

BUILDING PERMIT DRIVEWAY/ GRADING FORM SET

est.2023

*City of Westover
PO BOX 356
Westover, AL 35147
205.678.3375 ext 8*

*permits@westoveralabama.org
www.westoveral.gov*

Make checks for fees payable to City of Westover



CURRENT BUILDING CODES

National Electrical Code	2014	Edition
International Plumbing Code	2015	Edition
International Mechanical Code	2015	Edition
International Fuel Gas Code	2015	Edition
International Fire Code	2015	Edition
International Building Code	2015	Edition
International Residential Code	2015	Edition
International Energy Conservation Code	2015	Edition

REQUIREMENTS

PLOT PLAN

A plot is required showing location of the home on property with distances from each property line

ZONING

- Completed Zoning Verification Form is required
- Only one home may be permitted on a legal lot of record

PROPERTY IN A FEMA FLOODPLAIN MUST HAVE:

- A setback survey
- Flood Development Permit
- Flood Elevation Certificate

HOMEOWNERS

Homeowner is allowed to perform the following installations on their property used for their personal use. (Home cannot be sold for 2 years when using this exemption)

- Electrical installations
- Mechanical installations
- Plumbing installations

CONTRACTORS

- Residential Home Builders License (www.hblb.state.al.us) or call 800.304.0853 if contract exceeds \$10,000
- Contractor holds a State General Contractors License with the number 18908 or less, he is exempt from holding that license.

ELECTRICAL CONTRACTORS

- Section 84 State/County Business License, contact your local county business revenue/license office
- Electrical contractor must hold a Master Certification License (www.aecb.state.al.us) or call 334.269.9990

SEPTIC/SEWER AUTHORIZATION

- Septic - Authorization is required by Shelby County Health Department 205.620.1650
- Sewer - Authorized by Enviro Systems;205.437.3779, www.enviro-systemsllc.com

PHYSICAL ADDRESS

Property addresses are assigned by the 911 Business Office 205.439.6911



Obtaining a Business License

City of Westover, Alabama

DO NOT RETURN
THIS PAGE



PLEASE READ CAREFULLY

Important Notices:

Forms must contain complete information to be processed.

Contractor license applications require copy of state license.

Regardless of the method used, all information must be complete and payment must be for the correct amount.

You will need an FEIN or Social Security Number and basic information about the business.

Only check and exact cash is accepted. We cannot make change. Please have exact payment.

Option 1: Apply and Pay Online

Call 800-556-7274 to verify/establish Avenu (RDS) Account

Visit the website at: westoveral.gov

Select "**Online Business License**" → <https://westoveral.gov/index.php/buslicense/>

If a previous account has been established, log on to the Avenu (RDS) system

Note: If you cannot move forward during the process, *contact RDS at 800-556-7274*. If you have previously used RDS, you should be able to continue.

Option 2: Apply In-Person at City Hall

Completed forms can be obtained and completed at City Hall. **Check or exact cash only** is required to apply and the City Clerk is available at City Hall 8:00 AM to 4:00 PM Mon-Thur. and 8:00 AM to 12:00 PM on Fridays.

Fees Refer to the fee schedule, to complete the form. There is a \$12 processing fee required, in addition to the license fee if purchased at City hall.

Additional Notices:

The same information is required regardless of method of application.

Significant penalties and/or fines may be imposed for violation of applicable City Ordinances.

Forms must contain complete information to be processed.

Please have all appropriate applications, reviews, approvals, license(s), etc. prior to working.

Unapproved applications will be re-evaluated on a case by case basis upon request.

CITY OF WESTOVER
 Development Services
Zoning Verification



Please complete ALL information:

Property Identification

Parcel Identification Number _____

Project _____

Owner _____

Address _____

Phone _____

Subdivision Name _____

Applicant _____

Proposed Use _____

Phone _____

Required Setbacks :

_____ front _____ / _____ side(s) _____ rear

Actual Plot Setbacks :

_____ front _____ / _____ side(s) _____ rear Square

Footage _____

Building Height _____

Sanitation Sewered Un-sewered

Water Source _____

DO NOT LEAVE BLANK:

Overlay: Highway 280 None

PUD

FHO (Flood Haz)

A Plot Plan is required that shows location of the building on Property showing distances from each property line.

If property is in the FEMA Floodplain, the following is required:

- A setback survey
- Flood Development Permit
- Flood Elevation Certificate

Office Use

Zoning Permit # _____

Approved

Denied

 Signed (Zoning Officer)

 Date

Current AP HC NC

Zoning: RR TS EC - O

RN TC EC - I

Comments / Reason for Denial:

DRIVEWAY / GRADING PERMIT APPLICATION

Town of Westover Development Services

APPLICATION NOT NEEDED IF you have an approved building permit, which includes the driveway or grading activity on the site plan. All driveway and grading activities must meet the requirements of the **Town of Westover Zoning Ordinance, Article IV.**

PROPERTY INFORMATION

Parcel ID _____ - - - - - . Base Zoning _____ Overlay Zoning _____ No. of Acres _____

Current Use of Site _____

Proposed Use of Site (if applicable) _____

FEMA Designation (if applicable) _____

Additional information will be requested by the Zoning Officer if project is within a FEMA designated 100 or 500 year floodplain.

