

**THIS IS NOT A CONSTRUCTION PERMIT  
DO NOT START CONSTRUCTION UNTIL PERMIT IS ISSUED**



**City of Lincoln**

**Commercial Construction Permit  
Application**

# Commercial Permit Application

**THIS IS NOT A PERMIT  
DO NOT START CONSTRUCTION**

## COMMERCIAL BUILDING PERMIT

If you are constructing a new commercial structure, an addition or a renovation of a commercial structure, you are required to complete all sections of the attached Commercial Building Permit Application prior to start of commencing any work. Once completed, return the Application Package to the Building Department along with all drawings in accordance with current International Building Codes as adopted by the City.

Unless there are unusual circumstances surrounding the application, all completed should be approved and ready to pick up within 5 business days after submittal.

All permit fees will be due at the time you receive your permit. The total fees due upon collection of the permit will generally include all permit/impact fees due from Building Inspection, Planning and Zoning, Engineering and Water Department.

The fees do not include Business License fees. A Business License can be obtained through the Revenue Department at City Hall.

If you have any questions, please do not hesitate to contact City Hall at 205-763-4005.

**NOTE TO APPLICANT:** Applications will not be processed until all required information is provided and applicant signs application. This permit becomes null and void if authorized work or construction has not begun within six (6) months of issuance of the permit, or if work is not completed within one (1) year.

Date of Application: \_\_\_\_\_  
City Limits ( ) Police Jurisdiction ( )

Project Street Address: \_\_\_\_\_  
ZIP: \_\_\_\_\_  
Parcel No.: \_\_\_\_\_  
Project Name: \_\_\_\_\_

Owner/Tenant: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

General Contractor: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
City Lic. Number: \_\_\_\_\_ State Lic. Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Architect Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
State License Number: \_\_\_\_\_

Engineer Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
State License Number: \_\_\_\_\_

Gross Job Cost: \_\_\_\_\_ \*includes all labor & materials  
Building Use: \_\_\_\_\_

### TO BE COMPLETED BY BUILDING INSPECTOR

#### Class of Work:

New ( ) Addition ( ) Alteration ( ) Demo ( )  
Repair ( ) Accessory ( ) Storage ( )

#### Square Footage:

No. of stories: \_\_\_\_\_ Total Heated Area: \_\_\_\_\_ Total Unheated Area: \_\_\_\_\_  
Basement: Total Heated Area: \_\_\_\_\_ Total Unheated Area: \_\_\_\_\_  
Accessory Structures: Y / N Total SQ FT: \_\_\_\_\_  
Specify Accessory: \_\_\_\_\_

Occupancy Group: \_\_\_\_\_

Occupancy Load: \_\_\_\_\_

Circle Construction Type IA IB IIA IIB IIIA IIIB IV VA VB

Foundation: Slab on Grade ( ) Monolithic ( ) Crawl Space ( )  
Sewer Service: City ( ) Septic Tank ( )  
Water Service: City ( ) Rural - please specify \_\_\_\_\_



# FOR OFFICE USE ONLY

## Commercial Construction Permit

Applicant Name: \_\_\_\_\_ Master Permit # \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### **Planning:**

**Fee: \$** \_\_\_\_\_

Zone: \_\_\_\_\_ Site Plan Reviewed: Yes ( ) No ( ) Date Approved: \_\_\_\_\_

Right-of-Way Permit Required: N/A ( ) City ( ) County ( ) State ( )

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### **Engineering:**

**Fee: \$** \_\_\_\_\_

\*Flood Hazard: Yes ( ) No ( ) FFE: \_\_\_\_\_ (MSL) Basement: Yes ( ) No ( )

\*If YES, requires FEMA Permit

Cut: Yes ( ) No ( ) Fill: Yes ( ) No ( ) Fill Amount: \_\_\_\_\_

Estimated Cost of Erosion Control: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### **Building Inspector:**

**Fee: \$** \_\_\_\_\_

Grading/Excavat.	\$ _____	paid _____	Electrical:	\$ _____	paid _____
Building:	\$ _____	paid _____	Plumbing:	\$ _____	paid _____
Mechanical:	\$ _____	paid _____	Pool:	\$ _____	paid _____
Demolition:	\$ _____	paid _____	Landscaping:	\$ _____	paid _____

Comments: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Total Building Permit Fees: \$** \_\_\_\_\_

### **Water & Sewer Fees:**

Water Impact Fee:	\$ _____	Sewer Impact Fee:	\$ _____
Water Tap Fee:	\$ _____	Sewer Tap Fee:	\$ _____
Water Road Bore:	\$ _____	Sewer Road Bore:	\$ _____
Irrigation Meter:	\$ _____	Service Deposit:	\$ _____
		Service Charge:	\$ _____
Water Meter Charge: Meter Size _____			\$ _____
Vault Fee: (includes Water Meter) Size _____			\$ _____
Other Fee:	\$ _____		

