

CITY OF FAIRHOPE

P.O. Box 429
Fairhope, AL 36533
(251) 928-8003



GENERAL INFORMATION

- Phone Numbers
- Building Permit Checklists
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- Applicable Memos

August 23, 2007

PHONE NUMBERS

Fairhope Building Inspection Line (251) 990-0153
(Building, Plumbing, Mechanical, Electrical Inspections)

Barry Fulford - Building Official (251) 990-0141

Murray Authement Jr.- Assistant Building Official (251) 990-2876

Derek White (Building Inspector) (251) 990-2875

Joe Scott (Building Inspector) (251) 990-2878

William Nelson (Building Inspector)

Tom Odom (Fire Safety Inspector) (251) 929-0362

Kelley Chastain (Permit Technician) (251) 990-2874

Cynthia A. Boothe (Permit Technician) (251) 990-2882

Planning Department

Greg Mimms (Planning/Zoning Director) (251) 990-0171

Jonathan Smith (Planner) (251) 990-2884

Nancy Milford (Planner) (251) 990-2886

Emily Irby (251) 990-0214

Fairhope Revenue Department (251) 928-2136
(City of Fairhope Business Licenses: Initial & Renewals)

James Gillespie (251) 990-0144

Kim Higginbotham (251) 990-0160

Fairhope Utilities

(251) 928-8003

Gas Department

Steve Seay (Gas Superintendent)

Robert Rohm (Assistant Gas Superintendent)

Terry Holman (Gas Inspector)

Water & Sewer Department

Dan McCrory (Water/Sewer Superintendent)

Tom Billadeau (Assistant Water/Sewer Superintendent)

Electric Department

Aaron Norris (Electric Superintendent)

Jimmy Cluster (Assistant Electric Superintendent)

Public Works Department

Jennifer Fidler (Public Works Director)

BUILDING PERMIT CHECKLIST

PLEASE HAVE THE FOLLOWING REQUIRED INFORMATION AND MATERIAL WHEN YOU LEAVE YOUR SUBMITTAL FOR A BUILDING PERMIT:

- a) PROVIDE A SITE PLAN AND SURVEY (these could be two separate documents, ie survey and plot plan or a single document ie a stake out survey) SHOWING THE FOOTPRINT OF THE BUILDING, THE DIMENSIONS OF THE BUILDING, LOT LINES AND APPLICABLE SETBACK LINES AS REQUIRED BY THE CITY OF FAIRHOPE ZONING ORDINANCE.
- b) TWO FULL SETS OF CONSTRUCTION PLANS FOR ANY PROJECT, RESIDENTIAL OR COMMERCIAL. ONE SET OF THESE PLANS **WILL NOT BE RETURNED**, AND THEY SHOULD INCLUDE THE FOLLOWING:
 - 1) Foundation plan
 - 2) Floor plan
 - 3) Heated and cooled square footage totals
 - 4) Electrical plan
 - 5) Mechanical plan
 - 6) Plumbing plan
 - 7) Elevations
 - 8) Typical section of framing and roof design.
- c) PERMIT APPLICATION.
- d) FLOOD ZONE AREAS: REQUIRE A FEMA CERTIFICATION. A BENCHMARK MUST BE ESTABLISHED AND CERTIFIED FOR THE FINISHED FLOOR ELEVATION IN AN “A” ZONE AND THE BOTTOM OF THE SUPPORTING GIRDERS IN A “V” ZONE.
- e) A SEPTIC TANK IS REQUIRED IF CITY SEWER SERVICE IS UNAVAILABLE: A RELEASE FROM BALDWIN COUNTY HEALTH DEPARTMENT, (251) 947-3618
- f) LAND USE CERTIFICATE IS REQUIRED IF THE PROPERTY IS IN AN AREA ZONED BY BALDWIN COUNTY, (251) 928-3002



Permit Application

Address of Work _____

Bills to:

Contractor

Owner

Owner Name _____

Phone _____

Address _____

City, State Zip _____

Contact Name _____

Phone _____

Address _____

City, State Zip _____

Contractors

Blder / Contractor _____

Plumber _____

Electrician _____

HVAC _____

Description of Work

Value: Estimated List Cost minus cost of property: _____

Generator Yes or No : Name of Generator contractor _____

Inside City of Fairhope Corporate Limits New Construction Must Provide: Current Fair Market Value of the Real Property (please include with application submittal appropriate supporting documentation):

\$ _____

The applicant hereby certifies, represents and warrants that all information provided in this application is true, accurate, correct and complete.

Signature _____

Date _____

Submittals should include: Survey-Plot plan, 2 Full sets of plans

Commercial Add Landscape Plan, Drainage Plan & Calculation

CITY OF FAIRHOPE REQUIREMENTS NOT SPECIFICALLY COVERED BY CODE

It is the intent of the City of Fairhope to require reasonable quality controls to ensure both the stability of buildings and the safety of all building occupants. Provisions in the Building Codes allow for the Building Official to make discretionary decisions in addition to the guidelines outlined in the Code to help ensure this. The following text outlines some of these requirements under the heading of each major building component and its corresponding inspection. It is important to note that the Building Code is designed to constitute minimum guidelines for construction, and each jurisdiction that enforces the Code is free to institute more stringent guidelines, if it so chooses. While the City Inspectors try to follow the Codes as closely as possible, so as to give all contractors a known reference standard during construction, the experience of the Inspector and lessons learned by the City have led to some additional requirements that are to be followed by any contractor choosing to do business within the City of Fairhope.

