BUILDING PERMIT APPLICATION
TOWN OF TRINITY

Applicant Information (please print):

Applicant Name _____
Street Address _____
City, State, zip _____
Phone _____
Fax _____

Construction Site Information (Print):

Subdivision _____ Lot _____
Project Address _____
Tax Parcel ID # _____
Owner Name _____
Mail Address _____
City, State, Zip _____
Phone: _____

Occupancy Class of New or Existing Building

Check the appropriate box for the type building *this* permit application applies to:

☐ *Single Family Home* ☐ *Commercial/Industrial Bldg.* ☐ *Other*

Sec I. New *Construction Details* Check each box that applies & describe *in Sec.* III the *work* to be done:

_____# Total Square Ft
_____# Sq Feet Heated Area.
_____# of Bedrooms
_____# of bathrooms
_____# of Plumbing Fixtures
_____ Lot size # Total Square Ft

☐Crawl Space
_____# of Stories
☐ Mono ~ ☐Slab on Grade
☐Public Sewer ☐Septic Tank
☐Gas Heat ☐ Electric Heat

_____Total BTUs Gas
_____#of Gas Outlets

Termite Treatment:
_____Chemical Soil Treatment
_____Bait System

☐ Alarm System ☐Other
_____# Parking spaces
☐ Survey ☐ Flood Zone
☐Plans Attached ☐ Fire Sprinkler

Sec II. Existing Buildings Repair, additions, Renovations

Check the appropriate box below and describe in Sec. III in detail what will be done under this permit, include BTU's, Tonnage, Service AMPs, framing, # fixtures, etc.

☐ Room Addition ☐Garage Addn. ☐ReRoof ☐Interior Renovation ☐Exterior Work ☐ Electrical Work ☐Plumbing ☐Sewer
☐ Mechanical/HVAC ☐ Gas Appliance ☐New or ☐Existing Gas Line ☐ Sign ☐Swimming Pool ☐ Unsafe Bldg Repair ☐ Demolition

Sec. III. Description of work to be done and proposed use of building if non-residential

_____
_____
_____

Sec. IV *Contractor Information*----list all contractors & contract valuation of work

If You are acting as your own contractor check this box ☐

General Contractor_____ Contract Amount_____
Electrical Contractor_____ Contract Amount_____
Plumbing Contractor_____ Contract Amount_____
Gas Contractor _____ Contract Amount_____
Mechanical Contractor _____ Contract Amount_____

Sec. V Architects, Engineers, Surveyors Terms & Conditions of Permit

Architect & AL License # _____
Engineer & AL License # _____
Surveyor & AL License # _____

NOTICE

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

I I hereby certify that the information contained herein is true and correct. Falsification of this information is grounds for revoking the permit. I agree to follow all code requirements, rules, and regulations for construction adopted by the **Town of Trinity** Permits are valid for six (6) months after issuance unless extended by the Building Director in writing. A Certificate of Occupancy will be requested at the end of the work before occupancy of a new building.

Applicant Signature: _____

Print name: _____

Date: _____

DO NOT WRITE IN THIS SPACE — FOR OFFICE USE

Approved by | Permit fee | Date permit issued | Permit number

REQUIRED INSPECTION SCHEDULE

1. **FOOTING** – Copy of soil capacity or compaction test submitted prior to inspection
2. **TERMITE TREATMENT** – Chemical Soil Treatment (*Crawl Space*) –Prior to Sill Plate. Copy of invoice on site, (*Slab*) – Prior to poly. Copy of invoice on site
   Bait System – Copy of termite bond submitted before Final Inspection
3. **ANCHOR BOLT** – (Crawl Space) – Prior to Sill Plate
4. **FOUNDATION** – (Crawl Space) – Prior to installation of sub-flooring – grading complete, piers, girders, bridging in place
5. **SLAB PLUMBING** – 10' test, clean-outs in place – **Radon vent labeled** & all penetrations sealed
6. **ELECTRICAL UNDER SLAB** – Conduit in place
7. **SLAB** – Gravel, poly, grade beams all in place lapped with an air tight seal around penetrations
8. **SHEATHING/HOUSE WRAP/ANCHOR BOLTS** – **(Do NOT apply house wrap in areas of narrow wall bracing until inspection is approved)**
9. **ROUGH – IN – INSPECTIONS:**
   PLUMBING – Water test in place – **Radon vent labeled on each floor & attic, radon measures in place at any concrete cut-outs**
   SEWER LATERAL - Application on file, water test on line, clean outs in place
   ELECTRICAL – (Prior to insulation) main panel set, circuit boxes & wiring in place
   MECHANICAL - Unit set, duct work complete, thermostat wiring complete & gas vents in place
   (A continuous and unobstructed walkway to unit must be complete at rough in inspection)

