



APPLICATION CHECKLIST

for

COMMERCIAL AND MULTI-FAMILY BUILDING PERMITS

This checklist is to assist in commercial and multi-family plans submittals. Consult submittal requirement descriptions to assure documentation is complete.

Only complete applications will be accepted for processing.

ITEM	COMMENTS
Site Plan Approval	For all new commercial and multi-family projects, site plan approval from the City of Orange Beach Planning Commission is required prior to application for a Building Permit.
Building Permit Application	A completely filled out building permit application must be submitted, including all required information and specifications.
Proof of Ownership	A copy of a recorded warranty deed in the listed owner's name is required at time of application to verify legal ownership.
Subcontractor Summary	This form, required with application for permit, lists the subcontractors for the trades. License verification is required for all subs.
Fire Prevention Bureau Approval	Any commercial or multi-family project that in any way serves the public requires approval from the City of Orange Beach Fire Prevention Bureau. In addition, all fire sprinkler and fire alarm permits are permitted through the Fire Prevention Bureau office. For more information contact the City of Orange Beach Fire Prevention Bureau at (251) 981 – 6166.
Americans with Disabilities Act. (ADA) Accessibility requirements	All new construction, alterations and renovations of commercial and multi-family buildings are required by Federal Law to comply with ADA accessibility requirements. This requires building elements to be accessible and usable for people with disabilities. All accessible parking, accessible route(s), and accessible building facilities must be indicated on the plans.
Site Plan / Plot Plan	A site/plot plan shall be submitted with the construction documents showing to scale the size and location of all new construction and existing structures on the site, accessible site data including accessible routes and parking, distances from lot lines, the established and/or proposed street grades and the proposed finished floor elevation(s) and, as applicable, flood hazard areas and design flood elevations. All elevations must be based on the National American Vertical Datum of 1988. The plan shall be consistent with the Planning Commission approved site plan and with site drawings submitted for Site Permits and shall be drawn in accordance with an accurate boundary survey.
Construction Documents	Three sets of construction drawings must be submitted to the Community Development Department, drawings must be a minimum of 24"X36" drawn to scale on suitable material. Documents submitted must be sealed and signed by the Alabama-licensed design professional. The plans must be accompanied by a signed and sealed Building Code Summary in the format provided by the Building Department. All construction must be accurately shown on the plans, including, but not limited to, structural, electrical, plumbing, heat/air conditioning, gas piping and fire safety.

THE ABOVE INSTRUCTIONS ARE PROVIDED AS A GUIDE TO THE PERMITTING PROCESS FOR COMMERCIAL AND MULTI-FAMILY PROJECTS. ADDITIONAL SUBMITTALS MAY BE REQUIRED AS WARRANTED BY SITE CONDITIONS AND PROJECT CHARACTERISTICS.