Comments: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Total Water & Sewer Fees: \$** \_\_\_\_\_

**GRAND TOTAL: \$** \_\_\_\_\_



## City of Lincoln – Building Department

**It shall be unlawful and no person shall commence construction of any commercial building or residential building, within the City of Lincoln without first obtaining a building permit from the City of Lincoln prior to beginning any part of the construction.**

**All contractors, subcontractors and others performing work or services in the city shall purchase a business license prior to beginning any work.**

### **Section VII Permit Request and Job Site Requirements**

The following requirements shall be adhered to prior to beginning any work:

*Permit request requirements, to be submitted to the Code Enforcement Officer or their designee:*

1. A completed City of Lincoln permit application.
2. The required number of complete building plans: residential one (1); commercial three (3).
3. A copy of the plat or site plan indicating the proposed location of the structure to be built on the site.
4. Approval from the county health department for an approved septic tank and field lines if the structure is to be in an area in which public sewer is not available unless the structure will not require a septic tank and filed lines.
5. All curb cuts require approval by the Code Enforcement Officer prior to the work being performed. All curb cuts along any State right-of-way require a permit from the Alabama Department of Transportation (ALDOT).

*Job site requirements:*

1. The building permit shall be displayed in a prominent place on the building site.
2. Toilet facilities for workers, employees, subcontractors and others is required to be placed on site at the beginning of construction unless such facilities are otherwise available.
3. A complete list of all contractors, subcontractors, suppliers or others that will be providing labor, contract services or materials to the job site must be provided to the Code Enforcement Officer, to include the complete name, business name, address, phone number and contract amount within 15 days of the permit issuance or 3 days from hiring, whichever first occurs.
4. Road cuts for utilities of any type are prohibited. Application for waiver may be made to the Code Enforcement Officer. Any waiver requires a bond from a sufficient surety to guarantee repair to any roads or other City property damaged by the road cut.
5. Spillage on the public roadway of materials shall be removed immediately and may be subject to an assessment for hazard materials clean up and removal by City employees.
6. Trash bins, dumpsters, receptacles and similar storage units for trash and garbage shall be located in a suitable and safe location and shall be of sufficient size for trash and garbage that will likely be generated by the project. Location of such trash bins on the streets is prohibited.
7. Mud, dirt or gravel shall not be tracked onto the public roadway from the site.
8. In no event shall the project create a drainage problem for the adjacent land owners. A certified engineer's drainage plan may be required. All surface water runoff and control of silt from the worksite shall be maintained by the contractor.
9. Work sites are to be kept in an orderly and clean manner.

## Subcontractors Schedule

Date: \_\_\_\_\_

Permit Number \_\_\_\_\_

A complete copy of this schedule must be presented to the Building Department within 15 days of the issuance of the Building Permit. Should the builder add any subcontractor to the project, the builder will submit the subcontractor's name and all required information to the City Building Department within three (3) working days of hiring. It is the home builder's responsibility to notify the Building Department of any changes from the original schedule.

**ALL SUBCONTRACTORS MUST HAVE A CITY OF LINCOLN BUSINESS LICENSE BEFORE WORK IS TO COMMENCE**

Completed by Applicant					Completed by Building Inspector		
Type of Sub-Contractor	Cost/Value of Work	Name	Address	Phone No.	City Lic. No.	Permit No.	INSPECTIONS
SITE/PREP EXCAVATION	\$					**	SITE PREP
FOOTINGS	\$						
CONCRETE	\$						FOUNDATION/FOOTING
SEPTIC TANK	\$						
BLOCK/BRICK	\$						BELOW SLAB
OTHER MASONRY	\$						
EIFS	\$						SLAB
FRAMING	\$						
TRIM WORK	\$						TEMP POWER
ELECTRICAL	\$				*	**	
PLUMBING	\$				*	**	ROUGH PLUMBING
GAS	\$				*	**	
HVAC	\$				*	**	
ROOFING	\$						ROUGH HVAC
SHEETROCK/DRYWALL	\$						
INSULATION	\$						
CABINETS	\$						ROUGH ELECTRICAL
CERAMIC/NATURAL TILE	\$						
PAINT/WALLPAPER	\$						
GLASS	\$						FRAMING
FLOORCOVERING (ALL)	\$						
LANDSCAPING	\$						INSULATION
GARAGE DOOR	\$						
ALARM SYSTEM	\$				*	**	PERM POWER
SIDING/GUTTERS	\$						
WATERPROOFING	\$						
PEST CONTROL	\$				*		FINAL
OTHER	\$						

\* Requires State License

\*\*Requires City Issued Permit