

# *CITY OF FAIRHOPE*

P.O. Box 429  
Fairhope, AL 36533  
(251) 928-8003



## Permit Application Information

Phone Numbers  
Building Permit Checklists  
Permit Application  
Permit Fee Memo  
Impact Fee Memo

February 14, 2008

F:\Forms\General Information\Permit App Info 02.14.08.doc

## PHONE NUMBERS

Fairhope Building Inspection Line (Building, Plumbing, Mechanical, Electrical Inspections)	(251) 990-0153
Barry Fulford - Building Official	(251) 990-0141
Murray Authement Jr.- Assistant Building Official	(251) 990-2876
Derek White (Building Inspector)	(251) 990-2875
Joe Scott (Building Inspector)	(251) 990-2878
William Nelson (Building Inspector)	(251) 990-0116
Tom Odom (Fire Safety Inspector)	(251) 929-0362
Kelley Chastain (Permit Technician)	(251) 990-2874
Cynthia A. Boothe (Permit Technician)	(251) 990-2882
Planning Department	
Greg Mimms (Planning/Zoning Director)	(251) 990-0171
Jonathan Smith (Planner)	(251) 990-2884
Nancy Milford (Planner)	(251) 990-2886
Emily Irby	(251) 990-0214
Fairhope Revenue Department (City of Fairhope Business Licenses: Initial & Renewals)	(251) 928-2136
James Gillespie	(251) 990-0144
Kim Higginbotham	(251) 990-0160
<b>Fairhope Utilities</b>	<b>(251) 928-8003</b>
Gas Department	
Steve Seay (Gas Superintendent)	
Robert Rohm (Assistant Gas Superintendent)	
Terry Holman (Gas Inspector)	
Water & Sewer Department	
Dan McCrory (Water/Sewer Superintendent)	
Tom Billadeau (Assistant Water/Sewer Superintendent)	
Electric Department	
Aaron Norris (Electric Superintendent)	
Jimmy Cluster (Assistant Electric Superintendent)	
Public Works Department	
Jennifer Fidler (Public Works Director)	

## **BUILDING PERMIT CHECKLIST**

PLEASE HAVE THE FOLLOWING REQUIRED INFORMATION AND MATERIAL WHEN YOU LEAVE YOUR SUBMITTAL FOR A BUILDING PERMIT:

- a) PROVIDE A **SURVEY** AND SITE PLAN (these could be two separate documents, ie survey and plot plan or a single document ie a stake out survey) **SHOWING THE FOOTPRINT OF THE BUILDING, THE DIMENSIONS OF THE BUILDING, LOT LINES AND APPLICABLE SETBACK LINES AS REQUIRED BY THE CITY OF FAIRHOPE ZONING ORDINANCE.**
  
- b) TWO FULL SETS OF CONSTRUCTION PLANS FOR ANY PROJECT, RESIDENTIAL OR COMMERCIAL. ONE SET OF THESE PLANS **WILL NOT BE RETURNED**, AND THEY SHOULD INCLUDE THE FOLLOWING:
  - 1) Foundation plan
  - 2) Floor plan
  - 3) Square footage totals:
    - i. Heated and cooled
    - ii. Garages
    - iii. Porches
  - 4) Electrical plan
  - 5) Mechanical plan
  - 6) Plumbing plan
  - 7) Elevations
  - 8) Typical section of framing and roof design.
  
- c) PERMIT APPLICATION.
  
- d) FLOOD ZONE AREAS: REQUIRE A FEMA CERTIFICATION. A BENCHMARK MUST BE ESTABLISHED AND CERTIFIED FOR THE FINISHED FLOOR ELEVATION IN AN "A" ZONE AND THE BOTTOM OF THE SUPPORTING GIRDERS IN A "V" ZONE. City of Fairhope requires 1' (one foot) of freeboard in addition to FEMA requirements.
  
- e) A SEPTIC TANK IS REQUIRED IF CITY SEWER SERVICE IS UNAVAILABLE: A RELEASE FROM BALDWIN COUNTY HEALTH DEPARTMENT, (251) 947-3618
  
- f) LAND USE CERTIFICATE IS REQUIRED IF THE PROPERTY IS IN AN AREA ZONED BY BALDWIN COUNTY, (251) 928-3002
  
- g) If in the area outlined by red Dirt Ordinance (Ordinance No. 1313): In Flood zones, potential floodways, coastal frontages and waterways; acknowledge of the restrictions in these areas.
  
- h) If site is located in the Airport District (Ordinance No. 1138 for Height and 1140 for Sound) an engineer letter indicating the proposed construction meets the requirements outlined in the ordinances.
  
