

*****ALLOW 10 WORKING DAYS
FOR REVIEW PROCESS**

**Attach one completed copy
of package to each set of drawings**



PLAN REVIEW REQUIREMENTS
PLANNING AND DEVELOPMENT DEPARTMENT

BUILDING PLANS SUBMITTED FOR REVIEW MUST CONTAIN APPLICABLE STANDARD INFORMATION, PLUS ADDITIONAL REQUESTED INFORMATION AS FOLLOWS:

Zoning: _____ Occupancy Type: _____ Construction Type: I (), II (), III (), IV () OR V ()

SITE REQUIREMENTS:

PROJECT: _____ **E 911 ADDRESS:** _____

E-911 Officer Verification Required

	YES	NO	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Original and final contours or elevations.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm water runoff collection plan including what provisions are planned for roof drains or down spouts. Provide storm drainage calculations.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion control plan including location of hay bales/silt fences during and after construction.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of the nearest public storm drainage system.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of the nearest public sanitary sewer.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation of the sewer lateral at tie to the city sewer.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of retaining wall with cross-section details.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction plan Submittal Requirement Sheet by Planning and Zoning Office.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic tank location and Health Department approval. Incorporate any changes by Planning Commission.

CONSTRUCTION REQUIREMENTS:

	YES	NO	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Four sets of building plans showing foundation, floor, wall roof section, plumbing, mechanical and electrical. Plans should show connections to water and sewer utilities or septic tank information. 1. Riser Diagram. 2. Grease trap or/and sand trap details. 3. Gas plans should show riser diagram, appliances & BTU demands as well as allowances for combustion and ventilation air make-ups and meter location.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a disk of digital Drawing of the Site Plan, showing State Plane Coordinates in an AutoCAD format, Release 14 or greater. (You can Email the disk to Mr. Wayne McKinnon at wmckinnon@dothan.org for E 911 address.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wind load and live load for metal buildings.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architects/Engineers to affix seal on all sheets when required.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical load sheet - sheet specified by Dothan Electrical Department where building - electrical is supplied by same.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water load sheet - sheet specified by Dothan Water Department where building water is supplied by same.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stated use of building (office, warehouse, apartments, auto repair, etc.) and CONSTRUCTION type.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and telephone number of person to be contacted.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed application with correct address as provided by E 911 agent.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health Department approval letter for Food Service Institutions. (Must receive before C.O. is issued.)

Person who completed this form: _____ Signature: _____ Date: _____
(Print or Type)

Contact Person: _____ Phone: _____ Cell-Phone: _____ Email: _____
(Print or Type)

**Note: (1) Any information missing or incomplete on this sheet may cause delay in reviewing process.
(2) After review, this office will hold plans for 180 days before they are disposed of.**



CITY OF DOTHAN, ALABAMA
 PLANNING AND DEVELOPMENT DEPARTMENT
**COMMERCIAL BUILDING
 PERMIT APPLICATION**

FEE AMOUNT \$ _____
 CHECK No. _____ CASH ()

DATE: _____
 PERMIT NO. _____
 ISSUED BY _____

TOTAL No. OF STRUCTURES _____ (THIS PROJECT)

Application is hereby made to the Building Official of the City of Dothan for a permit to erect/construct the building described by the plans herewith submitted. All construction/erection must comply with the provisions of the adopted building and building related codes and Zoning Ordinance, whether specified or not by the construction plans.

PROJECT NAME: _____ **ADDRESS:** _____

OWNER: _____ **PH.** _____ **FAX** _____

OWNER ADDRESS: Street _____ City _____ St. _____ Zip _____

PERMIT TYPE: NEW (), ADDITION (), ALTERATION (), REPAIR () or OTHER (describe) _____

BUILDING SIZE: Front (ft) _____ Side (ft) _____ No. of stories _____

BUILDING USE CODE: Apartments (), Hotels (), Com. (), Church (), Inst. (), Misc. (), Spec.-waive fee ()