The Building Department of the City of Fairhope is charged with the administration and enforcement of the **Standard Codes 1997** (Building, Plumbing, Mechanical, Gas and Fire), the **National Electrical Code (NEC) 2002 (and city supplement)**, the **NFPA 101 Life Safety Code** and the Fairhope Zoning Ordinance to promote the public welfare and safety. The Codes generally provide that any requirement necessary for the stability of a building or the safety of the occupants not otherwise provided for in the text of the Codes shall be determined by the Building Official. If you have no previous experience building in Fairhope, please feel free to consult with us about any particular requirements which may vary from that of other jurisdictions. We will do our best to assist you in any way we can.

It is not our desire to engage in a detailed discussion of Code requirements in this writing. If you are in the business of construction or if you have assumed the role of contractor, we assume that, in as much as you present yourself as knowledgeable in construction methods, you are aware of the laws and regulations that govern your work.

It is our practice to leave inspection reports noting approval or necessary corrections on the jobsite. Re-inspection fees will be assessed following a second not approved inspection. Re-inspection fees must be paid in the building department prior to subsequent re-inspections being scheduled. Whatever the circumstances, it is in your best interest to have a representative present if possible. It is in the interest of the contractors or owners to have personnel present during inspections to go over any corrections that may be necessary. If you choose not to, you must rely on posted notices to make all necessary corrections before you proceed or cover any work. In the event that excessive corrections are noted and the Inspector must make an additional trip to the site to confer with the contractor re-inspection fees may apply.

We cannot overemphasize the importance of using due care in the layout of the building site so as to avoid intrusion into setbacks and the resulting title problems which **CANNOT BE CURED BY GRANTING VARIANCES**. The use of a professional land surveyor in staking out a building site is highly recommended for these reasons.

Attached as a part of this handout are copies of Ordinances regarding items such as inspection and permitting fees, erosion controls, storm water management, installation of fences, and work on public property and maintenance of construction sites.

The Gas Department enforces the **1999 Standard Gas Code**. The City of Fairhope Gas Department is responsible for inspections and administration of the Gas Codes. You may contact Robert Rohm, Assistant Gas Superintendent at 990-0123 or to speak with someone directly the main Public Works number is 928-8003.

The Electrical Department currently enforces the **2002 National Electrical Code (NEC)**. In addition, the Electrical Department has put together a City Electrical Code that outlines **requirements above and beyond those in the NEC**, copies of which are available at the Building Department. Electrical inspections are scheduled 24 hours in advance through the Building department by calling 990-0153. For electrical questions, contact the building department at 990-2874 or 990-2882 and the questions will be directed to an inspector.

It is the responsibility of anyone that obtains a building permit to ensure that ALL SUBCONTRACTORS are currently licensed by the City of Fairhope. The primary subcontractors (general contractor, plumber, electrician, heating and air) will be checked at the review process and are required to have current business licenses prior to the permit being issued. Failure of a subcontractor to obtain proper licensing prior to beginning work will result in a Stop Work Order being issued at the project site. If you have any questions regarding whether or not a contractor is currently licensed you can call City Hall and ask to speak with the City Revenue Officer. See Attached for a copy of "Contractor List for Project".

The City Building Department's policy is to review all plans prior to the issuance of a building permit. Please be aware that there will be a wait from the time a permit application is received until a permit is issued. The wait will vary depending on the quantity of permits that are being processed, so please plan your work schedule accordingly.

General Information - Building Requirements

(The following are City of Fairhope Requirements and Answers to Frequently Asked Questions)

Erosion Control Measures

At the beginning of each project an erosion control inspection will be made to determine the potential of site run-off resulting from construction activities. The topography of the site, type of soil, and any other factors will be weighed in deciding what measures will be taken to control the problem. Inspections will not be done if BMPs are not in Place. Some of the most readily available and effective measures include:

- 1) silt fencing
- 2) hay bales
- 3) gravel applied to drives or site cut-outs for traffic
- 4) limited amount of traffic allowed onto construction site
- 5) mulching
- 6) overseeding exposed areas

Please be aware that the City has the authority to stop work at any project site that is not complying with the City Ordinance governing erosion controls and has discretion to fine the Permittee for failure to comply with the Ordinance. In addition, the City will dispatch the City's street sweeper to any area where there is excessive sediment in the roadway and will bill the Permittee at a cost of \$150.00 per hour for the time needed to clean the street. A pamphlet outlining the City's Storm Water Management guidelines and the Home Building Association of Alabama manual for Controlling Erosion and Sediment in Home Building is available at no charge in the Building Department. These texts offer illustrations and installation guidelines for some of the measures listed above.

Construction Site Layout and Maintenance

Each site will have sanitary facilities available. Multiple sites may share facilities as long as they are not separated by another lot, a roadway, or the combined number of workers does not exceed 10.