- i) Turn-Out Permits are required for new access onto a state road, AL DOT (251) 470-8200 and/or county road, (251)-937-2086.



# Permit Application

Address of Work \_\_\_\_\_

Bills to:

Contractor

Owner

Owner Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Contractors

Blder / Contractor \_\_\_\_\_

Plumber \_\_\_\_\_

Electrician \_\_\_\_\_

HVAC \_\_\_\_\_

Description of Work

Value: Estimated List Cost minus cost of property: \_\_\_\_\_

Generator Yes or No : Name of Generator contractor \_\_\_\_\_

**Inside City of Fairhope Corporate Limits New Construction Must Provide:** Current Fair Market Value of the Real Property (please include with application submittal appropriate supporting documentation):

\$ \_\_\_\_\_

The applicant hereby certifies, represents and warrants that all information provided in this application is true, accurate, correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Submittals should include: Survey-Plot plan, 2 Full sets of plans

Commercial Add Landscape Plan, Drainage Plan & Calculation

**City of Fairhope  
Building Department**

# Memo

Date: October 10, 2005

To: All Contractors & Owners

From: Building Department

Re: Permit Fees: Summary of Ordinance No. 1268

Description	Residential Construction Value				Commercial
	\$0-\$5,000	\$5,001-\$20,000	\$20,001-\$50,000	\$50,000 + New Residential	all fees are figured off project Total not individual trade
Sec/ Struc Wire	n/a	n/a	n/a	\$25	\$0.50 per \$1000 (min \$25)
Building Permit	\$25 (min)	\$5 per \$1000	\$5 per \$1000	\$5 per \$1000	\$5 per \$1000 (min \$100)
Plan Review	n/a	n/a	\$25	\$50	\$2.50 per \$1000
Electric Underground	Min \$300				Min \$1000
Temp Power	\$25 (min)	\$25	\$25	\$25	\$25
Plumbing	\$25 (min)	\$35	\$50	\$75	\$1 per \$1000 (min \$100)
Mechanical	\$25 (min)	\$35	\$50	\$75	\$1 per \$1000 (min \$100)
Sewer	\$25 (min)	\$25	\$25	\$25	\$25
Electric	\$25 (min)	\$35	\$50	\$75	\$1 per \$1000 (min \$100)
Gas	\$25 (min)	\$25	\$35	\$40	\$75

Some Other Items that need permits	
Swimming Pool	\$100 Resident \$ 175 Commercial
Mobile Homes	\$50
Sewer Pump	\$50
Demo	\$5 per \$1000, \$25 min
Fence	\$5 per \$1000, \$25 min
Decks & Patio over 30"	\$5 per \$1000, \$25 min
Sign	\$5 per \$1000, \$25 min
Roofing	\$5 per \$1000, \$25 min
Move Building	\$50 Foundation + \$300 Police Escort + \$360 Utility Work

# Memo

Date: May 31, 2007

To: All Contractors & Owners

Re: Impact Fees: Summary of Ordinance No. 1331

City of Fairhope has established an Impact Fee to be assessed to all new development in the **City of Fairhope corporate city limits**. The fee schedule is based on the cost of total improvements to the property along with the value of the property. The Impact Fee is 1% of the cost of improvements and property with a maximum listed in Exhibit "A" of Ordinance No. 1331 (see exhibit below). Impact Fee money can be used in Parks and Recreations, Fire, Police and Transportation. **For more information please see the complete ordinance No. 1331.**

		Maximum Allowed
<b>Residential – Per Housing Unit</b>		
Single Family		\$4,184
All Other Housing		\$3,280
<b>Non-Residential – Per 1,000 Square Feet of Floor Area</b>		
Com / Shop Ctr	10,000 SF or less	\$7,707
Com / Shop Ctr	10,001-25,000	\$6,525
Com / Shop Ctr	25,001-50,000	\$5,668
Com / Shop Ctr	50,001-100,000	\$4,734
Com / Shop Ctr	100,001-200,000	\$4,052
Com / Shop Ctr	200,001-400,000	\$3,444
Office / Inst	10,000 SF or less	\$2,393
Office / Inst	10,001-25,000	\$1,938
Office / Inst	25,001-50,000	\$1,653
Office / Inst	50,001-100,000	\$1,409
Office / Inst	100,001-200,000	\$1,201
Business Park		\$1,348
Light Industrial		\$736
Warehousing		\$524
Manufacturing		\$403
<b>Non-Residential – Per Room</b>		
Lodging		\$595