CONSTRUCTION TYPE: (CIRCLE) I II III IV V VI **OCCUPANCY TYPE:** (CIRCLE) A B E F H I M R S

COSTS: BLDG. (TOTAL PROJ.) \$ _____ **ELECT. \$** _____ **GAS \$** _____ **MECH. \$** _____ **PLUMB. \$** _____

ZONING: COMMERCIAL _____ MULTI-FAMILY _____ **NUMBER OF UNITS (THIS BLDG.)** _____ **OTHER** _____

GENERAL CONTRACTOR: _____ **AL. LIC. NO.** _____ **CITY LIC. NO.** _____

CONTRACTOR/SUB CONTRACTOR: _____ () **CITY LIC. NO.** _____

CONSTRUCTION SUPERVISOR: (person in charge) **Name:** _____

PHONE: _____ **CELL PH.** _____ **FAX** _____

ADDRESS: Street _____ City _____ State _____ Zip Code _____

ARCHITECT () AL. LICENSE NO. _____ **OTHER () NAME:** _____

ADDRESS: _____ **PH.** _____ **CELL PH.** _____ **FAX** _____ **E-mail:** _____

I hereby acknowledge that I have read this application and state that the above information is true and correct. I agree to comply with all adopted building codes, zoning ordinances and other laws regulating building construction.
 I certify that I have located by actual excavation the City sewer that will serve the building for which this permit is issued and I certify that the building floor elevation is of sufficient height to provide minimum slope requirements from the building to the public sewer.
 I further certify that I have inspected the sewer lateral and the connection to the main sewer line and have confirmed (or have received written confirmation from Dothan Utilities) that the sewer lateral is clear, sloped correctly and acceptable for the intended sewer connection.
 As a permittee I hereby agree to protect all public improvements and public utilities adjacent to or serving the property on which the permitted building is located whether or not the said improvements or utilities are property of the City of Dothan. I further agree to be financially responsible for any repairs for damage to said public improvements caused as a direct or indirect result of construction permitted hereby.

PERMITTEE:
NAME (Print) _____

SIGNATURE _____ **DATE:** _____ **APPROVED (Bldg. official)** _____



PLANNING AND DEVELOPMENT DEPARTMENT
DOTHAN, ALABAMA

ELECTRICAL LOAD SHEET

PROJECT: _____

LOCATION: _____

(Also location map with address)

Requested Service Voltage _____

Requested Single Phase or Three Phase _____

Requested Service Date _____

Lighting (KW) Inside _____

 Outside _____

Air Conditioning (Tons) _____

 Heat Pumps Yes _____ No _____

Electric Heat (KW) _____

Cooking (KW) _____

Receptacles (KW) _____

Refrigeration (HP or Ton) _____

Water Heating (KW) _____

Large Motors (Above 25 HP) _____

Miscellaneous _____

**NOTE: THIS INFORMATION SHALL BE ATTACHED TO THE
COVER SHEET OF EACH SET OF PLANS.**



PLANNING AND DEVELOPMENT DEPARTMENT

PROSPECTIVE

COMMERCIAL/MULTI-FAMILY CUSTOMER DATA SHEET

(WATER LOAD SHEET)

Completed By: _____ Date: _____

Name of the Owner: _____

Type of Business: _____

Initial Number of Units: _____ Maximum Number of Units: _____

Address of Proposed Facility: _____

Address of Owner/Developer: _____

Contact Person(s): _____

Title(s): _____

Day Telephone Numbers(s): _____ Cell. Ph. _____ Fax No. _____

Domestic Water Service:

Average Day Demand: _____ GPM, _____ GPD

Maximum Possible Demand: _____ GPM,

Minimum Required Operating Pressure: _____ PSI

Do Facility Plans include Backflow Prevention Devices?

Type: _____ Size: _____ Location: _____

Fire Service:

Type of fire protection system to be used: _____

Size of fire service anticipated: _____

What are the fire flow requirements? _____ GPM @ _____ PSI

_____ GPM @ _____ PSI

Will there be a fire water reservoir? _____ Total storage _____

Will there be fire pumps? _____ List capacity(s): _____

Do fire line plans include Backflow Prevention Devices? _____, Type: _____ Size: _____ General

Comments: _____

CONSTRUCTION PLAN SUBMITTAL REQUIREMENTS

Planning and Development Department
Dothan, Alabama



****Note: This page is required to be completed when building addition/construction does not require Planning Commission review**

APPLICANT (Print): _____ TELEPHONE: _____

SIGNATURE: _____ PROJECT ADDRESS: _____

The following information shall be shown on construction plans before a building permit is issued.

