Fee Amount $_____
Check No._____ Cash ☐

HOUSTON COUNTY, ALABAMA
RESDENTIAL BUILDING
PERMIT APPLICATION

Date:_____
Permit No._____
Issued By:_____

Application is hereby made to the Building Official of Houston County for a permit to erect/construct the building described here within this application. All construction/erection must comply with the provisions of the adopted building and building related-codes, whether specified or not by the construction plans.

☐ **CHECK BOX IF PROPERTY IS IN A FLOODZONE** FIRM NUMBER_____

Builder/subcontractor:_____Phone No._____

Address:_____

City:_____State:_____Zipcode:_____

Cell Ph._____ Fax No._____ E-mail:_____

Al.Reg.No._____ County Lic.No._____

Owner (if other than Homebuilder)_____

Owner Address: _____ _____

City:_____ State:_____ Zip Code:_____

Phone: _____ Cell:_____

Email/Other: _____

Building Address
(911):_____

Subdivision Name:_____ Lot:_____
Blk:_____(If Applicable)

Proposed Use: ☐ One Family ☐ Multi-Family ☐ Other--specify:_____

Owner (if other than builder):_____Phone No._____

Owner Address:Street_____City_____St.____Zip_____

Building Size: Front (ft)_____ Side (ft)_____ No. of stories_____ Foundation (sq. ft.)_____

(1) Total Non-Heated Area -- including covered porches,attached/detached garages & storage building(s) in sq. ft. =_____

(2) Total Heated Area in sq. ft. = _____

Total Area: Sum of Areas (1) and (2) in sq. ft. =_____

Lot Size: Front (ft)_____ Side (ft)_____ Or, No. Acres or Total Area (sq. ft.)_____

Principal type of house: ☐ Masonry; ☐ Wood; ☐ Brick Veneer; ☐ Vinyl Siding; ☐ Other:_____

Number of bedrooms:_____ Number of bathrooms:_____

Principal type of heat: ☐ Gas; ☐ Electricity; ☐ Other_____

Type of Sewage disposal: ☐ Public or private co. ☐ Individual (septic tank, etc.)

Type of Water Supply: ☐ Public or private co. ☐ Individual (well)

Approved onsite septic system permit number_____

- **I hereby acknowledge that I have read this application and state that the above information is true and correct. I agree to comply with all adopted building codes and other laws regulating building construction.**
- **I hereby acknowledge that I have a valid E-911 address, and the Floodplain Manager's Office has checked the F.I.R.M. maps to ensure the property is not in a floodzone.**
- **As a permittee, I hereby agree to protect all public improvements and public utilities adjacent to or serving the property on which the permitted building is located.**
- **I further agree to be financially responsible for any repairs for damage to said public improvements caused as a direct or indirect result of construction permitted hereby.**

I hereby acknowledge that i have read and received a copy of the Houston County Right of Way Encroachment Policy.

Permittee Name (Print)_____

Signature_____ **Date:**_____

PIPE POLICY

HOUSTON COUNTY

Effective Date: February 20, 2014

Allowable Pipes: Only new bituminous-coated corrugated metal (14 gauge minimum) or new reinforced concrete pipes with (45°) beveled ends or flared ends (45°) will be allowed. If the beveled end option is chosen, for pipes with a diameter of 24" or greater, the owner will be responsible for controlling erosion at the pipe ends with concrete. Plastic pipe is not allowable.

Procedures: The citizen requesting a driveway pipe must contact the County Engineer's Office at 792-4149 or 1-800-782-4149. Some one from the County Engineer's Office will then go out and size the pipe. The citizen will be contacted as to what size pipe he or she needs. The citizen is responsible for obtaining the correct pipe. When the correct pipe is **delivered** (not ordered), the citizen shall contact the County and the County will install the driveway pipe free of charge within one month depending upon the weather.

Pipe Lengths: The pipe or pipes shall be a minimum of 24 feet. There will be a maximum of 60 feet in length per lot. There will be a maximum of two (2) driveways per lot. The only exception will be businesses with large truck entering & exiting.

Right of Way Encroachments: NONE ALLOWED ON RIGHT OF WAY (such as non-breakaway mail boxs, brick mail boxes, brick columns, brick head walls, fences, buildings, etc.)

Other: Any pipes or junction boxes installed by a citizen or contractor must first acquire a permit from the County before work can begin.

RIGHT OF WAY ENCROACHMENT POLICY

HOUSTON COUNTY

Effective Date: April 14, 2014

POLICY: To establish a policy to prevent Hazardous structures on Houston County's Right of Ways.

Procedures: **NO RIGHT OF WAY ENCROACHMENTS ARE ALLOWED ON COUNTY RIGHT OF WAY** (such as non-breakaway mail boxes, brick mailboxes, brick columns, brick head walls, concrete columns, fences, buildings, etc.) No mailbox made of brick or any type of non-breakaway materials are allowed on Houston County right of ways. Mailboxes on the right of way must be mounted on a wooden post not greater than **4"x4"** or **4"** in diameter, or **2"** in diameter hollow thin walled metal post. Mailboxes should also comply with the United States Postal Service Regulations. A copy of this Encroachment Policy will be given out when a driveway pipe is sized and/or a building permit application is applied for.

Property owners will be notified by letter if there is an encroachment on the right of way. Any existing hazard on the right of way will be removed by Houston County after thirty (30) days from the date shown on the notification letter.

This policy shall not apply to platted subdivisions.

PERMIT REQUIREMENTS FOR CONSTRUCTION OF NEW HOUSES, RELOCATION OF A USED HOUSE OR INSTALLATION OF NEW OR USED MOBILE HOMES

For an appointment and/or further assistance please call **792-4149** or contact

Wade Peterson wapeterson@houstoncounty.org

Veronica Goins vlgoins@houstoncounty.org

PERMIT PRICING

Constructing a house--$100.00 for building permit; $ 50.00 for Flood zone permit

Relocation of a used home—No Charge for building permit; $ 50.00 for Flood zone permit

Installing a mobile home—No Charge for building permit; $ 50.00 for Flood zone permit

GUIDELINES FOR PERMITS OUTSIDE FLOODZONE

- A COMPLETED BUILDING PERMIT APPLICATION
- A CURRENT 911 ADDRESS
- AN APPROVED HEALTH DEPT. PERMIT TO INSTALL AN O.S.S.
- A PLOT PLAN/SURVEY WITH A FOOTPRINT OF THE STRUCTURE ON IT
- $100.00 CHECK OR MONEY ORDER FOR BUILDING PERMIT

GUIDELINES FOR PERMITS IN A FLOODZONE

- ONE SET OF PLANS
- $100.00 CHECK OR MONEY ORDER FOR BUILDING PERMIT
- $50.00 CHECK OR MONEY ORDER FOR FLOOD PLAIN PERMIT
- MUST CHECK ELEVATION AFTER THE LOWEST FLOOR IS INSTALLED, BEFORE WALLS GO UP
- ALL MECHANICAL MUST MEET BFE REQUIREMENTS
- HOMEOWNER MUST ALSO FOLLOW GUIDELINES IN BUILDING RESOLUTION
- CERTIFIED ELEVATION CERTIFICATE AFTER COMPLETION, BEFORE C.O. IS ISSUED