



**Permitting Procedures Handbook  
Building Department**

**3147 First Avenue, Loxley, AL 36551**

**Telephone: (251) 964-5050**

**Office Hours: 8:30AM-3:30PM**

**Monday - Friday**

**Jonathan Smith.....Community Development Director**  
**Arthur Johnson..... Community Development Technician**  
**Billy Nelson ..... Building Official**  
**Melinda Bowden ..... Building Inspector**  
**Raymond Lovell / Will Ervin ..... Fire Inspector**

**Building, Plumbing, Electrical, Mechanical, Gas and Fire Prevention**

*REVISED 3/19/2024*

“Protecting the public’s life, health and welfare in the built environment.”

The Building Department is responsible for the administration and enforcement of the International Building, Plumbing, Gas, Mechanical and Fire Prevention Codes as well as the International Residential Code and the National Electrical Code. The purpose of adopting these technical codes is to enhance public safety, health and general welfare through structural strength, stability, sanitation, adequate light and ventilation and safety to life and property from fire and other hazards attributed to the built environment including alteration, repair, removal, demolition, use and occupancy of buildings, structures or premises and by regulating the installation and maintenance of all electrical, gas, mechanical and plumbing systems, which may be referred to as service systems. Any request for and subsequent approval to construct any structure within the City of Loxley requires that certain drawings, specifications, documents, or other items be submitted to this department for review. The required submittals will vary depending on the size and nature of the project, the location, and the relative complexity. In addition to the Building Department, commercial, multifamily, and industrial projects may need to be reviewed by the Planning and Zoning staff as well as the Public Works Department. As a general rule, these types of projects require zoning review only when they are located inside the city limits but must be reviewed by the Public Works Department whether they are located within the city limits or in the statutory police jurisdiction. In addition, should your project require the approval of a regulatory agency or entity other than the City of Loxley, it is your responsibility to obtain that approval prior to submission of plans for review by us. The material contained in this package is intended to provide comprehensive information for your use in determining what you will be required to submit to this department as well as a reference guide for use during the course of your construction project. While it is not possible for every issue to be addressed or every question answered, we do feel that the information contained herein will benefit you as your work progresses. We encourage you to work closely with the staff of the Building Department for the duration of your project to ensure a smooth progression of work and to avoid delays and expenses that could have otherwise been resolved through effective communication.

## **Procedures for Obtaining Building Permits**

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, alter repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes shall first make application to the Building Department in order to obtain the required permit for the work. Applicants for permits must be contractors licensed to do business in the City of Loxley or owners of the property when acting as their own contractor and providing the supervision themselves. Each application for a permit, with the required fee, shall be filed with the Building Department on a form provided for that purpose and shall contain a description of the proposed work consistent with the requirements of the adopted codes.

## **Adopted Codes**

- 2018 International Building Code
- 2018 International Residential Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2018 International Energy Conservation Code
- 2017 National Electrical Code
- 2015 International Fire Code
- ICC A117.1-2017 Standard for Accessible and Usable Buildings and Facilities
- 2018 International Swimming Pool and Spa Code
- 2018 International Existing Building Code
- 2018 International Property Maintenance Code

## Permit Fee Schedule

Fees in this section are in addition to any required impact fees.

Planning Commission Fees	
Site Plan Review	
Requiring Review by Engineer.....	\$250
Not Requiring Review by Engineer .....	\$50
Subdivision Application Fee:	
- Preliminary Plat Application .....	\$250 PLUS \$30 PER LOT
- Amendments... ..	\$50
- Final Plat Application .....	\$150 PLUS \$30 PER LOT
-	
Application to Rezone.....	
	\$250
Advertisement Fee and Mailing Fee.....	
	CURRENT RATE
Board of Adjustments	
- Special Exception .....	\$100
- Variance\$100	
- Advertisement Fee... ..	CURRENT RATE

Administrative Fees	
Reinspection Fee	
- 1 <sup>ST</sup> Reinspection.....	No Charge
- 2 <sup>ND</sup> Reinspection.....	\$50
- 3 <sup>RD</sup> Reinspection .....	\$100 plus min. (2) days before subsequent reinspection
- 4 <sup>TH</sup> Reinspection .....	\$200 plus min. (5) days before subsequent reinspection
<b>*Work commencing without first obtaining a valid building permit is prohibited.</b>	
- 1 <sup>ST</sup> offense .....	verbal & written warning / stop work order
- 2 <sup>ND</sup> offense.....	\$50 - \$100 fine / stop work order, plus court cost per offense
<b>Each day such violation(s) continues shall constitute a separate offense.</b>	
<b>Furthermore, anyone continuing work after a STOP WORK ORDER has been issued shall be subject to penalties as prescribed by law.</b>	

(Cont.)

