFLIN SHALL UPON COMPLETION OF THE JOB OR CONSTRUCTION PROJECT REMOVE ANY DEBRIS, CONCRETE, LUMBER, ROOFING MATERIAL OR OTHER WASTE MATERIAL RESULTING FROM SUCH ACTIVITY TO A LAWFUL DISPOSAL AREA; AND
- (B) SHALL PROVIDE **ON-SITE** RECEPTACLES FOR LITTER AND ENSURE THAT LITTER IS PROPERLY PLACED IN SUCH CONTAINERS TO PREVENT SCATTERING OF SUCH LITTER BY WIND OR RAIN IF SUCH LITTER IS NOT OTHERWISE PROPERLY DISPOSED OF ON A DAILY BASIS.
- (C) IT SHALL BE UNLAWFUL FOR ANY PERSON TO DEPOSIT SUCH WASTE MATERIAL OR LITTER ON THE PUBLIC STREETS OR PUBLIC AREAS OF THE CITY OF HEFLIN AND LEAVE THE SAME FOR PICKUP AND REMOVAL BY THE CITY.

**CERTIFICATE OF OCCUPANCY**

**BUILDING OCCUPANCY.** A NEW BUILDING SHALL NOT BE OCCUPIED OR A CHANGE MADE IN THE OCCUPANCY, NATURE OR USE OF A BUILDING OR PART OF A BUILDING UNTIL AFTER THE BUILDING OFFICIAL HAS ISSUED A CERTIFICATE OF OCCUPANCY. SAID CERTIFICATE SHALL NOT BE ISSUED UNTIL ALL REQUIRED ELECTRICAL, GAS, MECHANICAL, PLUMBING AND FIRE PROTECTION SYSTEMS HAVE BEEN INSPECTED FOR COMPLIANCE WITH THE TECHNICAL CODES AND OTHER APPLICABLE LAWS AND ORDINANCES AND RELEASED BY THE BUILDING OFFICIAL.

**VIOLATIONS AND PENALTIES**

ANY PERSON, FIRM, CORPORATION OR AGENT WHO SHALL VIOLATE A PROVISION OF THIS CODE, OR FAIL TO COMPLY THEREWITH, OR WITH ANY OF THE REQUIREMENTS THEREOF, OR WHO SHALL ERECT, CONSTRUCT, ALTER, INSTALL, DEMOLISH OR MOVE ANY STRUCTURE, ELECTRICAL, GAS MECHANICAL OR PLUMBING SYSTEM, OR HAS ERECTED, CONSTRUCTED, ALTERED, REPAIRED, MOVED OR DEMOLISHED A BUILDING, STRUCTURE, ELECTRICAL, GAS, MECHANICAL OR PLUMBING SYSTEM, IN VIOLATION OF A DETAILED STATEMENT OR DRAWING SUBMITTED AND PERMITTED THERE UNDER, SHALL BE GUILTY OF A MISDEMEANOR. EACH SUCH PERSON SHALL BE CONSIDERED GUILTY OF A SEPARATE OFFENSE FOR EACH AND EVERY DAY OR PORION THEREOF DURING WHICH ANY VIOLATION OF ANY OF THE PROVISIONS OF THIS CODE IS COMMITTED OR CONTINUED, AND UPON CONVICTION OF ANY SUCH VIOLATION SUCH PERSON SHALL BE PUNISHED WITHIN THE LIMITS AND AS PROVIDED BY STATE LAWS.

**INTERNATIONAL BUILDING CODES AS ADOPTED BY ORDINANCE NO.**

**\*Final Grading**

FINAL GRADING SHALL PROVIDE A DOWNWARD SLOPE AWAY FROM THE HOUSE ALONG ALL FOUNDATION WALLS. THE FINAL GRADE SHALL PROVIDE A MINIMUM SLOPE OF ONE-HALF UNIT VERTICAL IN 12 UNITS HORIZONTAL FOR A MINIMUM OF 6 FEET FROM THE HOUSE.

