

BUILDING PERMIT Remodel/Repair 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



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
 BUILDING INSPECTIONS
BUILDING PERMIT APPLICATION

Application is made for a building permit to accomplish the work as described in accordance with plans and/or specifications submitted. All corrections in plans and/or specifications necessary for compliance shall be observed and all requirements of the building code, the zoning ordinance, and all other pertinent laws and ordinances of the Municipality of Westover regulating construction shall be complied with in pursuit of this work whether or not specified herein.

JOB LOCATION

Address _____ Project Name _____

Parcel ID # _____

<p>IDENTIFICATION</p> <p>Property Owner _____</p> <p>Address _____</p> <p>City _____ ST _____ Zip _____</p> <p>Phone 1 _____ Phone 2 _____</p> <hr/> <p>Plans Drawn By: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Designer</p> <p>Name _____</p> <p>Address _____</p> <p>City _____ ST _____ Zip _____</p> <p>Phone _____</p> <p>Email _____</p> <p>State of Alabama Registration No. _____</p>	<p>Contractor _____</p> <p>Address _____</p> <p>City _____ ST _____ Zip _____</p> <p>Contractor License Numbers:</p> <p>Westover: _____ State of AL: _____</p> <p>Contact Person _____</p> <p>Phone 1 _____ Phone 2 _____</p> <p>Email _____</p> <p><i>NOTE: Electrical subcontractor must hold a Master Certification. Plumbing, Gas, and Heating & Air Subcontractors must hold a State Certification. Subcontractor's contract amount exceeding \$50,000 are required to hold a State General Contractor's License prior to beginning or continuing work.</i></p>
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<p>WORK TYPE</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Alterations</p> <p><input type="checkbox"/> Repair</p> <p><input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Other _____</p>	<p>CONSTRUCTION TYPE</p> <p><input type="checkbox"/> IA <input type="checkbox"/> IB</p> <p><input type="checkbox"/> IIA <input type="checkbox"/> IIB</p> <p><input type="checkbox"/> IIIA <input type="checkbox"/> IIIB</p> <p><input type="checkbox"/> IV Heavy Timber</p> <p><input type="checkbox"/> VA <input type="checkbox"/> VB</p>	<p>FOUNDATION TYPE</p> <p><input type="checkbox"/> Slab on Grade</p> <p><input type="checkbox"/> Crawl Space</p> <p><input type="checkbox"/> Monolithic Slab</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>OCCUPANCY (USE)</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <p>NON-RESIDENTIAL</p> <p><input type="checkbox"/> Assembly</p> <p><input type="checkbox"/> Business <input type="checkbox"/> Factory</p> <p><input type="checkbox"/> Mercantile <input type="checkbox"/> High Hazard</p> <p><input type="checkbox"/> Education <input type="checkbox"/> Storage</p> <p><input type="checkbox"/> Utility/Misc <input type="checkbox"/> Institutional/Daycare _____</p> </td> <td style="width:50%; vertical-align: top;"> <p>RESIDENTIAL</p> <p><input type="checkbox"/> Single Family <input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Apartments – No. Units _____</p> <p><input type="checkbox"/> Hotel, Motel – No. Units _____</p> <p><input type="checkbox"/> Garage/Carport <input type="checkbox"/> Other _____</p> </td> </tr> </table>	<p>NON-RESIDENTIAL</p> <p><input type="checkbox"/> Assembly</p> <p><input type="checkbox"/> Business <input type="checkbox"/> Factory</p> <p><input type="checkbox"/> Mercantile <input type="checkbox"/> High Hazard</p> <p><input type="checkbox"/> Education <input type="checkbox"/> Storage</p> <p><input type="checkbox"/> Utility/Misc <input type="checkbox"/> Institutional/Daycare _____</p>	<p>RESIDENTIAL</p> <p><input type="checkbox"/> Single Family <input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Apartments – No. Units _____</p> <p><input type="checkbox"/> Hotel, Motel – No. Units _____</p> <p><input type="checkbox"/> Garage/Carport <input type="checkbox"/> Other _____</p>
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<p>BUILDING FUNCTIONS</p> <p>Type of Heat: <input type="checkbox"/> Gas <input type="checkbox"/> Electricity <input type="checkbox"/> Other _____</p> <p>Type of Sewage Disposal: <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic Tank</p> <p><input type="checkbox"/> Type of Water Supply: <input type="checkbox"/> Public <input type="checkbox"/> Individual (well, etc.)</p> <p>Is the property in a FEMA flood plane? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Dimensions</p> <p>Number of Stories _____</p> <p>Sq. Ft. Living Area _____</p> <p>Sq. Ft. Non-Living Area _____</p> <p>Total Square Feet _____</p> <p>Occupancy Load _____</p> <p>Number of Bedrooms _____</p> <p>Number of Bathrooms _____</p>
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Base Permit fee is \$6.50 per \$1,000 (minimum fee \$50.00) CICT Fee is collected for the State of AL. **Penalties apply for work started before permit is issued.**

CERTIFICATION

I certify that:
 I have read this application and that all information contained is true and correct;
 I am knowledgeable of the jurisdictions codes and ordinances agree to comply with all laws regulating building construction;
 I understand that Issuance of this permit contracts the permit holder to compliance with all ordinances, laws, regulations and codes in effect;
 I acknowledge that the municipality of Westover does not provide instruction or guidance on construction or building;
 It is my responsibility to notify Westover Inspection office of any changes in information submitted
 I am the owner or authorized to act as the owner's agent for the herein described work;

The total contract or valuation is: \$ _____
 This permit becomes null and void if authorized work or construction has not begun within 180 days of issuance of permit, or if work is not completed within 360 days. Work not completed within 180 days requires a Permit Extension Request filed before the permit expiration.

