



## **Department of Engineering and Building Services**

### **Building Permitting Procedures Handbook**

#### Office Hours

8:00 a.m. – 4:30 p.m.

Monday – Friday

Brent Johns - Building Official

Tatum Kiouisis - Permit Clerk

Eddie Moore - Plans and Permitting Manager/ Inspector

Blake Wilder - Building Inspector

Dennis Bierma - Building Inspector

Brett Tucker – City Engineer

Vanessa McGrath - City Planner/ Zoning Administrator

Kimberly Brothers - Planning and Zoning Coordinator

\*Building \*Plumbing \*Electrical \*Mechanical \*Gas \* Land Disturbance

“Protecting the public’s health, safety and general welfare in the built environment through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation and safety to life and property from fire and other hazards and to provide safety to fire fighters and emergency responders during emergency operations.”

## **GENERAL**

The City of Alabaster Department of Engineering and Building Services is established to ensure the safeguarding of the citizens of Alabaster regarding public health, safety and general welfare through aggressive implementation and enforcement of the codes adopted by the City of Alabaster encompassing hazards that may be imposed on the built environment.

To facilitate the functions of Engineering and Building Services, a staff of trained individuals is tasked with this endeavor.

Planning & Zoning and Engineering, integral portions of the City's comprehensive team, coordinate all proposed projects for the City of Alabaster, both residential and commercial, prior to the permitting phase.

The Code Enforcement division was added to ensure compliance of the Code of Ordinances adopted by the City of Alabaster and to promote the public health, safety, morals and general welfare; to provide the orderly development and growth for the general good and benefit to the people of Alabaster.

## **PROCEDURES FOR OBTAINING BUILDING PERMITS**

### **Permit Application:**

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 technical 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 Alabaster, or owners of property when acting as their own contractor providing material supervision themselves. Each application for a permit, with the required fee, 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 2021 International Building//Residential Codes, 2020 National Electrical Codes and Zoning Ordinance 22-159 adopted by the City of Alabaster (Sec. 111 of the City of Alabaster Municipal Code).

All requests for and subsequent approval to construct any structure within the City of Alabaster, requires that certain drawings, specifications, documents or other items to be submitted to this department for review. The required submittals will vary depending on the size, nature, location and the relative complexity of the referenced project.

In addition the Building Official, commercial, multi-family and industrial projects require reviews by the City Engineer and the Planning and Zoning Coordinator. As a rule, these types of projects require a Planning & Zoning board review only when located within the city limits of Alabaster, Alabama. In addition, should the project require the approval of the Shelby County Health Department or any other regulatory agency other than the City of Alabaster, Alabama, it is the responsibility of the owner or contractor in charge to obtain approval prior to submission to this department.

We encourage you to work closely with the staff of the Engineering and Building Services for the duration of your project to ensure a smooth progression of work and to avoid delays and expenses that could have otherwise been avoided through effective communication.

## **ADOPTED BUILDING CODES**

The City of Alabaster has adopted the following codes which are enforced by Building and Fire Prevention Services:

- 2021 International Building Code including Appendices A,B,C,D,E,F,G, I, J and K
- 2021 International Residential Code including Appendices A,B,C,D,E,F,G,H, I, J, K, M, N, O, P and Q with specific amendments
- 2021 International Fire Code including Appendices A,B,C,D,E,F, G, H, I, and J
- 2015 Life Safety Code (NFPA 101) including annex A, B and D
- 2021 International Plumbing Code including Appendices A,B,C,D,E,F and G with specific amendments as Exhibit B
- 2021 International Fuel Gas Code including Appendices A, B, and C as amended with Exhibit D
- 2021 International Mechanical Code including Appendices A and B
- 2021 International Existing Building Code including Appendices A and B
- 2020 National Electrical Code (NFPA 70) including annex A,B,C,D and E with specific amendments

