

Madison County

BUILDING INSPECTION DEPARTMENT

266-A SHIELDS ROAD HUNTSVILLE, ALABAMA 35811

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www.madisoncountyal.gov/inspection

Commercial Permit Submittal Checklist

- [Obtain an address](#) for the purposed project. Madison County Public Works office number: 256.746.2900
- Obtain a permit to install on-site septic system from Madison County Health Department (256.539.3711) or provide approval letter for connection from a private sewer provider.
- Submit and receive [civil site plan approval](#) from Madison County Public Works office number 256.746.2925
- A fully completed [Commercial Application](#).
- Submit two (2) complete sets of construction plans plus one (1) electronic PDF copy.
 - All buildings 2,500 square feet or larger that are erected, enlarged, or altered require the seal of a registered Alabama architect. All buildings intended for the assembly, education institutional, or hazardous occupancy regardless of size require the seal of a [registered Alabama architect](#). When architect sealed plans are required, all electrical, mechanical, & plumbing plans are required to be sealed by an appropriate Alabama licensed engineer. Small Restaurants, under 2,500 square feet with an occupancy less than 50 people are exempt from providing an architect's seal.
 - Regardless if an architect/engineer are required per the above statement, that the applicant is required to provide all pertinent code compliance notes within their plan submittal as outlined within the [Commercial Plan Specifications](#) and [Building Code Summary](#)
- Provide a 2015 [COM Check report](#) for these phases of the project Envelope, Mechanical and Electrical as required for compliance with Alabama State Law
- Identify if the project is within a defined [FEMA flood zone](#).
- Closest Fire Hydrant Location
- Provide a cost breakdown for the project.
- \$150 plan review initiation fee is due upon submission, this is a non-refundable fee, the fee will be allocated to the total plan review fee pending purchase of the building permit upon approval.
- General Contractor's information (Alabama GC license, county business license, Certificate of Insurance showing Madison County as certificate holder), please complete [Software Contact Information Sheet](#)
- [Click here](#) to see the currently adopted code resolution for the building codes and scroll to the bottom of the page for a simplified permit cost table.