The building permit WILL BE posted not more than 10' from the road, on it's own post, and clearly visible from the primary access road. Permits will no longer be posted on temporary power poles, trees, Porto lets, etc., etc., and all City Inspectors will refuse an inspection if the permit is not properly posted.

All Inspectors will be scheduled for 1-2 business day(s) from the day of a request to perform the inspection. The inspection may be performed ANYTIME WITHIN THAT 24 HOURS depending on the number of inspection calls and administrative duties for that day, so it is in the best interest of each contractor to give as much notice as possible.

Fires are not allowed on any project site within the City limits.

Project sites will be kept as neat and clean as possible. The primary concern associated with this issue is trash and debris that can be blown from one site to another, especially in subdivisions that have occupied houses. While the City does not require dumpsters on residential jobsites at this time, loose trash MUST BE CONTAINED. All City of Fairhope Inspectors have the authority to assess fines and/or issue Stop Work Orders (SWO) for

excessive trash on any site. Also be advised that the City of Fairhope landfill will not accept any type of construction debris.

Foundations

Total pier foundation systems must be designed by and bear the seal and signature of an Architect or Engineer registered in the State of Alabama.

Residences over 3 stories tall or over 3500 square feet must have a detailed foundation plan at the time of submittal, and the Building Department has the right to require it's approval and signature by Architect or Engineer registered in the State of Alabama.

The Inspector may require compaction tests of the soil prior to the pouring of any concrete footers or slabs.

No fiber mesh concrete allowed without welded wire mesh in the slab.

All footer grade stakes must be in place prior to an inspection being performed and must be of a decay resistant material (treated wood or metal).

Footers must have a minimum of 8 _" of concrete as measured from the bottom of the footer to the top of the grade stake. Anything less must have calculations to show the footer will be acceptable based on the calculated loads for the building.

Structural

Since we are located in an area that is subject to hurricane force winds, the City of Fairhope requires that all buildings be secured to the ground from the foundation through the roof framing. This includes tying the sill plate to the foundation, framing studs to sill plates, framing studs through the top plates across the joists to the rafters. This can be accomplished by using either structural sheathing and/or a combination of anchor bolts, and metal straps. In addition, plywood reinforcement must be used on each corner of a building if structural sheathing is not used throughout.

Structural sheathing must be used with the application of any siding, and on corners and every 20' with all other exterior applications.

6 nails per shingle are required for all roofing in 100+ MPH wind rated areas.

Garage doors are required to be rated for 110mph wind loads and all underlying stud packs shall be constructed so as to provide sufficient anchorage.

All fireplaces (vented or vent less) must have an airtight draft stop made of gypsum board or plywood located at the top plate of the wall framing.

All furr-downs and/or concealed areas greater than 500 square feet must be draft stopped.

Plywood or OSB must be used on the underside of any open porches prior to application of the siding or other covering.

Gaps between Spindles on stair rails or guardrails are to be less than 4" at any point, and curb or bottom rails can be no higher than 2" from the stair tread. Required on stairs with more than 3 treads.

All walls with plumbing vent and drainage lines must be 2"x6" to meet 1997 SBC cutting and notching requirements.

Weep holes in brickwork must be at least 1 course above finished floor elevation (FFE) and placed so as not to be cover or concealed by any landscaping that may be done.

Specific questions can be directed to City Building Department.

Plumbing Requirements

Open trenches that show all fittings and the slope of the in ground piping are required during rough-in inspections prior to pouring of slabs. This includes all sewer inspections where service is provided by the City of Fairhope Water Department.

Topout inspections require that water be in all PVC piping to either the level of the washer/dryer box in single story houses, or at a height of 1' above a sink drain line at the top floor of multiple story buildings.

Use of in-line venting devices is not allowed in lieu of properly installed venting systems.

Schedule 40 pipe is required for all sewer lines from the building to the sewer main.

Contractors cannot tie a sewer line directly into a manhole without first obtaining an inspection and permission from either the City Water and Sewer Department or the Building Department. In addition the tie in must be core drilled so as to limit the amount of debris introduced into the sewer line and both sides of the penetration must be grouted.

"6x4 Donut Rings" (rubber gaskets) cannot be used to connect the building sewer line to the main in lieu of properly sized PVC fittings and reducers.

Septic tanks require a signed release from the Baldwin County Health Department.

Sewer lines and water supply lines coming from the road to the house MUST HAVE either 5' of horizontal separation or 12" of vertical separation if they are in the same trench.

All slip joint fittings must have an access panel for servicing.

All Jacuzzi tubs must have an access panel large enough to reach and remove the motor.

Specific questions can be directed to City Building Department.

Mechanical Requirements

Water heaters (both electric and gas) located in garages that are in the direct path of the garage door must be protected by enclosure, elevation, bollards, or some other reasonable measure to prevent the unit from vehicle damage.

Only metal auxiliary pans are allowed under the coils of attic mounted HVAC equipment as per 1997 Standard Mechanical Code.

Blocking placed underneath the HVAC condenser to elevate it in the auxiliary pan must be compatible to maintenance in contact with and of decay resistant material (brick or block).

All attic mounted HVAC equipment must be provided with an auxiliary float switch in the pan or on the unit that will stop the unit in the case of blockage of the primary _" drain line.