**BEFORE DIGGING ON CITY RIGHT-OF-WAY, CONTACT CITY SHOP AT 256-463-7837.**

**\*INTERNATIONAL ONE AND TWO FAMILY DWELLING CODE**

**HOME BUILDERS LICENSURE BOARD**

Sworn Statement of party claiming exemption from the requirements of the Home Builders Licensure law, Ala. Code § 34-14A-1. et seq. (1975) (amended 2002).

I do hereby solemnly swear that I, or the entity of which I am a qualifying representative, am exempt from the licensing requirements of the State of Alabama, Home Builders Licensure law pursuant to Section 34-14A-1 for the following reason: (Please mark appropriate response).

\_\_\_\_\_ I am an **authorized employee of a federal, State, or local government** exempt from this law and do not hold myself out for hire or otherwise engage in contracting except in accordance with my employment. Section 34-14A-6(2).

\_\_\_\_\_ I am a **General Contractor** holding a current and valid license issued prior to January 1, 1992. General Contractors license # \_\_\_\_\_ Section 34-14A-6(3).

\_\_\_\_\_ I am the **Property Owner** acting as my own contractor and providing all material supervision myself on property for my own occupancy or use, and not offered for sale. I do not intend to use this permit for the constructing or superintending of the construction of any residential building or structure for sale. (Proof of the sale, or offering for sale, of structure by an owner-builder within one year after completion of the same, is presumptive evidence that the construction was undertaken for the purpose of sale). Section 34-14A-6(5) (amended 2002).

I understand that by claiming exempt status, I waive my rights for protection under the provisions of the Home Builders Licensure law and that in the event of litigation involving activities resulting from the grant of this permit, I may not make demand of any money from the Homeowner's Recovery Fund established by the Home Builders Licensure law.

**I sign this statement under penalties of perjury.**

Sworn by me this date: \_\_\_\_\_

(Entity, if applicable):  
\_\_\_\_\_

\_\_\_\_\_  
Signature/date

\_\_\_\_\_  
Witness/date

\*Violation of the Alabama Home Builders Licensure law is a class A misdemeanor (§ 34-14-A-14 (amended 2002) punishable by up to 12 months in jail and fines up to \$2,000.00.

**SUB-CONTRACTORS SCHEDULE**

DATE: \_\_\_\_\_

PERMIT NO: \_\_\_\_\_

A completed copy of this schedule must be presented to the **BUILDING DEPARTMENT WITHIN 15 DAYS OF THE ISSUANCE OF THE BUILDING PERMIT**. Should the builder add any subcontractor to the project, the builder will submit the subcontractor's name, address and phone number to the City within three working days of hiring. It is the contractor's responsibility to notify the BUILDING DEPARTMENT of any changes from the original. **ALL SUBCONTRACTORS MUST HAVE A CITY OF HEFLIN BUSINESS LICENSE BEFORE WORK IS COMMENCED.**

<b>Business License Y/N</b>	<b>TYPE OF SUB CONTRACTOR</b>	<b>NAME &amp; ADDRESS</b>	<b>PHONE NO.</b>
	SITE GRADING		
	FOOTINGS		
	CONCRETE		
	SEPTIC TANK		
	BLOCK/BRICK		
	OTHER MASONRY		
	DRIVIT		
	FRAMER		
	TRIM WORK		
	ELECTRICAL		
	PLUMBING		
	ROOFER		
	SHEETROCK		
	HVAC		
	INSULATION		
	CABINETS		
	CERAMIC TILE		
	PAINT / WALLPAPER		
	GLASS		
	CARPET / VINYL / HARDWOOD		
	LANDSCAPING		
	GARAGE DOOR		
	ALARM SYSTEM		
	SIDING/GUTTERS		
	WATERPROOFING		
	TERMITE CONTROL		