### Sign Permit Fees

0-40 sq ft .....	\$25 (Min.)
Over 40 sq ft .....	\$.75 per sq ft
Off Premise Signs.....	\$1 per sq ft

\*Notwithstanding the above, all illuminated signs shall pay a minimum fee of \$50.

### Plan Review Fees

Residential Plan Review.....\$50.00 flat fee.

Commercial Plan Review.....\$1.00 per \$1,000 of the determined valuation.

*\*We reserve the option of 3<sup>rd</sup> party Plan Review if circumstances require; additional cost may be necessary per provider.*

### New Construction Permit Fees

The valuation for all new construction will be determined by appraisal, signed contract, or the most current publication of the International Code Council Building Valuation Data Table.

Fees will be \$5.00 per \$1,000 of the valuation amount for residential and \$6.00 per \$1,000 of the valuation amount for commercial.

In addition, for all new commercial permits, there will also be a \$1.00 per \$1,000 of the valuation amount for Alabama State Craft Training Fee.

### Building Permit Fees (for existing buildings, alterations, additions, misc...)

- Where the cost is up to \$1,000 .....	\$30
- From \$1,001 to \$2,000.....	\$45
- From \$2,001 to \$3,000.....	\$50
- From \$3,001 to \$4,000.....	\$55
- From \$4,001 to \$5,000.....	\$60
- From \$5,001 to \$10,000 .....	\$80
- From \$10,001 to \$20,000.....	\$140
- From \$20,001 to \$30,000.....	\$180
- From \$30,001 to \$40,000.....	\$220
- From \$40,001 to \$50,000 .....	\$260
- From \$50,001 to \$100,000 .....	\$500

- All over \$100,001 add \$5 per \$1,000 (residential) and \$6 per \$1,000 (commercial)

(Cont.)

<b>Demolition Permit Fees</b>	
- Residential Permit Fee.....	\$75
- Commercial Permit Fee.....	\$150

<b>Commercial Tower Permit Fees</b>	
Building Permit Fee	\$5000
Electrical Permit Fee	\$250
The building permit fee for each co-locate on existing tower will \$5 per \$1000 of the contract amount.	
The building permit fee for accessory structures will be \$5 per \$1000 of the contract amount.	

<b>Mobile Home Permit Fees</b>	
Mobile Home Setup	\$35
Electrical Permit	\$35
Commercial Job Site Trailer	\$75

<b>Residential and Commercial Structure Relocation</b>	
Moving Structure out of Municipal Limits	\$50
Moving Structure into Municipal Limits to be Used as Dwelling or Commercial Use	
- Moving Permit.....	\$75
- Foundation Permit .....	\$100

## Schedule of Inspections (Building Permits)

This list is only a general schedule and not all inclusive. Additional inspections may be required.

<u>Inspection</u>	<u>Prerequisite Documents</u>
1. <b>Footing</b> ( <i>stem wall foundation</i> )	Compaction Report
2. <b>Plumbing Underground</b> ( <i>Rough-In</i> )	
3. <b>Slab Foundation</b>	Compaction Report
4. <b>Strapping</b>	
5. <b>Sheathing</b>	
6. <b>House wrap / Window Tape</b> ( <i>if exterior veneer to be installed prior to 4-Way Rough</i> )	
7. <b>4 Way Rough</b> ( <i>Framing, Electrical, Mechanical &amp; Plumbing</i> )	
8. <b>Temporary to Permanent Power</b>	
9. <b>Final for CO</b> ( <i>Building and Electrical</i> )	Blower Door Test   Duct Test

### Useful Contact and Telephone Numbers

City of Loxley Utilities/Public Works .....	251-964-7644
Baldwin County P&Z / Building Department.....	251-937-9561
Baldwin County Sewer .....	251-971-3022
Riviera Utilities. ....	251-943-5001
Baldwin County Health Department ... ..	251-947-3618
Baldwin EMC .....	251-968-7585
US ARMY Corps of Engineers.....	251-690-2511
US Fish and Wildlife.....	251-441-5181
Alabama State Lands.....	251-625-0814
Baldwin County Courthouse .....	251-943-5061
Alabama Department of Environmental Management .....	251-450-3400