## **CATEGORY OF PERMITS**

- Inspection permit (Power/Gas Release or Business License)
- Residential or Commercial Building Permit
- Land Disturbance permit
- Roofing, Siding, or Fencing Permit
- Demolition Permit
- Mobile Home Permit

- Swimming Pool Permit
- Sign Permit
- Electrical Permit
- Plumbing Permit
- Mechanical Permit
- Gas Permit
- Burn Permit
- Fire System Permit

## **I. Inspection Permit**

- An Inspection Permit is a permit that applies to existing and abandoned buildings or structures both residential and commercial located in the City of Alabaster and police jurisdiction to ensure the general safety and welfare of the occupants and the public for which the property is located on the obtained permit. The Building Official is authorized to examine or cause to be examined unsafe buildings, structures or sites for which an application has been filed.
- Work shall not be done on any part of a building, structure, electrical, gas, mechanical or plumbing system beyond the point indicated in each successive inspection without first obtaining a written release from the City of Alabaster Building Official. Such written release shall be given only after an inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing types of inspections.

## **II. Building Permits**

A Building Permit is a permit that applies to replacement of building components, general renovation and similar types of work. The requirements for receiving a building permit to construct an accessory building or a single-family dwelling are similar in nature. The following must be submitted and approved by the Building Official prior to the issuance of a building permit.

- Accessory structures, Residential renovations and new Single Family Dwellings require a completed building permit application along with any necessary attachments that fully describe the nature of the proposed work. 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 Alabaster.
- A current City of Alabaster 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).

- An accurate plot (site) plan depicting the boundaries of the property and all existing improvements in relation to the boundaries, as well as the location of the proposed accessory building, addition, or single family dwelling. Plot plan must be signed by the owner (if acting as own contractor) or the contractor in charge of construction for the referenced project or by a qualified professional civil engineer licensed by the State of Alabama.
- A footing and foundation plan.
- A floor plan.
- A basic framing plan indicating at a minimum, the framing material size, species (if applicable), and a spacing for partitions, joists (both floor and ceiling), and rafters.
- One (1) hard copy and One (1) digital copy of the plans must be submitted to Building and Fire Prevention Services.
- A floor plan which includes electrical, mechanical and plumbing layout.
- 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.
- A receipt for the payment of applicable system development fee and meter charge fee, or if public sewer is not available, an approval from the Shelby County Health Department for private sewage disposal system installation.
- Payment of applicable sewer tap fee is required.

### **III. Land Disturbance Permit**

The Code of Ordinances for the City of Alabaster, require that an Erosion and Sediment Control Plan be submitted prior to the issuance of any permit for clearing, grading, excavating, filling, or any other activity which may result in soil erosion from water or wind or the movement of sediments from the disturbed property into streets, highways, or waters. The plan should be submitted to the Building Official and reviewed and approved by the City of Alabaster Engineer/Building Official. A revision to the plan will be required when the review reveals inadequacies in the plan and/or when construction issues dictate a change in design. No land disturbing activities may be commenced prior to issuance of the land disturbance permit.

The Erosion Plans should include:

- 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.
- A provision for silt screen, netting, hay bales, or similar structures or materials to control run-off.

The Waste Management Plan should include:

- A metal waste container to handle all waste associated with construction of building or structure.

- A portable toilet, licensed by the Shelby County Health Department, shall be provided for all workers involved in the clearing or grading of land or the construction or demolition of a building or structure.
- **NOTE:** Burning OR Burying of waste anywhere other than a landfill, which is permitted by the Alabama Department of Environmental Management, is prohibited.
- THE LAND DISTURBANCE PERMIT CAN BE REVOKED IF INSPECTION REVEALS NON-COMPLIANCE WITH THE APPROVED PLAN.