   GAS – Concealed – All piping in wall or ceiling / 25-30 lbs pressure test
   Rough - Appliance in place, cut-off valves connected, pipes bonded, vents & combustion air installed, customer cut-off valve in place meter set & connected. 25-30 lbs pressure test.
   Final - All appliances on. **Gas Final will be done with house final**
10. **FIREPLACE** – Manufactured units only. (Installation instructions must be on job site)
11. **FRAMING** – All floor, wall and roof framing, decking, and bracing installed
12. **INSULATION** – Prior to drywall- All exterior walls, windows, doors, underneath walkways
13. **CONSTRUCTION POWER** – Panel door in place, 1 / 2 - 15-20 amp breakers ONLY – receptacles wired with covers on, ground rod in place.
14. **FINAL INSPECTION** – **All prior inspections must be approved. Landscaping & sidewalks in place, Address posted on building. Final Plat, Final on Septic System (if applicable) and copy of Termite Bond on bait system all submitted prior to scheduling final inspection. All Business Licenses current.**

CERTIFICATE OF OCCUPANCY: A new building shall not be occupied or a change made in the occupancy, nature of use of a building or part of a building until after the building inspector has issued a certificate of occupancy. Said certificate shall not be issued until all required inspections have been made and are in compliance with the technical codes and other applicable laws and ordinances.

SERVICE UTILITIES: No person shall make permanent connection from a utility, source of energy, fuel, power or water to any building or system which is regulated by the technical codes for which a permit is required, until released by the building inspector and a Certificate of Occupancy is issued.

I have read and duly understand the requirements listed and do hereby agree to comply with them in their entirety.

_____

Date

TOWN OF TRINITY
CODE COMPLIANCE REQUIREMENTS

APPLICABLE CODES:

2003 INTERNATIONAL RESIDENTIAL CODE FOR ONE AND TWO FAMILY DWELINGS
2003 INTERNATIONAL BUILDING CODE
2002 NATIONAL ELECTRIC CODE
2003 INTERNATIOAL 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

For any questions regarding deletions, modifications, amendments or extensions of Technical Codes, please request a copy of the ordinance at Town Hall.

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 & Regulations.

ISSUANCE OF BUILDING PERMIT
Building Permits will be issued upon approval of application and supporting documents.
Permits must be weather-proofed and posted in a visible area as to be seen from the street.

REQUEST INSPECTIONS at 353-2071 - Monday - Friday 8:00 - 4:30. Inspections will be made within 24 hours of the time such notice was given (exclusive of Saturdays & Sundays, Holidays)
A **$25.00** inspection fee will be charged on any premature or re-inspection, and must be paid prior to rescheduling.

BUSINESS LICENSE: All contractors, sub-contractors and material delivery transporters must purchase Trinity Business License, provide proof of insurance, and State certifications **prior** to beginning work **NO** inspections will be made without first obtaining appropriate license and permits. ***Separate permits are required for electrical, plumbing, mechanical and fuel gas work ,swimming pools.***

SEPTIC SYSTEM: All residence will be required to install a septic system approved by the Morgan County Health Dept.

SEWER: Applications are to be made at Trinity Water Department

WATER CUT-OFF VALVE: All buildings that are connected directly to the town water system must have an accessible water cut-off valve between the building water system and the Town water system, and also highly recommends the installation of a pressure regulator valve.

CULVERTS: Contractor is required to install driveway culverts, as listed on the final plat. Contact Trinity Street Dept. for for sizing of culvert. Culvert must be concrete or galvanized.

Any violation(s) of these requirements may delay issuance of the occupancy certificate in addition to penalties set forth in the ordinances of the Town of Trinity and all other statutes or regulations addressing the same subject or subjects.

