

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 the 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 Codes and Zoning Ordinance 22-159.05-Z-07, adopted by the City of Alabaster.

All requests for and subsequent approval to construct any structure within the City of Alabaster, Alabama or the police jurisdiction, requires that certain drawings (2-sets), specifications, documents or other items be submitted to this department for review. The required submittal will vary depending on the size and nature, the location, and the relative complexity of the referenced project.

In addition to the Building Official, commercial, multi-family and industrial projects require reviews by the City Engineer, and the City Planner. As a general rule, these types of projects require a planning and zoning board review only when located within the city limits of Alabaster, Alabama and in the statutory police jurisdiction. 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 Department of 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.