#### **IV. 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 preceding types of projects. Departments that may review plans include Engineering and Building Services, Planning and Zoning, Environmental Services, Alabaster Fire Department, and the Alabaster Water Board. The specific requirements necessary to initiate the site plan review process can be obtained from the City of Alabaster Department of Planning and Zoning. In addition to planning and zoning, site drainage standards must be reviewed and approved by the City of Alabaster engineer. A consultation may be required to obtain additional ADEM permits for all properties for more than one (1) acre for the referenced projects. The City of Alabaster Department of Engineering and Building Services will not issue a building or trade permit for any type of construction prior to approval from the entire design review team for the referenced project. In addition, the following documents or drawings must be submitted and approved to receive a building permit for construction for this category.

- Site plan approval. (See above paragraph)
- A completed commercial permit application.
- A current City of Alabaster business license (unless you are the owner of the property and you will be acting as your own contractor).
- A valid State of Alabama General Contractors license. This licensure requirement is triggered only when the cost of the undertaking is greater than \$50,000.00. Under certain conditions you may be exempt from the requirement for licensure. If you are uncertain as to whether you are exempt from licensure, contact the City of Alabaster Department of Building and Engineering Services personnel for further information.
- 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.
- A floor plan for each different level of a structure, showing all room or area identifications, each individual room or area, overall structure dimensions, location of all doors and windows, fire resistance ratings of walls and partitions, and any other information unique to the floor plan of the structure.
- A window and door schedule, showing overall sizes (width and height), finish, frame, type hardware and glazing information of all doors and windows of the structure.

- A room finish schedule, showing all floor, wall and ceiling information including flame spread ratings.
- At least one (1) typical wall section, drawn from the bottom of the wall footing to the top of the roof showing all materials used and all required dimensions to fully describe the drawing.
- All necessary wall sections required to fully describe the structure.
- Any other drawing and details which fully describe the fire resistance rating of floors, walls, ceilings, or roof structures including design number designations such as U.L., F.M., or International Code Council PST – ESI. Additionally, applicable through penetration fire-stop systems must be shown.
- Drawings and calculations necessary to fully describe the entire electrical system. This includes the service size, sub – panel size, service conductor sizes, sub – panel conductor size, branch circuit size, temperature rating of all conductors, temperature rating of all terminals, load calculations for the entire structure including necessary consideration of voltage drop, riser diagram, meter/disconnect location and any other information which is necessary. The Department of Engineering and Building Services has adopted specific local amendments in addition to the currently adopted National Electrical Code. Electrical contractors are responsible for obtaining all requirements for code compliance.
- Drawings and calculations necessary to fully describe the entire plumbing system. This includes pipe sizes, materials, demand requirements, etc, for the structure drainage system and the water distribution system. Drawings should depict the location of all fixtures in the structure and on the premises. The Department of Engineering and Building Services has adopted specific local amendments in addition to the currently adopted International Plumbing Code. Plumbing contractors are responsible for obtaining all requirements for code compliance.
- Drawings and calculations necessary to fully describe the entire mechanical system. This includes locations of all ducts, plenums and similar types of installations. Manual J calculations for the system should be included. The location of all mechanical system equipment should be depicted.
- Drawings and calculations which fully describe the fire alarm system, automatic sprinkler system, standpipe system, hood fire suppression system over cooking apparatus, and any other fire suppression systems installed where required by the currently adopted International Fire Code and International Building Code by the City of Alabaster.
- In the event an architect or professional engineer is required to design a project, it is the policy of the Department of Engineering and Building Services to require the design professional to certify the structure and elements prior to issuance of a Certificate of Occupancy as deemed by the Building Official.
- 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.
- Any requirements necessary for the strength, stability, or proper operation of an existing or proposed building, structure, life safety, fire prevention, electrical, gas, mechanical, or plumbing system, or for the

public safety, health and general welfare, not specifically covered by this procedure ordinance or the other technical codes, shall be determined by the City of Alabaster Building Official. The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the Building Official to be prepared by a registered architect or registered professional engineer with their official seal affixed.

- Passed COM Checks for external envelope, interior lighting, exterior lighting and mechanical systems.

