Licensed Homebuilder

BUILDING PERMIT PROCEDURES

Each application and accompanying documents will be reviewed for conformity to the requirements of any and all pertinent laws, ordinances, rules, and regulations of the Town of Trinity.
Any questions concerning building permits or regulations, please feel free to contact the Building Department at Trinity Town Hall in person, or by calling 353-2474 Monday – Friday 8:00 am until 4:30 pm.
Plan review time is dependant on current workload and thoroughness of submitted documents.
Incomplete or missing documents will delay this process.

Code Compliance Requirements

Applicable Codes:

2003 International Residential code for One and Two Family Dwellings
2003 International Building Code
2002 National Electric Code
2003 International Code Council Electric Code – Administrative provisions
2003 International Mechanical Code
2003 International Fire Code
2003 International Fuel Gas Code
2003 International Existing Building Code
2003 International Energy Conservation Code
2003 International Plumbing Code

Zoning Restrictions:
All approved structures or alterations must comply with the Trinity Zoning Ordinance.

Subdivision Regulations:
All approved dwellings must comply with Trinity Subdivision Rules and Regulations.

Issuance of Building Permit:
Building Permits will be issued upon approval of application and supporting documents. Permits must be weatherproofed and posted in an area visible from the street.

Inspection Request:
Request for building inspections can be made at Trinity Town Hall by calling 353-2474 Monday thru Friday 8:00 am until 4:30 pm. Inspections will be made within 24 hours from the time of request. A $25.00 will be charged for any re-inspection, and must be paid prior to re-inspection.

Business Licenses:
All contractors, sub-contractors and material delivery transports must purchase Trinity Business License, provide proof of insurance and state certifications Prior to beginning work. No inspections will be approved without appropriate licenses in possession. Separate permits are required for Electrical, Plumbing, Gas, Mechanical and Swimming Pools.

Sewer/ Septic System:
All residences will be required to install a septic system approved by the Morgan County Health Department. Application for sewer can be made at Trinity Water Department.

Water Cut Off Valve:
All buildings connected to the town's water supply must have accessible water cut off valve between the building and the town water system, also installation of a pressure regulator valve is highly recommended.

Culverts:
t is the responsibility of the contractor to install driveway culverts as listed on the final plat. Contact Trinity Street Department for izing and type of culvert.

1. CONSTRUCTION DOCUMENTS -The first step in the permit process is to have the plans for you proposed building prepared. The more detailed and in depth your plans are, the more likely it is to have a quick turn around receiving your permit. Construction plans should include the following information.

1.All views of the exterior including all dimensions and heights.
2.Complete Foundation plan with details including width, depth, and any required reinforcing and anchors.
3.Detailed slab plan including any required grade beams and a detail of the slab section.
4.Complete floor plan including locations of plumbing fixtures, room designations and sizes, attic access, along with door and window sizes.
5.Complete framing plans indicating all structural members for floor, ceiling, walls, and roof also noting location of any engineered structural materials.
6.Complete electrical drawing indicating size, type, and all locations of electrical fixtures (including smoke detectors) along with service panel size and location.

2. SUBMITTAL OF PLANS AND COMPLETED APPLICATION– The second step is to submit your prepared plans along with your completed application to the building department for review.

1.Proof of ownership of the property
2.Current survey of the property showing layout of the proposed work
3.Detailed drawings of the proposed work, including Floor plan with room dimensions and designations, detailed foundation layout, slab details, framing plan, Electrical plan, plumbing plan, and should include general description of all materials to be used in construction. All material such as LVLs and engineered truss systems should include a set of details from the design professional to be kept on file at the Building Department.
4.A completed building permit application
5.A health department permit for septic system (if applicable)
6. Three sets of plans should be submitted to the Building Department, one set to scale and another set 11" x 17", and one set to be returned to the submitter upon approval.

3. PAYMENT OF FEES AND PERMIT ISSUANCE – Upon completion of plan and application review the next step is the payment of fees. These fees are based on the total square footage of the proposed building, plus a permit issuance fee. Once the fees are paid in full a building permit will be issued.

4. INSPECTIONS— Inspections of work are to be made throughout the duration of construction. It shall be the contractor's obligation to request these inspections. The required inspections are

1.Foundation
2.Slab Plumbing
3.Slab
4.Floor Framing
5.Sheathing
6.Rough Electrical
7.Rough Gas
8.Rough Plumbing
9.General Framing
10. Insulation

5. FINAL INSPECTION – After all work is completed but before occupancy a final inspection must be made. The following items must be submitted before final inspection.

1.Copy of final survey
2.Complete list of all subcontractors that performed work on the project
3.Copy of septic system final approval
4. Copy of termite protection bond for bait system

6. CERTIFICATE OF OCCUPANCY (C. O.)– Upon completion of final inspection, if no deficiencies are noted a certificate of occupancy will be granted.

