

OWNER/BUILDER

BUILDING PERMIT

PROCEDURES

Each application and accompanying documents will be reviewed for conformity to the requirements of any and all pertinent laws, ordinances, rules, and regulations of the Town of Trinity.
Any questions concerning building permits or regulations, please feel free to contact the Building Department at Trinity Town Hall in person, or by calling 353-2474 Monday – Friday 8:00 am until 4:30 pm.
Plan review time is dependant on current workload and thoroughness of submitted documents.
Incomplete or missing documents will delay this process.

Code Compliance Requirements

Applicable Codes:

- 2003 International Residential code for One and Two Family Dwellings
- 2003 International Building Code
- 2002 National Electric Code
- 2003 International Code Council Electric Code – Administrative provisions
- 2003 International Mechanical Code
- 2003 International Fire Code
- 2003 International Fuel Gas Code
- 2003 International Existing Building Code
- 2003 International Energy Conservation Code
- 2003 International Plumbing Code

Zoning Restrictions:

All approved structures or alterations must comply with the Trinity Zoning Ordinance.

Subdivision Regulations:

All approved dwellings must comply with Trinity Subdivision Rules and Regulations.

Issuance of Building Permit:

Building Permits will be issued upon approval of application and supporting documents. Permits must be weatherproofed and posted in an area visible from the street.

Inspection Request:

Request for building inspections can be made at Trinity Town Hall by calling 353-2474 Monday thru Friday 8:00 am until 4:30 pm. Inspections will be made within 24 hours from the time of request. A \$25.00 will be charged for any re-inspection, and must be paid prior to re-inspection.

Business Licenses:

All contractors, sub-contractors and material delivery transports must purchase Trinity Business License, provide proof of insurance and state certifications Prior to beginning work. No inspections will be approved without appropriate licenses in possession. Separate permits are required for Electrical, Plumbing, Gas, Mechanical and Swimming Pools.

Sewer/ Septic System:

All residences will be required to install a septic system approved by the Morgan County Health Department. Application for sewer can be made at Trinity Water Department.

Water Cut Off Valve:

All buildings connected to the town's water supply must have accessible water cut off valve between the building and the town water system, also installation of a pressure regulator valve is highly recommended.

Culverts:

It is the responsibility of the contractor to install driveway culverts as listed on the final plat. Contact Trinity Street Department for sizing and type of culvert.

Guide to Building Permit Process

1. CONSTRUCTION DOCUMENTS -The first step in the permit process is to have the plans for you proposed building prepared. The more detailed and in depth your plans are, the more likely it is to have a quick turn around receiving your permit. Construction plans should include the following information.

- 1.All views of the exterior including all dimensions and heights.
- 2.Complete Foundation plan with details including width, depth, and any required reinforcing and anchors.
- 3.Detailed slab plan including any required grade beams and a detail of the slab section.
- 4.Complete floor plan including locations of plumbing fixtures, room designations and sizes, attic access, along with door and window sizes.
- 5.Complete framing plans indicating all structural members for floor, ceiling, walls, and roof also noting location of any engineered structural materials.
- 6.Complete electrical drawing indicating size, type, and all locations of electrical fixtures (including smoke detectors) along with service panel size and location.

2. SUBMITTAL OF PLANS AND COMPLETED APPLICATION— The second step is to submit your prepared plans along with your completed application to the building department for review.

- 1.Proof of ownership of the property
- 2.Current survey of the property showing layout of the proposed work
- 3.Detailed drawings of the proposed work, including Floor plan with room dimensions and designations, detailed foundation layout, slab details, framing plan, Electrical plan, plumbing plan, and should include general description of all materials to be used in construction. All material such as LVLs and engineered truss systems should include a set of details from the design professional to be kept on file at the Building Department.
- 4.A completed building permit application
- 5.A health department permit for septic system (if applicable)
6. Three sets of plans should be submitted to the Building Department, one set to scale and another set 11" x 17", and one set to be returned to the submitter upon approval.

3. PAYMENT OF FEES AND PERMIT ISSUANCE – Upon completion of plan and application review the next step is the payment of fees. These fees are based on the total square footage of the proposed building, plus a permit issuance fee. Once the fees are paid in full a building permit will be issued.

4. INSPECTIONS— Inspections of work are to be made throughout the duration of construction. It shall be the contractor's obligation to request these inspections. The required inspections are

- 1.Foundation
- 2.Slab Plumbing
- 3.Slab
- 4.Floor Framing
- 5.Sheathing
- 6.Rough Electrical
- 7.Rough Gas
- 8.Rough Plumbing
- 9.General Framing
10. Insulation

5. FINAL INSPECTION – After all work is completed but before occupancy a final inspection must be made. The following items must be submitted before final inspection.

- 1.Copy of final survey
- 2.Complete list of all subcontractors that performed work on the project
- 3.Copy of septic system final approval
4. Copy of termites protection bond for bait system

6. CERTIFICATE OF OCCUPANCY (C. O.)— Upon completion of final inspection, if no deficiencies are noted a certificate of occupancy will be granted.