## **V. 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 Alabaster and the police jurisdiction. The flood hazard areas are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood relief and protection and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.

These flood losses are caused by the occupancy in flood hazard areas of uses vulnerable to floods, which are inadequately elevated, flood-proofed, or otherwise unprotected from flood damages, and by the cumulative effect of obstructions in flood plains causing increase in flood heights and velocities. The City of Alabaster Department of Building and Engineering Services has adopted a flood ordinance required by the Alabama Department of Environmental Management to implement guidelines to all jurisdictions as a mandate. (Flood ordinance available to all contractors and landowners within the City of Alabaster and the police jurisdiction).

To receive a permit for construction within the identified Special Flood Hazard Areas, the following must be submitted and approved by the City of Alabaster Engineer / Building Official:

- A Temporary Bench Mark Survey (TBM) indicating the average elevation of existing grade, the flood zone the property is located, the required elevation above mean sea level as required by the City of Alabaster Engineer/ Building Official, and the location of the reference monument (i.e. a 20d nail in a tree on the southwest corner of the lot). This survey gives the contractor in charge the information necessary to ensure that the foundation in place (whether monolithic, spread footing/foundation, crawl space, or pile supported) is properly elevated.
- If located in Flood Hazard Zone B, a certification from the professional engineer or certified architect of record that the structure has been designed in accordance with the Federal Emergency Management Agency (FEMA) and Army Corp. of Engineers' requirements.
- Once construction has commenced, the contractor in charge will be prompted at certain specific times to provide a certificate of elevation prepared by a licensed professional engineer or surveyor. Generally, this will be required at the establishment of the lowest floor level when the structure is completed at the final inspection for occupancy.



- In most cases, structures located within the City of Alabaster Flood Hazard Zone A are required to have a finish floor elevation of not less than one foot above the base flood elevation and must be approved by the City of Alabaster Engineer/ Building Official to proceed with any wall construction beyond the foundation in place.

## **VI. Demolition Permit**

A demolition permit is a permit issued by the Department of Engineering and Building Services for the razing of any building or structure within the City of Alabaster. Prior to the issuance of a demolition permit, a letter must be submitted and signed by the contractor in charge that all utilities have been properly terminated and rendered safe.

## **VII. Mobile Home Permit**

A Mobile Home installation permit is required by the City of Alabaster Department of Engineering and Building Services prior to the installation of any Mobile Home whether new or used. Verification of the lot owner, water availability (from the City of Alabaster Water Board), and sewer availability (from the City of Alabaster Environmental Services Department) or septic system approval from the Shelby County Health Department must be provided at the time of permit application review. The installation of a mobile home must be performed by an installer licensed by the Alabama Manufactured Housing Commission and installed in accordance with the minimum standards established by the Commission. Any mobile home moved into the City of Alabaster must be located within an "R-8 Zoned District".

Additionally, should the application for a location which lies within the identified Special Flood Hazard Areas, all requirements for these areas must comply with the Flood Ordinance adopted by the City of Alabaster and conditions as listed in paragraph IV of this procedure booklet.

## **VIII. Sign Permit**

It shall be unlawful for any person to erect, construct, enlarge, move, alter or convert any sign in the City of Alabaster or cause the same to be done, without first obtaining a sign permit for each sign from the Building Official as required by the City of Alabaster 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 Alabaster shall first obtain a business license from the City of Alabaster Revenue Department.

Application for a permit to erect a permanent sign or to erect a temporary sign as stipulated in Sub Section 12.3 of the City of Alabaster Code of Ordinances shall be made to the Building Official upon a sign permit application provided by the Department of Building and Engineering Services and shall be accompanied by such information as may be required to assure compliance with all appropriate laws and regulations by the City of Alabaster, including:

- Name and address of owner of the sign.
- Name and address of owner or the person in possession of the premises where the sign is located or to be located.