Applicant Information (Please Print)

Applicant Name _____

Street Address _____

City, State, Zip _____

Phone # _____

Fax _____

Construction Site Information

Subdivision _____ Lot# _____

Project Address _____

Tax Parcel ID # _____

Mailing Address _____

City, State, Zip _____

Section 1. New Construction Details

☐ New Single Family Residence ☐ New Garage ☐ Pool ☐ Other

Total Cost of Construction _____

_____ Total Square FT _____ Total Heated Square FT _____ Total Stories _____ Total Bedrooms _____ Anticipated Size of Electrical Service

_____ Total Baths _____ Total Lot Square FT _____ Total Plumbing Fixtures _____ Total Gas Outlets _____ Water Heater (Gas or Electric)

Type of Termite Treatment: ☐ Chemical Soil ☐ Bait System

☐ Crawl Space ☐ Monolithic Slab ☐ Slab on Grade ☐ Public Sewer ☐ Septic Tank ☐ Gas Heat ☐ Electric Heat

☐ Alarm System ☐ Survey ☐ Flood Zone ☐ Plans Attached ☐ Fire Protection System ☐ Basement

Section 2. Existing Building Repairs, Additions, Renovations

☐ Room Addition ☐ Garage Addition ☐ Electrical Repair ☐ Interior Renovations ☐ Exterior work ☐ Plumbing ☐ Sewage ☐ Demolition

☐ Mechanical/HVAC ☐ Gas Appliance ☐ New Gas Line ☐ Existing Gas Line ☐ Swimming Pool ☐ Unsafe Bldg. Repair ☐ Siding Replacement

Section 3. Description of work to be done

_____

_____

_____

_____

Section 4. Sub Contractor Information

If you are acting as your own Contractor Check This Box ☐

General Contractor _____ Estimated Contract Amount _____

Electrical Contractor _____ Estimated Contract Amount _____

Plumbing Contractor _____ Estimated Contract Amount _____

Gas Contractor _____ Estimated Contract Amount _____

Mechanical Contractor _____ Estimated Contract Amount _____

Pool Contractor _____ Estimated Contract Amount _____

Section 5. Terms & Conditions of Permit

Notice

Separate Permits are required for electrical, plumbing, mechanical, and fuel gas work. This permit becomes null and void if authorized work is not commenced within 6 months, or if work is suspended for a period of 6 months after work has commenced. Connection of utilities must be authorized by the Building Department. Failure to make corrections to substandard construction practices shall result in withholding of utilities.

I hereby certify that the information contained herein is true and correct. Falsification of this information is grounds for permit revocation. I agree to adhere to any and all requirements, rules and regulations adopted by the Town of Trinity.

Applicant Signature: _____ Print: _____ Date: _____

DO NOT WRITE IN THIS SPACE ---- FOR OFFICE USE ONLY

ved By _____ Permit Fee _____ Date Permit Issued _____ Permit Num[illegible]r _____

Material Delivery

REQUIRED AT FINAL INSPECTION

Owners Name: _____ Phone #: _____/_____

Subdivision: _____ Lot #: _____ Address: _____

General Contractor: _____ Phone #: _____/_____

Business Name/ Service	Contact Name	Phone #	Contract Amount	Trinity License#

L SUBCONTRACTORS MUST BE LICENSED WITH THE TOWN OF TRINITY PRIOR TO COMMENCING
ORK OR PENALTY WILL BE ENFORCED. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR
ISURE THAT ALL SUB-CONTRACTORS ARE LICENSED, INSURED, AND PROPELY PERMITTED.
PARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, MECHANICAL, FUEL GAS,
D SWIMMING POOLS.

licant signature: _____ Date: _____

CONTRACTOR SCHEDULE

REQUIRED AT FINAL INSPECTION

Owners Name: _____ Phone #: _____ / _____

Subdivision: _____ Lot #: _____ Address: _____

General Contractor: _____ Phone #: _____ / _____

Business Name/ Service	Contact Name	Phone #	Contract Amount	Trinity License#

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plicant signature: _____ Date: _____

WHEELER Basin
Natural Gas Company

Phone (256) 974-9023 · P.O. Box 460, Trinity, AL 35673
3960 County Road, Moulton, AL 35650 · Fax (256) 974-3845

DID YOU KNOW NATURAL GAS IS AVAILABLE FOR YOUR NEW HOME? PLEASE FILL OUT THE FOLLOWING, AND WHEELER BASIN NATURAL GAS COMPANY WILL CONTACT YOU WITH THE DETAILS ON INSTALLING NATURAL GAS IN YOUR RESIDENCE.

NAME _____

ADDRESS _____

CITY/STATE _____

ZIP _____

DAYTIME PHONE # _____

HERE IS A LIST OF APPLIANCES YOU COULD INSTALL IN YOUR NEW HOME.

NATURAL GAS FURNACE
NATURAL GAS HOT WATER HEATER
NATURAL GAS DRYER
NATURAL GAS LOGS
NATURAL GAS SPACE HEATER
NATURAL GAS HEAT PUMP
NATURAL GAS RANGE
NATURAL GAS GRILL