Any HVAC equipment with internal float switches installed must have manufacturer's information available for review by the Building Inspector and must have a label stating the installation clearly visible.

Attic mounted mechanical equipment (HVAC, water heaters, etc.) shall not be mounted more than 20' from the attic access point, shall have a clear walkway at least 24" wide from the access to the equipment panel, and shall have a level working platform extending at least 30" from the edge of the equipment. (Section 304.4 of the 1997 Standard Mechanical Code)

Specific questions can be directed to City Building Department.

Electrical Requirements

Please reference the "City of Fairhope Electrical Code" for further requirements. Copies of which are available from the Building Department, Electrical Department, or from the City Inspectors.

Specific questions can be directed to City Building Department's Electrical Inspector(s).

Gas Requirements

For standard 4oz / 7" systems, the City of Fairhope requires that rigid pipe be used for all gas lines including gas lights (galvanized pipe or black iron).

First inspection must be completed prior to enclosing or burying any gas line or piping.

Gas meters cannot be set in the rear of any building or inside of any fencing.

Anywhere gas and electrical services are provided by the City of Fairhope, both the gas and electric meters must be on the same side of the house, with at least 3 feet of horizontal clearance. Failure to do so will result in a failed inspection.

For 2lb systems of new construction, the Fairhope Public Utilities Gas Department Requires that all certified gas fitters sign for a recommended practices book from the Gas Department prior to the start of any 2lb work.

Any Questions can be directed to Fairhope Public Utilities Gas Department at 928-8003.

Inspection Check Lists

I. Footings / Foundations

1. DO NOT Approve footing inspections for TOTAL PIER SYSTEM unless engineering certification is on file. (Perimeter wall and spot pier systems do not require certification.) CHECK EROSION CONTROLS. HAS CONTRACTOR VERIFIED SEWER LOCATION AND DEPTH?
2. Do Footing excavations exceed building setbacks? (Front, Rear, Side, Driveway Side, or Street Side?)
3. Do Footing excavations encroach on any easement?
4. Are trenches of adequate width and depth?
5. Is reinforcement steel properly placed?
6. Do all footings extend to undisturbed soil? (Footings on fill require compaction test.)
7. Where required, is reinforcement for column footings as per drawings? Are anchor bolts correctly located and properly supported
8. Are there utility lines of any kind passing through footing excavations? (If yes, ascertain nature and, if live, require relocation.)
9. Is there any indication that the load bearing capacity of soil under footing is in question? (If yes, soils investigation is required before work may proceed.)
10. Is footing / foundation area clear of all stumps, roots and vegetation?
11. IS PHYSICAL ADDRESS (temporary) POSTED ON SITE IN NUMERALS AT LEAST 3" HIGH, VISIBLE FROM THE STREET?

II. Plumbing Rough-In and Floor Slab

1. Does test stack for sanitary drains hold water at test level for 15 minutes?
2. Are pipes and vents of proper size?
3. Are water supply and distribution lines clear of wire mesh and sleeved to prevent contact with concrete?
4. Is fill material properly compacted, particularly in areas of backfill over pipe excavations?
5. Are foundation walls over 3 blocks high properly reinforced?

6. Is fill graded to assure minimum slab thickness of 3 _ “?
7. Are grade beams properly reinforced?
8. Is moisture barrier (visqueen) and wire mesh in place?
9. Is there evidence that foundation walls have been damaged by placement or compaction of fill?
10. Is foundation contractor prepared to place required anchor bolts during pour?
11. IS PHYSICAL ADDRESS TEMPORARILY POSTED ON SITE IN NUMERALS AT LEAST 3” HIGH, VISIBLE FROM THE STREET?

III. Framing / Incidentals

1. Are anchor bolts present with nuts secured on exterior sole plates?
2. Is all wind bracing in place? Is all bracing properly supported over walls or strongbacks and NOT on individual ceiling joists?
3. Are collar beams in place as required?
4. Are all structural components properly fastened?
5. Are ties in place for plate-to-plate and studs fastening? Hurricane straps from rafters to tops of studs?
6. Has structural damage occurred in running of piping, wiring, or ductwork?
7. Are chimneys firestopped? Clear of combustibles? If masonry, do they meet all codes?
8. Are structural support beams adequately sized and supported for the loads imposed?
9. Are window sizes of adequate size to allow emergency egress as required in sleeping rooms?
10. Is venting and provision for combustion adequate for all heating appliances?
11. Do stairs and steps meet code requirements?
12. Is attic ventilation properly provided? Is a walkway and work platform provided for HVAC equipment?
13. Is HVAC duct work properly placed and sized?

14. Does visual inspection indicate that all waste and vent lines are of adequate size and properly stopped?
15. Has water line been tested to proper psi hydrostatic?
16. Are all construction components of approved materials?
17. Is general contractor aware that all electrical and gas inspections are performed by the respective departments and that desired inspection is the responsibility of sub-contractor performing the work?
18. Viewed in its entirety, is there any indication of any requirement for structural integrity of the building or safety of the occupants which is not covered by the building code but which may and should be required by the Building Official?