- Clear and legible drawings showing the location of the sign which is subject to the permit and all other existing signs on the premises.
- Drawings showing the dimensions, construction supports, size, electrical wiring and component materials of the sign and method of attachment.
- In the case of a temporary sign, the date on which the sign will be erected and the date when the sign shall be removed.

Application for permits shall be filed with the Building Official, together with a permit fee, as specified by the City of Alabaster Department of Building and Engineering Services for each sign in accordance with the City of Alabaster Code of Ordinances.

The person erecting, altering, relocating, enlarging or converting any sign shall notify the City of Alabaster Department of Building and Engineering Services upon completion of the work for which permits are required and issued. All free-standing signs shall be subject to a footing inspection and all lighted signs to an electrical inspection by a City of Alabaster Building Inspector.

## **IX. Swimming Pool Permit**

It shall be unlawful for any person or general contractor to erect or install a permanent swimming pool within the City of Alabaster without first obtaining a swimming pool permit as required by the City of Alabaster Code of Ordinances. A site plan must be submitted to the City of Alabaster Building Official in duplicate showing the location of the swimming pool in relation to the properties. All contractors engaging in installing swimming pools exceeding five thousand dollars (\$5000.00) within the City of Alabaster must be licensed by the State of Alabama General Contractor's Board.

- All swimming pools, except those with inflatable sides, shall only be permitted in the rear yard when located in a single family or two family residential districts and shall be located at least five (5) feet from any property line.
- All permanent swimming pools shall be located within a fenced in yard or enclosed by a fence with a childproof gate. The fence and gate shall be at least four (4) feet in height and constructed in compliance with the City of Alabaster Code of Ordinances, section 1.0 article VII (supplemental regulations). The owner of any existing pool shall be allowed a period of 45 days in which to provide a fence for such pool as herein required.
- All exterior lighting fixtures shall be constructed to direct the beam below the horizontal plane of the fixture and shall reflect away from any adjacent property. Maximum height of the fixtures shall be ten (10) feet.
- Swimming pools shall not be located within a Regulated Flood Hazard Area on the City of Alabaster Flood Hazard Boundary Map.

## **X. Separate Permits Required for Trades**

All buildings or structures and additions to existing buildings or structures located within the City of Alabaster are required to obtain a separate trade permit as deemed by the City of Alabaster Building Official.

A permit issued for trades shall not be construed to be a license to proceed with the work and not 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 Building Official from thereafter requiring a correction of errors in plans, construction, or violations of any code adopted by the City of Alabaster.

## **Inspections**

The City of Alabaster 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 documented by a City of Alabaster Building Inspector which must be corrected to comply with the technical codes adopted by the City of Alabaster:

### **Building**

- Initial Site Inspection: This inspection consists of erosion control, Driveway gravel, waste container, storm water inlet protection, and portable toilet. No Building inspections will be performed until the initial site inspection has been approved.
- Footing / Foundation Inspection: To be made after trenches are excavated and forms erected and all reinforcing (including all grade beams), vapor barriers and termite prevention methods are completed.
- Foundation in Place Survey: Which is to include sub-grade topography whenever a Site Grading Plan is required by the City of Alabaster Building and Fire Prevention Services.
- Foundation Walls
- Damp Proofing Inspection:
- Foundation- Crawl Space:
- Framing – Wall Bracing:
- Framing – House Wrap & Flashing
- Insulation Inspection:
- Framing Inspection: To be made after the roof, all framing, fire blocking and bracing is in place, all concealed wiring, all pipes, chimneys, ducts and vents are complete.
- Final Building Inspection: To be made after all trade (electrical, plumbing, and mechanical) final inspections have passed and the building is completed and ready for occupancy.