General Location / Address of work to be performed _____

CONTACT INFORMATION

Applicant Name _____

Company _____

Phone _____ Fax _____

Email _____

Address _____

Town of Westover Business License # _____

Street Address

State General Contractor License # _____

City

State

ZIP

Property Owner (if other than applicant) _____

Phone _____ Fax _____

Email _____

TYPE OF REQUEST (See also Sections 1-2 on reverse side as applicable)DRIVEWAY Complete Section 1.GRADING Complete Section 2.

Note: No driveway or grading application shall be considered complete until this application form, an accurate legal description, all applicable plans and specifications, and all applicable fees have been submitted to Town of Westover Development Services. For questions, call (205) 678-3375. I understand that I am contracted to comply with all ordinances, laws, regulations and codes in effect.

ACKNOWLEDGMENT

I, the undersigned Applicant, have reviewed the applicable requirements set forth in the Zoning Ordinances, Building Codes and any applicable Subdivision Regulations of the Town of Westover.

I further understand that payment of these fees does not entitle me to approval of this request and that no refund of these fees will be made.

Applicant Signature _____

Date _____

Name (printed) _____

Office Use Only

Amount Paid _____ Receipt No. _____ App. Date _____ Received By _____

Planned Road(s) Yes No Planned R.O.W. width _____ Additional Conditions _____

Approved by _____

Date of Approval _____

DRIVEWAY / GRADING PERMIT APPLICATION

Town of Westover Development Services

Permit #

DESCRIPTION OF REQUEST

Section 1 – DRIVEWAY

Street / road the driveway will provide access to: _____

Work description: A new driveway Alterations to an existing driveway

Driveway Type: Residential Commercial Industrial Other (please describe) _____

Width of proposed driveway at property line / street right-of-way: _____

Existing Curb and Gutter: Yes No Existing Sidewalk: Yes No

Is there an existing utility pole, fire hydrant, pedestal, cabinet, water meter or drainage ditch within 3 feet

of the proposed driveway area? Yes No If Yes, please describe: _____

Please attach Site Plan drawn to scale indicating: scale and north arrow; driveway location, dimensions, and slope; sidewalks, parking area(s), and buildings; property lines, rights-of-way, easements, and utilities; adjacent landscaping and signs; and relationship/distance to nearest driveways.

Section 2 – GRADING

Note: Any required State and/or Federal permits must be obtained prior to obtaining a grading permit. Approval in writing for erosion and sedimentation control measures from the Shelby County Soil & Water Conservation District shall be submitted with this application.

Purpose of work to be performed _____

Area to be affected (in square feet/acres) _____ Work will include tree removal or other clearing: Yes No

Total amount to be excavated (in cubic yards) _____ Total fill amount to be imported (in cubic yards) _____

Excavated materials to be exported: Yes No Export Destination _____

Project Start Date: _____ Project End Date: _____

Please attach Site Plan and written description of grading work to be performed. Site Plan should include: scale and north arrow; site dimensions including property lines, construction access and/or driveways; rights-of-way, easements, and utilities; existing and proposed topographic contours (including areas of 25% or greater slope); existing and proposed surface water features and drainage; existing and proposed structures (including retaining walls); and location of potential hazards (septic tanks, underground utilities, etc.).

Subcontractor List

Please complete & return this form to the City of Westover inspections office.

List all contractors working names, addresses, phone number and the amount paying subcontractors on all work performed or on piece or unit basis, such as brick, block, roofing, grading.

All contractors are required to have a Westover Business License before work begins.

Subdivision or Project Name _____ **Lot #** _____ **Date** _____

Contractor _____ **Owner** _____

Address _____

Type of Work	Business Name	Address	Zip	Cost	Phone
Architect					
Awnings/Blinds					
Brick Cleaning					
Cabinets/Bookcases					
Carpentry					
Ceiling/Acoustical					
Clean-up					
Concrete/Bituminous					
Drafting					
Electrical Work					
Engineering					
Exterminator					
Fencing-All Types					
Fire Alarm Systems					
Flooring-All Types					
Framing					
Garage Doors					
Glass/Glassing					
Grading/Excavating					
HVAC					
Insulation					

Subcontractor List

Lighting					
Marble/Stone					
Masonry-Brick/Block					
Metal Wall Panels					
Partitions					
Plumbing					
Precast/Roof Decks					
Roads/Driveways					
Roofing					
Security Systems					
Septic Tank					
Sheet Metal					
Sheet Rock Installation					
Siding					
Sprinklers					
Steel Pacing/Erection					
Tile -All Classes					
Wall Covering Materials					
Wide Wall/Curtains					
Installer					
Other:					

I certify that all information submitted is true and accurate, and that I have notified all contractors that a City of Westover business license is require prior to performing work.
I understand that it is my responsibility to notify the City of Westover inspection office of any changes or updates, and that all work contracted will be reported before any work begins.
I certify that I am the owner or authorized to act as the owner's agent for the herein described work.

Signature

Date