IV. Final

1. Are all required smoke detectors including those inside and adjacent to sleeping rooms in place and tested?
2. Do locks on one required exit conform to the code?
3. Do all ground fault and arc fault interrupters test O.K.?
4. Are gas water heaters properly vented? Elevated minimum of 18" above floor level in garages? Have T&P valves in place, properly vented and tested?
5. Are vents and combustion air ducts in place, properly vented and tested?
6. Are water supply shut-off valves in place and working as required?
7. Are range hood vents where provided extended to outside air?
8. Are all bathrooms properly ventilated?
9. Is emergency egress from sleeping rooms adequate?
10. Is adequate attic access provided?
11. Are incandescent lights in closets clear of combustibles?
12. Are all required guardrails or stair rails in place and in compliance?
13. Are means of egress clear and of required width?
14. Are all outside hose bibs equipped with valves for backflow prevention?
15. Viewed in its entirety, is the building safe to be occupied?

16. Is there any construction in place (fences, outbuildings, etc) not authorized on building permit? Is there any damage to public property resulting from construction which has not been repaired? Are streets abutting property and rights-of-way clean and clear of trash and debris?

17. IS THE PERMANENT PHYSICAL ADDRESS OF PROPERTY POSTED IN NUMERALS AT LEAST 3" IN HEIGHT, VISIBLE FROM THE STREET?

Ordinance No. 1000

AN ORDINANCE PROVIDING FOR THE PUBLIC SAFETY, HEALTH AND WELFARE OF THE RESIDENTS OF FAIRHOPE, ALABAMA BY PROVIDING FOR *EROSION AND SEDIMENT CONTROL RESULTING FROM LAND DISTURBANCE ACTIVITIES* WITHIN THE CITY:

BE IT ORDAINED BY THE CITY OF FAIRHOPE, ALABAMA, as follows:

1. Land Disturbing Activity defined: For purposes of this ordinance any grading, filling, draining, excavating, ditching or other earthmoving operation such as is likely to result in damage to adjacent lands, public or private, from erosion thereto or adjacent lands, public or private from erosion thereto or siltation thereof shall be deemed land disturbing activity. The removal of trees which does not create or aggravate erosion shall not be deemed land disturbing.
2. Control Measures defined: For purposes of this ordinance, Control Measures shall include, but shall not necessarily be limited to the following:
 - Hay bale barriers
 - Silt fences
 - Earth berms
 - Retaining walls, temporary or permanent
 - Ditch checks
 - Rip Rap dams
 - Stormwater retention devices or sediment traps
 - Any measure certified by an Alabama Professional Engineer
3. No person, firm or corporation shall engage in any land disturbing activity within the City until the land owner shall have obtained a permit therefore from the City of Fairhope. Where a building permit application is received prior to commencement of land disturbing activities, the required land disturbance permit may be incorporated therein as a special condition of such building permit, provided the permit includes the land owner's endorsement. There shall be no separate charge for the land disturbance permit.
4. Warning and Disclaimer: The consent of the City to issue a permit based on a particular design for erosion control measures shall not constitute a representation, guaranty or warranty of any kind by the City of Fairhope or its agents, officers or employees of the practicability, adequacy or safety of such design.
5. Commencement of Work: No person, firm or corporation shall begin work under any permit issued until adequate Control Measures have been installed by the permittee and inspected by the City. The burden is on the permittee to install and maintain Control Measures adequate to protect adjacent property, public or private, and downstream areas from damage by silting and erosion from land disturbing operations undertaken under the subject permit. The City's inspection role is to ascertain that Control Measures

are in place, but does not constitute an approval of the adequacy of such measures.

6. Maintenance of Control Measures: It shall be the responsibility of the permittee to perform ongoing inspection and maintenance of the Control Measures for the duration of grading and/or construction operations and until such time as ground cover adequate to control erosion is established.

Failure or refusal to perform adequate maintenance shall be cause for the City, through its enforcement officers, to issue orders suspending all work until satisfactory measures are restored. Provided, however, that the issuance of stop work orders shall not be a bar to the imposition of other remedies or penalties herein provided.

7. Remedies: IN the event of an imminent danger of damage to adjacent properties or downstream areas due to failure of permittee to maintain Control Measures or abandonment of the work, the City may perform, or caused to be performed, the work the City deems necessary to restore protection of such properties and the cost thereof shall be charged against the subject land as a municipal lien, such charges to be recovered in a suit at law against the owner.
8. Penalties: Any person violating the provision of this ordinance shall, upon conviction thereof, be fined a sum of not less than \$200 nor more than \$500 and, in addition thereto, may be sentenced to the City Jail for a term of not more than 6 months, at the discretion of the Municipal Court.
9. Separability and Validity: Each part and each provision of this Ordinance is severable from all other parts or provision. Should any part or provision thereof be declared by the courts to be unconstitutional or invalid, such declaration shall not affect any other part or provision of this ordinance.
10. This ordinance shall take effect upon its due adoption and publication as required by law.

ADOPTED THIS 23rd DAY of September, 1996.