## Electrical

- Electrical Slab: To be made after trenches or ditches are excavated, conduit or cable installed prior to backfilling.
- Temporary Power:
- Life Safety – Smoke Detection & Alarms:
- Electrical Overhead:
- Rough-in Inspection: To be made after the roof, framing, fire blocking and bracing is in place and prior to installation of wall and ceiling membranes. This includes all low-voltage and data installations.
- Power Release Inspection: To be made after all fixtures are installed, over current devices are installed, and wiring is completely safe and ready for connection to supply.
- Final Inspection: To be made after all trade final inspections have passed and the building is complete, all required electrical fixtures are in place and properly connected or protected, and is ready for occupancy.

## Plumbing

- Plumbing Slab: To be made after trenches or ditches are excavated, piping installed, and prior to backfilling or concrete pours. (Water and ball test required)
- Plumbing Overhead:
- Water Service:
- Sewer Connection:
- Plumbing Release:
- Rough-in Inspection: To be made after the roof, soil, waste and vent piping is complete, and prior to the installation of wall or ceiling membranes. (Water and or air test required on in-wall or covered areas in ceilings)
- Final Inspection: To be made after the building is complete, all plumbing fixtures are in place and connected and working properly, and the structure is ready for occupancy.

## Mechanical

- Rough-in Inspection: To be made after the roof, framing, fire blocking and bracing are in place and all ducts and other concealed components are complete, and prior to the installation of wall or ceiling membranes.

- Overhead Inspection:
- Final Inspection: To be made after the building is complete, the mechanical system is in place and properly connected to the gas or electrical supply, and the structure is ready for occupancy.

## Gas

- Rough Piping Inspection: To be made after all new piping authorized by a State of Alabama Master Gasfitter has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
- Final Piping Inspection: To be made after all piping authorized by a State of Alabama Master Gasfitter has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed after all gas appliances and vents through roof or exterior finish are installed. This inspection shall include a pressure test of fifteen (15) psi.
  - Final Inspection (where applicable) To be made on all new gas work authorized by a State of Alabama Master Gasfitter and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of the currently adopted International Fuel Gas Code and to assure that the installation and construction of the gas system is in accordance with the reviewed plans.
  - During the stage of construction when it is time to connect gas to the structure, the contractor in charge must request a gas release inspection. This inspection should be requested prior to the final inspection and only after all (or the clear majority) of the appliances are installed.

## Fire Prevention / Life Safety

All Fire Prevention and/or Life Safety inspections for Commercial construction require approval from the Fire Marshal or his designate prior to issuance of the Certificate of Occupancy from “rough – in” inspections to “final” inspections. The following types of inspections are indicative of those required for acceptance relevant to items specified in the International Code family, but may not be listed as all inclusive. Inspections of special nature may be required depending upon the occupancy type proposed. The following list is not to be construed as a direct timeline of events, as fire and life safety acceptance inspections vary relevant to the facility under construction.

- Site and/or construction plans relevant to fire protection systems must be submitted and approved prior to work commencing.
- Any site fire hydrants, where required, shall be submitted with the same fire protection package.
- Underground fire mains shall enjoy a hydrostatic acceptance test at 200 psig, nominal, for two (2) hours for approval.
- All fire protection valve pits located on the exterior of the structure to be erected shall enjoy a hydrostatic acceptance test at 200 psig, nominal, for two (2) hours for approval.
- All fire sprinkler systems (inclusive of all approved design types) shall enjoy a hydrostatic acceptance test at 200 psig, nominal, for two (2) hours for approval.

