

Madison County

BUILDING INSPECTION DEPARTMENT

266-A SHIELDS ROAD HUNTSVILLE, ALABAMA 35811

Phone: (256)746-2950 Fax: (256)746-2953 inspection@madisoncountyal.gov

www.madisoncountyal.gov/inspection

Commercial Building Project Closeout Checklist

After passing all required inspections, the following items must be completed, and final reports submitted within the final inspection request, the inspection request should be emailed to inspection@madisoncountyal.gov.

A FINAL building inspection request must be received no later than 2:00PM on the business day prior of the desired inspection date. (Example: an inspection request for Friday must be submitted no later than 2:00PM on Thursday)

- **Fire Final Inspection:** A Fire Final inspection is required. Contact the Fire Marshal's office at (256) 851-6947 for additional information.
- **Site Acceptance:** If there is a Site Development Permit associated with your project, Site Acceptance is required. Once site improvement, drainage, and landscaping are completed, a final commercial site inspection is required. Contact Kathy Rogers at (256) 746-2925 or via email krogers@madisoncountyal.gov.
- **Septic or Sewer Final Report:** A report confirming connection of the project/property to an approved sewer utility or septic system and that the system is ready to be used.
 - Septic systems (Madison County Health Department)
 - Contact Denise Kappelman via email Denise.Kappelman@adph.state.al.us or (256) 533-8741
 - Sewer Utilities Systems Contact Information
 - Madison Utilities: Reece Lee via email reece@madisonutilities.org or (256) 772-0253
 - Integra: Erica Cochran via email info@integrawater.com or (205) 326-3200, option 2
 - Huntsville Utilities: Randall Stewart via email Randall.Stewart@huntsvilleal.gov or (256) 883-3719
 - Harvest Monrovia Water & Sewer Authority: Cherita Kimbrell via email cherita@hmwater.org or (256) 837-1132 ext. 202
 - Hico Utility Company: Emily Cook via email info@hicoutility.com or (256) 693-1706
 - OSDS WWTP: Harry Lioce via email hlioce@interconnectsys.net or (256) 882-8865
- **Energy COMCheck Final Report:** All commercial projects must comply with the 2015 Energy Code and COMCheck requirements. These inspections are to be completed by a 3rd party inspection firm of the contractors/owners choosing and are not provided by Madison County. The rough and final COMCheck energy inspection report must be completed and submitted upon requesting a final building inspection.
- **Sub-contractors List:** A Final Sub-contractors list must be submitted. An example of this can be found [here](#). Once the above list of documents is compiled, please submit them to inspection@madisoncountyal.gov. Please request the Building and Trades Final Inspections and submit all documentation **within one email.**

The Madison County Building Inspection Department will process the Certificate of Occupancy (CO) within two (2) business days following submission of all required documents, receipt of all approvals, and the completion of all required inspections.

Contact the Inspections Department at (256) 746-2950 or via email inspection@madisoncountyal.gov regarding any questions related to CO requirements or for any additional close-out information.