James P. Nix, Mayor

ATTEST:

Evelyn P. Phillips, City Clerk

Ordinance No. 1001

AN ORDINANCE PROVIDING FOR THE PUBLIC SAFETY, HEALTH AND WELFARE AND THE GENERAL VISUAL AESTHETICS OF THE CITY OF FAIRHOPE BY *REQUIRING OWNERS, CONTRACTORS AND SUBCONTRACTORS TO KEEP CONSTRUCTION SITES REASONABLY FREE OF ACCUMULATIONS OF TRASH, GARBAGE OR RUBBISH AND TO PROVIDE REMEDIES AND PENALTIES FOR FAILURE TO DO SO*:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

11. Where the Building Official or other authorized enforcement officer finds any construction site upon which the owner, contractor or subcontractor has allowed trash, garbage or rubbish to accumulate such officer shall notify the owner, contractor or subcontractor in charge of the premises of the existence of a violation of this ordinance. Such notice shall be given by certified mail or personal service and by posting upon the premises. Where certified mail is returned as undeliverable or unclaimed, posting of the premises as provided herein shall be deemed legally sufficient notice. Such notice shall provide for a period of two days, exclusive of weekends and holidays, for the responsible party to correct the violation. Failure or refusal to do so shall cause the responsible officer to invoke the remedy specified herein.
12. Remedies: The enforcement officer may, after the expiration of time set forth above, stop all work in furtherance of the construction undertaken by posting upon the premises a "Stop Work Order" setting forth the reason for the stop order and specifying the conditions required for release of such stop order. The officer shall not release the stop order until such time as the violation has been mitigated. Any person who continues to pursue work on the premises after posting of the stop order may be cited for violation of this ordinance by the issuance of a Municipal Offense Ticket for the first such offense relating to the subject property. A second offense on the same property by the same person may result in issuance of an arrest warrant out of the Municipal Court.

The enforcement officer may, in cooperation with the City Attorney, pursue such other civil remedies as are available to the City.
13. Penalties: IN addition to stop work orders or other civil remedies, any person violating any provision of this Ordinance shall be subject to the following penalties upon conviction. For a first conviction under a Municipal Offense Ticket the fine shall be \$100. For other convictions, violators may be sentenced to a fine not to exceed \$500 and/or a jail sentence not to exceed 6 months, at the discretion of the Municipal Court.
14. Nothing herein shall be deemed a bar to any other remedy or penalty otherwise available to the enforcement officers of the City.
15. This ordinance shall be codified as Section 7-125.1 of the Fairhope Code of

Ordinances.

16. This ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS 23rd DAY of September, 1996.

James P. Nix, Mayor

ATTEST:

Evelyn P. Phillips, City Clerk

Ordinance No. 1268

AN ORDINANCE TO AMEND THE CITY OF FAIRHOPE CODE OF ORDINANCES NUMBER 1113 ADOPTED MARCH 16, 2001, TO ALTER THE SCHEDULE OF FEES FOR CONSTRUCTION AND BUILDING PERMITS.

WHEREAS, The City of Fairhope desires to ensure proper construction standards are utilized to provide for adequate health, public safety, and welfare of our citizens; and,

WHEREAS, The City of Fairhope desires to be competitive in the user fees charged so as to adequately cover the expenses incurred by the City in enforcing established construction standards;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF FAIRHOPE, ALABAMA:

17. **THAT**, the content of Ordinance Numbers 674 and 961 are hereby entirely repealed.

18. **THAT**, The following schedule of user charges are hereby adopted:

New Construction Permit Fees		
Fees	residential	commercial
Building Permit Fee	\$5.00 per \$1000.00 (min \$25)	\$5.00 per \$1000.00 (min \$100)
Electrical Permit Fee	\$75.00	\$1.00 per \$1000.00 (min \$100)
Temporary Elect. Fee	\$25.00	\$25.00
Plumbing Permit Fee	\$75.00	\$1.00 per \$1000.00 (min \$100)
Mechanical Permit Fee	\$75.00	\$1.00 per \$1000.00 (min \$100)
Security / Structure Wire	\$25.00	\$0.50 per \$1000.00 (min \$25)

New Construction Permit Fees		
Fees	residential	commercial
Sewer Tap Inspection Fee	\$25.00	\$25.00
Gas Permit Fee	\$40.00	\$75.00
Plan Review Fee	\$50.00	\$2.50 per \$1000.00 (min \$50)
Fence Permit Fee	\$5.00 per \$1000.00 (min \$25)	\$5.00 per \$1000.00 (min \$25)
Sign Permit Fee	N/A	\$5.00 per \$1000.00 (min \$25)
Demolition Permit Fee	\$25.00	\$25.00
Reinspection Fees	\$50.00 for the first reinspection, \$75.00 for the second reinspection, \$100.00 for the third reinspection	
Swimming Pool Fees	\$50.00(plus \$50 Electric)	\$100.00 (plus \$75 Electric)
Name of electrical contractor and electrical permit required for issuance of Swimming Pool Permit		
Roofing Permit Fee	\$5.00 per \$1000.00 (min \$25)	\$5.00 per \$1000.00 (min \$25)
Remodeling Permit Fees		
Fees	\$0.00 - \$5,000.00	\$5,001.00 - \$20,000.00
Building Permit Fee	\$5.00 per \$1000.00 (min \$25)	\$5.00 per \$1000.00 (min \$25)
Electrical Permit Fee	\$25.00	\$35.00
Temporary Elect. Fee	\$25.00	\$25.00
Plumbing Permit Fee	\$25.00	\$35.00
Mechanical Permit Fee	\$25.00	\$35.00
Sewer Tap Inspection Fee	\$25.00	\$25.00
Gas Permit Fee	\$25.00	\$25.00
Fees	\$20,001.00 - \$50,000.00	\$50,001.00 - above
Building Permit Fee	\$5.00 per \$1000.00 (min \$25)	new construction rates
Electrical Permit Fee	\$50.00	new construction rates
Temporary Elect. Fee	\$25.00	\$25.00
Plumbing Permit Fee	\$50.00	new construction rates