- All fire mains, regardless of location, and all fire sprinkler main supply lines shall be flushed per the appropriate NFPA Code prior to operation of said system or systems.
- Fire pumps, if applicable, shall display all modalities of the design function for proper acceptance.
- Fire alarm and/or detection systems, concurrent with fire sprinkler design, where applicable, shall be tested in the presence of the appropriate City official prior to acceptance.
  - This shall include, but not be limited to:
    - Fire sprinkler systems
    - Flow switches
    - Tamper switches
    - Automatic detection systems
    - Smoke detection systems, etc.
- Separation, where required by the Code, shall be inspected. This shall include, but not be limited to:
  - Above ceiling
  - Wall separations
  - Tenant separations
  - Fire partitions, walls, and barriers
  - Floor / ceiling assemblies
  - Exterior walls and corresponding openings, etc.
- Above ceiling.
  - Fire dampers, where applicable
  - Separation, as noted herein
  - Items which may present ignition sources, etc.
- Commercial restaurant hood assemblies
  - Light and/or smoke tightness test
  - Suppression system certification
- Final inspections
  - General maintenance
  - Unobstructed egress modalities
  - Proper operation of egress devices
  - Emergency generators, where applicable
  - Exit identification and illumination
  - Egress illumination, general, and emergency egress illumination
  - Verification of operational status of fire protection and/or suppression devices
  - Those items specified on the plans review pursuant to the occupancy proposed

## **Service Utilities**

- No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by the technical codes for which a permit is required, until the release by the Building Official.
- During the stage of construction when it is time to connect electricity to the structure, the contractor in charge must request a power release inspection. This inspection should be requested prior to the final inspection and only after all (or the clear majority) of the devices, fixtures, over current devices, and appliances are installed.
- During the stage of construction when it is time to connect gas to the structure, the contractor in charge must request a gas release inspection. This inspection should be requested prior to the final inspection

and only after all (or the clear majority) of the appliances are installed.

## **Certificates**

### **Building Occupancy**

A new building shall not be occupied or a change in the occupancy, nature or use of a building or part of the building until the City of Alabaster Building Official has issued a Certificate of Occupancy. Said certificate shall not be issued until all required electrical, gas, mechanical, plumbing and fire protection / life safety systems have been inspected for compliance with the currently adopted International codes, National Electrical Code, and other applicable laws and ordinances and released by the City of Alabaster Building Official.

### **Issuing Certificate of Occupancy**

After the City of Alabaster Department of Building and Engineering Services inspects the building or structure and installation of electrical, gas, mechanical, plumbing and fire protection / life safety systems in accordance with the currently adopted International Codes, reviewed plans and specifications, and after the final inspection and finds no violations, the City of Alabaster Building Official shall issue a Certificate of Occupancy. Prior to a Certificate of Occupancy, the City of Alabaster Engineer / Building Official must approve all site final inspections for compliance with the City of Alabaster Code of Ordinances.

## **General Construction Information**

- During construction, all debris shall be kept clear from work areas, passage ways, and stairs in and around buildings and other structures. Structures must have safe and accessible access for inspections.
- Construction debris shall be stored in containers, bins dumpsters or enclosed with fencing.
- Gravel must be in the drive way areas of the projects with silt screens in place to prevent soil erosion on roads and provided drainage easements. State law prohibits sediment erosion from entering areas directed from the building site.
- Permitted projects must provide off street parking and storage of construction materials.
- Disposal of waste material or debris by burning must comply with City of Alabaster Fire Prevention Regulations enforced by the City of Alabaster Fire Marshal.
- Sanitary toilet facilities must be provided on site and properly maintained during construction.
- The “approved” set of construction plans must be on site and available for review at all times during construction.
- A foundation-in-place survey is required prior to any wall construction to ensure compliance with zoning ordinance set back regulations, which is to include sub-grade topography whenever a Site Grading Plan is required by the City of Alabaster Department of Building and Engineering Services . A \$500.00 fine will be imposed for all violations of the foundation survey ordinance.

## Useful Contacts & Phone Numbers:

City of Alabaster Planning & Zoning  
(205) 664-6823

City of Alabaster Building and Engineering  
(205) 664-6823

City of Alabaster Environmental Services  
(205) 664-6825

City of Alabaster Water Board  
(205) 663-6155

Shelby County Health Department  
(205) 669-3999

State of Alabama (FEMA Director)  
(334) 353-1966

ADEM (Birmingham Region)  
(205) 942-6168