- ___ Exterior building elevations (all sides)
- ___ Site plan (drawn to scale: i.e. 1 inch = 100 ft.)
- ___ Vicinity map
- ___ Surrounding zoning and zoning of the property
- ___ Landscaping plan and Tree Survey identifying and labeling trees to be saved or removed or replaced according to Chapter 99 (Tree Preservation and Landscaping) of the Code of Ordinances including the following:
 - ___ total number of points of required landscaping based on square footage of property as per Chapter 99;
 - ___ types and quantities of landscaping materials used;
 - ___ number of canopy trees (25% of points); and
 - ___ number of understory trees (minimum 25% of points)
- ___ Location and size of water main(s)
- ___ Location of nearest fire hydrant(s)
- ___ Entrances and exits
- ___ Refuse collection area (completely enclosed and screened)
- ___ Signs (conforming to Sec. 114-516 of the Zoning Ordinance)
- ___ Location of outside mechanical equipment and provisions for mitigating noise (i.e. air conditioning units)
- ___ All streets; intersections; driveways (entrances and exits); median crossings; turn lanes; railroads; within 200 feet of the proposed development on both sides of the street and/or road, including corners

Consult the requirements of the Zoning District and show on the Development Plans the following:

- ___ Setbacks
 - ___ front
 - ___ side (interior)
 - ___ street side (corner lots)
 - ___ rear
- ___ Percentage of lot coverage
- ___ Building height
- ___ Lot width at building line
- ___ Required parking
- ___ Buffer or visual screen (required if adjacent to residentially zoned property)

- Notes:
1. Above information not required for interior building renovations *unless* building occupancy load changes.
 2. Planning Commission approval required for buildings located along major thoroughfares as defined in Sec. 114-2; B-4, O-1, O-2, and M-2 zoning districts; or, located on five acres or more of property regardless of property location; or, public and semi-public buildings regardless of property location.
 3. Planning Commission approval required for a 50 percent or more square footage addition to those buildings and locations defined in number 2 above.



Important Phone Numbers

Agency/Inspector	Contact Person's Name	Phone #
1) Building Inspection Division:		
a) Building Inspector-	Jerry Mac Holland	615-4455
b) Electrical Inspector-	Glenn Tucker	615-4459
c) Mechanical Inspector -	Rodney Hall	615-4462
d) Plumbing./Gas Inspector -	Frank Hayes	615-4461
2) Address Confirmation (E911)-		
	Wayne McKinnon	615-4437
3) Engineering Services -		
	Mike Griggs	615-4434
4) Fire Marshall -		
	Fire Department	615-3500
5) Planning & Zoning -		
	Dawn Wrinn	615-4416

Note:

General contractor, subcontractor or the owner representative has to be present during inspection.



Planning & Development Department

City of Dothan, Alabama

Sec.14-7. Permit fee schedule.

- (a) For valuation less than \$1,000.00, no fee shall be required, unless an inspection is necessary, in which case there shall be a minimum fee of \$50.00.
- (b) For valuation over \$1,000.00, up to and including \$500,000.00, the fee shall be 0.20 percent of the total valuation with a minimum fee of \$50.00.
- (c) For valuation over \$500,000.00, up to and including \$2,000,000.00, the fee shall be \$1,000.00 plus 0.15 percent of the cost above \$500,000.00.
- (d) For valuation over \$2,000,000.00, the fee shall be \$3,250.00 for the first \$2,000,000.00 plus 0.10 percent of the cost above \$2,000,000.00. For fast-track projects, the permit fees will be increased by 15 percent.

(Ord. No. 2007-189, § 2, 5-29-07)



**Planning & Development Department
City of Dothan, Alabama**

Sec. 14-21. International Codes and National Fire Protection Association (NFPA) Codes adopted.