Mechanical Permit Fee	\$50.00	new construction rates
Sewer Tap Inspection Fee	\$25.00	new construction rates
Gas Permit Fee	\$35.00	new construction rates
Building Moving Permit Fees		
Building Moving Permit	\$50.00	
Required Police Escort	\$300.00 (minimum)	
Required Utility Dept Work	\$120.00/ hour (minimum of 3 hours)	
regulations governing the moving of existing buildings are outlined in City Ordinance 1035		
Where work for which a permit is required by this Code is started or proceeded with prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fees shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.		

19. **SEVERABILITY CLAUSE**, If any subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.
20. **EFFECTIVE DATE**, This ordinance shall be in full force and effect October 17, 2005, and upon its adoption and publication as provided by law.

ADOPTED THIS 10th DAY of October, 2005.

Timothy Kant, Mayor

ATTEST:

Geniece W. Johnson, City Clerk

Memo

To: All builders, owners, developers, surveyors, engineers, and interested parties

From: Planning / Building Department

Date: 04/30/01

Re: Building Height Requirements

In December of 2000, a zoning amendment was presented to Fairhope Planning & Zoning regarding the definition of building height in Fairhope City limits. The Planning Commission and the City Council subsequently passed this ordinance. (A Copy is attached for your files)

In an effort to assure that the height requirements are not exceeded, plans for all buildings, including additions to existing structures, must now include the actual height of the new structure. This information may be provided on the plot plan, the elevation sheet, or a written statement certifying that the height was determined in compliance with the city ordinance.

No building permits will be issued without this information.

Memo

To: All building permit holders within the City of Fairhope Police Jurisdiction

From: Planning / Building Department

Date: 05/03/03

Re: Posting of Building Permits

Effective May 1, 2003, all City of Fairhope inspectors (Building, Gas and Electrical) will refuse to perform requested inspections at any site that does not have a properly posted building permit. Permits are to be posted at or near the roadway, not below 4' high and clearly visible from the road. Any failed inspection due to permit posting will have to be rescheduled at the convenience of the electrical, gas and building departments. Permits shall be posted throughout the duration of the project. If you have any questions please call the Building Department at 990-0153.

Memo

To: All Contractors & Owner / Builders

From: Planning / Building Department

Re: Construction within or upon Public Right-of -Way

City Code prohibits construction of any kind whatsoever upon or within any public right-of-way or any utility or drainage easement without proper permits or City Council approval.

Responsibility for location of such easements is that of the builder or owner.

Any obstruction placed within such easement or right-of-way is a violation of the terms of the building permit and is subject to an order for immediate removal by the owner or contractor.

A building permit issued for new construction is implicit in that it includes permission for construction of driveways or walkways to service that building.

Please note

- No shell, gravel, crushed limestone, slag, or similar loose material shall be permitted *within 4' of a road or 2' of a sidewalk* (may use: asphalt, concrete, pavers, or other non-eroding material).
- No drive or walk may be so constructed as to result in an obstruction or tripping hazard over or across an established city sidewalk.
- Neither driveways nor sidewalks may be constructed over or around a utility service box.

Memo

To: All Contractors & Owner / Builders

From: Planning / Building Department

Re: Connection to and/or Building Sewers

It is your responsibility to achieve the following:

1. Ascertain the location and elevation of sewer main to which you must connect and adjust your sewer layout as required.
2. Assure that your lateral does not encroach nor intrude onto another property. A recorded easement is the only legal means for placing any utility across the property of another for access into City Services. Verbal or written approval of the property owner is not sufficient. Inspection approval will be denied where this is found to be the case.

Be advised that multiple changes of direction in sewer laterals IS NOT an acceptable correction for poor attention to design and layout. EXERCISE DUE CARE!

Memo

To: All Contractors & Owner / Builders

From: Building Department

Date: 10/16/05

Re: Work done on City Right of Way

Effective immediately the City of Fairhope Building Department requires a permit to be pulled for all work done in or on the City Right of Way.

Permit submission will require:

1. Permit application
 - a. describing work to be done
 - b. contractors doing the work with contact name and numbers
2. Diagram or area showing where work is to be done
3. Detail of materials to be installed on/in Right of Way (ROW)



City of Fairhope
Revenue Department

Memo

To: All Contractors & Owner / Builders

From: Revenue Department

Date: June 7, 2006

Re: Contractor List

The attached document must be completed in full. No Certificate of Occupancy will be issued until the revenue department has verified that every delivery, vendor and specialty contractor performing work on the project has the appropriate business license.

In the event an unlicensed delivery, vendor, contractor or specialty contractor performs work without a license, the permit holder (person to whom the permit was issued) shall, prior to a certificate of occupancy being issued, remit a license amount equal to the license amount which should have been paid by the unlicensed contractor.

