



CHECK LIST for PERMIT APPLICATIONS for NEW CONSTRUCTION of ONE- and TWO-FAMILY DWELLINGS



Access the Orange Beach online Permit Portal at www.OrangeBeachAL.gov/CDDportal.

For each new construction of a one- or two-family dwelling, the following three separate permit applications must be submitted in the Permit Portal:

- (1) **BUILDING PERMIT APPLICATION**
- (2) **SITE PERMIT APPLICATION** - includes Stormwater, Tree Removal, and Driveway Permits
- (3) **ROOFING PERMIT APPLICATION** - can be applied for at a later time (before roofing work begins) if roofing will be sub-contracted to a contractor other than the home builder

The following documents must be uploaded into the Permit Portal during the application process before you can submit the applications:

- PROOF OF OWNERSHIP**: The documentation may be in the form of a recorded deed or other evidence approved by the Building Official as sufficient detail to determine ownership.
- BOUNDARY SURVEY**: The boundary survey of the subject property must be signed and sealed by an Alabama registered professional land surveyor. The survey must delineate areas within the Special Flood Hazard Area when applicable.
- SITE PLAN**: The site plan shall include the boundary survey information and show all existing structures, the proposed location of all proposed structures, setbacks, roadways, and waterways if applicable, existing roadway centerline and grade elevations, the proposed elevation of the lowest floor, proposed driveway material and location, proposed drainage culvert size and location if applicable, swale locations and an indication of the proposed drainage flow directions of the site. Elevations must be based on the National American Vertical Datum of 1988. If roof gutters are to be utilized to control roof runoff, the location of the downspouts must be indicated on the site plan. For projects that lie within a designated floodplain, the site plan must depict the location and zone designation of the special flood hazard area(s), the elevation of the proposed lowest floor in AE zones, or the elevation of the proposed lowest horizontal structural member and V zone certification in VE zones. Additional information may be required, such as topographic and wetland information, as warranted by specific site conditions and project characteristics.
- CONSTRUCTION PLANS**: Construction documents must be in the PDF format with a minimum size of 24" x 36" drawn to scale. Structural portions of the construction documents shall be signed and sealed by an Alabama registered design professional, be of sufficient clarity to indicate the location, nature and extent of work proposed and show in detail that it will be constructed in compliance with the provisions of the adopted codes and relevant laws, ordinances and regulations of the City of Orange Beach. Electrical, mechanical, and plumbing portions must be of sufficient detail to determine fixture/device and appliance locations. Construction documents shall also identify the design criteria, dead loads, live loads, wind speeds, exposure category, fenestration products, and door design. The City of Orange Beach has moved to the 2018 Edition of the International Code Series for Building Permit applications received on or after 1/1/2019. The new 2018 I-Codes can be found online at <https://codes.iccsafe.org/public/collections/I-Codes>.

- DESIGN CERTIFICATION FOR WIND LOAD COMPLIANCE FORM**: The Wind Load Compliance Form must be completed, signed, and sealed by the project design architect or engineer.
- RESCHECK**: The ResCheck must be based on the 2015 IECC and the 2015 Alabama Energy Compliance.
- SUBCONTRACTOR LIST**: A preliminary SubContractor List should be completed before the permitting process begins. An updated final list will be required later in the building process before the electrical and/or gas meter release inspections are performed.
- SEWER TAP CONFIRMATION**: If a sewer tap already exists for the property, you may obtain the confirmation directly from the City of Orange Beach Finance Department at 4151 Orange Beach Blvd (251-981-6096). If you must purchase a new Sewer Tap, complete a Sewer Availability Request Form and return it to the Community Development Department or email it to Gary McMillan at gmcmillan@orangebeachal.gov. Once the verification has been completed and forwarded to the Finance Department, you may then purchase the Sewer Tap at the Finance Department and receive the Sewer Tap Confirmation.
- HOME BUILDERS LICENSURE LAW EXEMPTION AFFIDAVIT (if applicable)**: This affidavit is required if the property owner will be acting as the contractor and claiming exemption from the requirements of the Home Builders Licensure Law in accordance with Alabama Code S.34-14A-1, et seq. (1975).
- FILL SAMPLE (if applicable)**: If fill material (sand, soil, or gravel) will be used on the property, a sample of the proposed fill material must be submitted to the Community Development Department prior to issuance of a Site Permit. Community Development Staff will review the fill material to ensure the color and type of fill is acceptable per the stain zone designation of the parcel and per the grading and drainage plan.

Additional submittals may be required as warranted by site conditions and project characteristics:

- Coastal permits are required for projects within the Coastal Zone.
- V-Zone Certificate is required for projects within Flood Zone VE.
- U.S. Army Corps of Engineers permits are required for construction on lots with delineated wetlands.
- New construction may be subject to impact fees based on the value of the property and improvements as required by City of Orange Beach Resolution #2669 in accordance with Ordinance #2006-986. You may be required to submit a current appraisal to support your claim of the market value of the subject property.