_____ Printed Name _____ Signature _____ Date _____

FOR OFFICE USE ONLY

Approved By _____	Permit Fee _____	Check/Receipt # _____	Permit Issued Date _____
Zoning _____	Flood plane documents required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Post foundation survey required? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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



2015 Energy Code Affidavit

CITY OF WESTOVER

Before me, a Notary Public, personally appeared _____ who is the
(Printed Name)

owner/builder of the commercial or residential property located at:

_____ states by this document that all construction
(Property Address)

conducted at this property conforms in its entirety to the 2015 International Energy Conservation Code and all criteria as adopted and amended by the State of Alabama have been met, and that the work in its entirety will have been completed at the time of issuance of a Certificate of Occupancy.

I further certify that I have read this affidavit and swear and affirm that it is true and correct.

(Signature of Owner/Builder)

(Date)

Notary:

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to

be. sworn before me this _____ day of _____, 20____.

(Signature and Seal of Notary Public)

My commission expires _____

This form must be returned before a Certificate of Occupancy is issued.

CITY OF WESTOVER

BUILDING INSPECTIONS



Property Owner's Exemption from Home Builders Licensure Law Statement

State law requires residential construction to be done by licensed residential builders and specialty contractors. You may apply for a permit with an exemption to that law. The exemption allows you, as the owner of your property, to act as your own builder even though you do not have a license.

Conditions required to use this exemption include (*but are not limited to*):

- You may build or improve a one-family or two-family residence.
- You must supervise the construction yourself.
- The building must be for your own use and occupancy.
- It may not be built for sale or rent. (*If you sell or rent a building you have built yourself within two years after the construction is complete, the law will presume that you built it for sale or rent, which is a violation of this exemption*)
- It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.
- You may not hire an unlicensed person as your residential builder or specialty contractor.
- Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
- To qualify for this exemption, you as the owner of the residential building or structure must promptly file as a matter of public record a notice with the register of deeds, indexed under the owner's name in the grantor's index, stating that the residential building or structure was constructed by the owner as an unlicensed builder. *Failure to do so revokes the statutory exemption.*

Property Identification

Parcel Identification Number ____-____-____-____-____-____: ____

Address: _____

_____	_____	_____
<i>Owner Name Printed</i>	<i>Owner Name Signed</i>	<i>Date</i>
_____	_____	_____
<i>Owner Name Printed</i>	<i>Owner Name Signed</i>	<i>Date</i>

Sworn Statement of party claiming exemption from the requirements of the Home Builders Licensure law, Ala. Code § 34-14A-1, et seq. (1975) (amended 2006).

I swear and affirm that I, or the entity of which I am a qualifying representative, am exempt from the licensing requirements of the State of Alabama, Home Builders Licensure law pursuant to Section 34-14A-1 for the following reason: *(Please mark appropriate response)*.

I am an **authorized employee of a federal, state, or local government** exempt from this law and do not hold myself out for hire or otherwise engage in contracting except in accordance with my employment. Section 34-14A-6(2).

I am a **General Contractor** holding a current and valid license issued prior to January 1, 1992. General Contractors license # _____ Section 34-14A-6(3).

I am the **Property Owner** acting as my own contractor and providing all material supervision myself on property for my own occupancy or use, and not offered for sale. I do not intend to use this permit for the constructing or superintending of the construction of any residential building or structure for sale. (Proof of the sale, or offering for sale, of structure by an owner-builder within one year after completion of the same, is presumptive evidence that the construction was undertaken for the purpose of sale). Section 34-14A-6 (5) (amended 2006).

I understand that by claiming exempt status, I waive my rights for protection under provisions of the Home Builders Licensure law and that in the event of litigation involving activities resulting from the grant of this permit, I may not make demand of any money from the Homeowner's Recovery Fund, established by the Home Builders Licensure Law.

I solemnly swear or affirm that the statements made herein and on any attachments hereto are accurate, complete, and true, to the best of my knowledge. I sign this statement under penalties of perjury.

Notary (note: not valid without both pages)

Applicant Signature with Notary Witness

Date

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

sworn before me this _____ day of _____, 20_____.

(Signature and Seal of Notary Public)

My commission expires _____

**Violation of the Alabama Home Builders Licensure Law is a Class A misdemeanor (§34-14A-14, amended 2006) punishable by up to 12 months in jail and fines up to \$6,000.00.*