I have received and fully understand all of the above and agree to it by signing below.

Print Name

Print Company Name

Contact Phone Number

Contact Address

Signature / Date

Contractor List for Project

Owner: _____	Contractor: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____
Location: _____	
Permit Number: _____	
Use of Building: _____	
Estimated Value: _____	

This document must be presented prior to permitting. **All contractors performing work on this job must be listed below** (Add Lines as Needed). It is your responsibility to notify us of any changes prior to the revised contractor beginning work. All contractors must be properly licensed with the City of Fairhope.

Signature _____ Date _____

Discription	Contractor	Phone
AC / Heating	_____	_____
Alarm System	_____	_____
Architect / Draftsman	_____	_____
Awnings / Blinds	_____	_____
Cabinets / Bookcases	_____	_____
Carpenter / Framing	_____	_____
Carpenter / Trim	_____	_____
Ceiling / Acoustical	_____	_____
Clean - Up	_____	_____
Concrete / Bituminous	_____	_____
Electrical Work	_____	_____
Exterminators	_____	_____
Fencing	_____	_____
Flooring / All Types	_____	_____
Glass / Glazing	_____	_____
Grading / Excavating	_____	_____
Insulation	_____	_____
Landscaping	_____	_____
Masonry / Brick	_____	_____
Material Delivered	_____	_____
Metal Wall / Panels	_____	_____
Ornamental Metal	_____	_____
Painting / Int. Décor	_____	_____
Piers / Boathouse	_____	_____
Plumbing / Gas	_____	_____

Memo

To: All Contractors & Owner / Builders ; Plumbers

From: Building Department

Date: August 17, 2006

Re: Grinder Pump Installation

Effective immediately the City of Fairhope Building Department is implementing a new form as part of its inspection records. Included please find the "Grinder Pump Installation" form. Prior to a Certificate of Occupancy being issued, any installation of a grinder pump will require a completed "Grinder Pump Installation" form.

The form requires the State Licensed Master Plumber to certify the pump was installed properly.

The form must be received by the Building Department prior to a CO being issued. (form maybe faxed to the office at (251)990-2879, brought directly to the office located at 555 S. Section Street, any method keeping in mind the CO can not be issued until the completed form has been received).



Grinder Pump Installation

I hereby certify that the grinder pump installed at

_____,
address

for permit number _____,

has been installed meeting all City of Fairhope and manufacture specifications.

Including but not limited to:

- Pressure test
- Proper elevation
- Tank & Pump meets all specifications for usage and sub-division

Business License Name of Plumber: _____

Name as appears on Master Plumber Card: _____

License Number for current State Master Plumber Card: _____

Signature of Card Holder: _____

Date of Signature: _____



City of Fairhope Building Department

Storm Water Management: Erosion & Sediment Control Guidelines

Now that you have obtained a permit, it is important that you know what will be expected of you on your job site, in regards to sediment and erosion control.

Please read through this carefully, and make sure that you have ALL of your BMP's (Best Management Practices) in place BEFORE you disturb any land or begin your project. "Stage and phase" land disturbance, if at all possible. Keeping vegetation intact for as long as possible is your **cheapest, easiest and most effective** defense against sedimentation and erosion. These are the basics for EVERY job site in the City of Fairhope Planning Jurisdiction:

STAGE ONE: BEFORE YOU BEGIN, BMP INSTALLATION:

1. Install a construction (or rocked) entry ; this includes individual residential lots, too. Recommended: 1.5" or larger rock/busted concrete, 6" deep; underlain filter fabric (to keep rocks in place); 50 feet long, or, for single family homes, long enough to accommodate the longest piece of equipment. **Confine site entry to your construction entrance.**
2. Silt Fences should be placed around the perimeter of the property (where clear cut and/or where sediment could potentially run off). **Silt fence should be entrenched or backfilled or it is not effective.** Fencing reinforced with a wire/mesh fence is recommended.
3. Storm drains or inlets at or directly downhill of the property should be protected. Recommended: Filter cloth socked pipe used in conjunction with cinder block (which prevents pipe from becoming lodged in the drain). Remember that your intent is to capture any off site sediment from entering the inlet device and NOT to block water flow.
4. Install any other BMP as may be dictated on your BMP plan (which is specific to your site; i.e. stream protection, ditch line protection, etc.)

STAGE TWO: BMP MAINTENANCE AND CORRECTIVE ACTION

1. Check your BMPs daily
2. Vehicle Tracking: Clean streets daily where there is evidence of vehicle tracking
2. Off Site Sedimentation : If any sediment migrates off site, it must be removed daily (this includes ditches, adjacent properties, etc.)
3. Secure exposed slopes with erosion control mats/seeds; non-slopped exposed surfaces should be secured with temporary seed/mulch or sod.
4. Detention / Sediment Basins: dredge out before it becomes overloaded

Off site sedimentation, including turbid water, into city storm drains, inlets, ditches etc, is considered an "Illicit Discharge". Furthermore, building inspections will NOT be performed if there are issues (including lack of proper BMPs) with Storm Water Management. Thanks for your help and for protecting water quality!