RESIDENTIAL BUILDING PERMIT APPLICATION FOR THE TOWN OF TRINITY

Applicant Information (Please Print)

Applicant Name
Street Address
City, State, Zip
Phone #
Fax

Construction Site Information

Subdivision Lot#
Project Address
Tax Parcel ID #
Mailing Address
City, State, Zip

Section 1. New Construction Details

New Single Family Residence New Garage Pool Other

Total Cost of Construction

Total Square FT Total Heated Square FT Total Stories Total Bedrooms Anticipated Size of Electrical Service
Total Baths Total Lot Square FT Total Plumbing Fixtures Total Gas Outlets Water Heater (Gas or Electric)

Type of Termitte Treatment: Chemical Soil Bait System

Crawl Space Monolithic Slab Slab on Grade Public Sewer Septic Tank Gas Heat Electric Heat
Alarm System Survey Flood Zone Plans Attached Fire Protection System Basement

Section 2. Existing Building Repairs, Additions, Renovations

Room Addition Garage Addition Electrical Repair Interior Renovation Exterior work Plumbing Sewage Demolition
Mechanical/HVAC Gas Appliance New Gas Line Existing Gas Line Swimming Pool Unsafe Bldg. Repair Siding Replacement

Section 3. Description of work to be done

Description of work to be done

Section 4. Sub Contractor Information

IF you are acting as your own Contractor Check This Box

General Contractor
Electrical Contractor
Plumbing Contractor
Gas Contractor
Mechanical Contractor
Pool Contractor

Estimated Contract Amount
Estimated Contract Amount
Estimated Contract Amount
Estimated Contract Amount
Estimated Contract Amount
Estimated Contract Amount

Section 5. Terms & Conditions of Permit

Notice

Separate Permits are required for electrical, plumbing, mechanical, and fuel gas work. This permit becomes null and void if authorized work is not commenced within 6 months, or if work is suspended for a period of 6 months after work has commenced. Connection of utilities must be authorized by the Building Department. Failure to make corrections to substandard construction practices shall result in withholding of utilities.

I hereby certify that the information contained herein is true and correct. Falsification of this information is grounds for permit revocation. I agree to adhere to any and all requirements, rules and regulations adopted by the Town of Trinity.

Applicant Signature: Print: Date:

DO NOT WRITE IN THIS SPACE ---- FOR OFFICE USE ONLY

Approved By Permit Fee Date Permit Issued Permit Number

**Sworn Statement
of party claiming exemption from the requirements of the
Home Builders Licensure Law, Ala. Code § 34-14A-1, et seq. (1975).**

I do hereby solemnly swear that I, or the business entity of which I am the designated qualifying representative, am exempt from the licensing requirements of the State of Alabama Home Builders Licensure law pursuant to Section 34-14A-5 for the following reason: (Please mark appropriate response).

_____ I am an authorized employee of a federal, State, or local government exempt from this law and do not hold myself out for hire or otherwise engage in contracting except in accordance with my employment. Section 34-14A-6(2).

_____ I am a General Contractor holding a current and valid license issued prior to January 1, 1992. General Contractors license# _____ Section 34-14A-6(3).

_____ I am the Property Owner acting as my own contractor and providing all material supervision myself on property for my own occupancy or use, and not offered for sale. I do not intend to use this permit for the constructing or superintending of the construction of any residential building or structure for sale. (Proof of the sale, or offering for sale, of structure by an owner-builder within one year after substantial completion of same is presumptive evidence that the construction was undertaken for the purpose of sale). Section 34-14A-6(5).

I understand that by claiming exempt status, I waive my rights for protection under the provisions of the Home Builders Licensure law and that in the event of litigation involving activities resulting from the grant of this permit, I may not make demand of any money from the Homeowner's Recovery Fund, established by the Home Builders Licensure law.

I sign this statement under penalties of perjury.

Signature

Business Entity, if applicable

Date

Witness

Date

***Violation of the Alabama Home Builders Licensure Law is a Class A misdemeanor (§34-14A-14) punishable by up to 12 months in jail and fines up to \$6,000.00.**

WHEELER Basin Natural Gas Company

Phone (256) 974-9023

P.O. Box 460, Trinity, AL 35673
3960 County Road, Moulton, AL 35650

Fax (256) 974-3845

DID YOU KNOW NATURAL GAS IS AVAILABLE FOR YOUR NEW HOME? PLEASE FILL OUT THE FOLLOWING, AND WHEELER BASIN NATURAL GAS COMPANY WILL CONTACT YOU WITH THE DETAILS ON INSTALLING NATURAL GAS IN YOUR RESIDENCE.

NAME _____

ADDRESS _____

CITY/STATE _____

ZIP _____

DAYTIME PHONE # _____

HERE IS A LIST OF APPLIANCES YOU COULD INSTALL IN YOUR NEW HOME.

**NATURAL GAS FURNACE
NATURAL GAS HOT WATER HEATER
NATURAL GAS DRYER
NATURAL GAS LOGS
NATURAL GAS SPACE HEATER
NATURAL GAS HEAT PUMP
NATURAL GAS RANGE
NATURAL GAS GRILL**