That certain documents, a copy of each which is on file in the office of the city clerk of the City of Dothan, Alabama, being marked and designated as the International Codes, 2006 Edition (as published by the International Code Council, Inc., and copyrighted in January, 2006), and Codes published by the National Fire Protection Association (NFPA): National Electric Code, 2005 Edition that are hereby incorporated by reference as a part of this article as though fully set forth herein, are hereby adopted as the "Building Codes of City of Dothan", regulating and governing the protection of the public health, safety and general welfare; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said building codes with the additions, insertions, deletions and changes, if any, prescribed in the following sections of this article.

Applicable law for adoption in such a manner having been complied with, the following codes, as amended herein, are hereby adopted by reference as though they were copied herein fully.

Codes published by the International Code Council:

2006 International Building Code (IBC) with "Appendix J".

2006 International Code Council Electrical Code.

2006 International Existing Building Code.

2006 International Fuel Gas Code (IFGC).

2006 International Mechanical Code.

2006 International Plumbing Code.

2006 International Property Maintenance Code.

2006 International Residential Code for One and Two Family Dwellings (IRC) with Appendices "A (IFGS)", "B (IFGS)", "C (IFGS)", "D (IFGS)", "E", "G", "H", "J (EB)", "M" and "N".

Codes published by the National Fire Protection Association (NFPA):

National Electric Code, 2005 Edition.

(Ord. No. 2007-189, § 2, 5-29-07)



City of Dothan Address Display Requirements

The following is a summary of the City of Dothan's address display requirements as described in City Ordinance No. 94-148 and City of Dothan's E-911 Addressing Standards and Guidelines.

All buildings, residences, mobile homes, or other structures within the City limits of Dothan, shall have street address numbers/characters permanently displayed in the following manner.

Numbers/characters should be three (3) inches (preferred), proportional in width, contrasting color to the background attached. All numbers/characters used shall be a minimum of two and one half (2 ½) inches in height.

All addressed structures must display the street address numbers/characters on the structure, on, above or to the side of the usual entrance facing the addressed roadway. If no entrance faces the addressed roadway, the address should be placed at a point near the far left on the structure. Numbers/characters should be clearly visible from the addressed roadway.

All roadside mailboxes must have the street address numbers/characters placed on both sides of the mailbox or its supports. Structures more than 100 feet from the addressed roadway that do not have a roadside mailbox adjacent to the driveway must display the address on both sides of a sign or marker. Mailboxes and signs must be visible from the roadway.

When a structure is located on a corner lot and has a mailbox on the side, rather than on the addressed street, the following rules apply; 1. Place no address on mailbox or, 2. Place addressed street number and addressed street name on the mailbox. The street name may be 1 inch letters. A retro reflective set of numbers must be visible on the addressed street either on the structure or on a sign or marker.

One set of address numbers/characters, either on the structure or mailbox/sign/marker, must be retro reflective (must reflect light back to the source at night). Retro reflective numbers/characters must be displayed on the same side of the structure facing the addressed roadway or on both sides of a mailbox or sign/marker.

Commercial structures that have been assigned suite numbers/characters, must display the suite number on, above or to the side of the addressed doorway. All suite numbers/characters are to be numerical. Numbers visible from the roadway or parking lot must be retro reflective.

Apartment structures that have been assigned apartment numbers/characters, must display apartment numbers on, above or to the side of the addressed doorway. All apartment numbers must be numerical. Numbers visible from the roadway or parking lot must be retro reflective.

As soon as initial construction of a new structure has begun, a clearly visible freestanding sign displaying the street address number is required until the permanent address numbers are attached.

Business structures must have the address numbers/characters properly displayed before occupancy and /or use. When the building is substantially complete, the address is to be permanently displayed on the structure. The address MUST be permanently displayed before the Certificate of Occupancy or Business License is issued.

Failure to comply with address display requirements shall constitute a misdemeanor.

A complete copy of the Addressing Ordinance and Addressing Standards and Guidelines are available at:
210 N. Saint Andrews Street, Dothan, AL 36303-4898.

FOR FURTHER INFORMATION, PLEASE CALL (334) 615-4437 OR (334) 615-4610

9/02