This code requirement information covers only supplemental conditions pertaining to the Town of Trinity. It does not eliminate or supersede any requirements set forth by Federal, State and/or County government agency involved in financing and/or insuring the buildings structures.

_____

Applicant Date

DELIVERED MATERIALS
Commercial Project

ADDRESS_____

SUPPLIER NAME	ADDRESS PHONE #	CONTRACT AMOUNT

____DRAINAGE TILE _____
____PIPE _____
____WIRE MESH _____
____CONCRETE_____
____BLOCK _____
____GRAVEL_____
____LUMBER_____
____METAL BLDG _____
____ROOF MATERIAL_____
____BRICK_____
____SAND _____
____ VINYL SIDING_____
____ DOORS / WINDOWS_____
____ METAL STUDS _____
____CEILING TILE _____
____TUBS / SINKS_____
____ELECTRICAL FIXTURES _____
____MECHANICAL EQUIP._____
____DRYWALL_____
____MARBLE / TILE_____
____FLOOR COVERING_____
____TRIM_____
____CABINETS / VANITIES_____
____COUNTER TOPS_____
____VANITY TOPS_____
____OFFICE FURNITURE _____
____SHELVING _____
____APPLIANCES_____
____SEPTIC TANK_____
____SIGNS _____
____DIRT_____
____SOD_____
____LANDSCAPING PLANTS_____
____OTHER_____

_____

APPLICANT DATE

Please print legible

Owner Name _____ Phone # _____/_____

Address _____

General Contractor _____ Phone # _____/_____

Business Name	Contact Person	Address Phone #	Contract Amt.

___Portable Restroom _____

___ Site Work _____

___ Excavation _____

___ Boring Contractor _____

___Drainage Instalation _____

___Footing _____

___Block _____

___**Plumbing** _____

___Slab Prep _____

___Termite Treatment _____

___Slab Concrete _____

___Structural/Framing _____

___Roofing _____

___Building Exterior Wrap _____

___Brick Layer _____

___Vinyl Trim _____

___**Electrical** _____

___**Mechanical** _____

___**Gas** _____

___Security System _____

___Intercom System _____

___Media Sytem _____

___Insulation _____

___Dry Wall Hanger _____

___Dry Wall Finisher _____

___Trim/ Interior _____

___Painting _____

___Cabinets/Vanities _____

___Shelving _____

___Tile _____

___Floor Covering _____

___Doors _____

___Windows _____

___Gutters _____

___Sprinkler System _____

___Septic System Installer _____

___Landscaping _____

___Fence Installer _____

___Sign Installer _____

___Parking Lot Paver _____

___Parking Lot Striping _____

NO PERMIT WILL BE ISSUED OR INSPECTION MADE PRIOR TO CONTRACTORS/ SUB CONTRACTORS OBTAINING BUSINESS LICENSE. IF ANY CHANGES ARE MADE TO THIS SCHEDULE, YOU MUST NOTIFY THE BUILDING DEPT.

_____

Applicant Date

AREAS OF RESPONSIBILITIES FOR ARCHITECTS AND ENGINEERS

Presented in this section are descriptions of the general areas of responsibility for architects and engineers which elaborate on the statutory definitions of architecture and engineering mentioned above. The descriptions are not all inclusive, but are intended to give general guidance on the practice of the two professions.

A. Architects

Architects must be concerned with the basic concepts of the full spectrum of design considerations. Architects must develop a comprehensive package of design documents for submitting to the building department, taking all aspects of the project into account and coordinating various submissions prepared by other project team members. Listed below are examples of the matters architects typically address:

1. Site layout (e.g., parking, zoning requirements, grading, landscaping, building layout).
2. Aesthetics and overall design.
3. Building classification (e.g., occupancy, type of construction).
4. Building circulation and exiting (e.g., stairway, exit width, travel distances, corridors).
5. Life safety considerations (e.g., requirements for sprinklers, fire ratings, fire walls, separations, fire alarms, smoke control).
6. Interior space planning.
7. Interior and exterior finish materials (e.g., durability, function, aesthetics, fire ratings).
8. Environmental impacts (e.g., sound attenuation, quality of living, impact on natural surroundings).
9. Physically handicapped criteria.
10. Project coordination.
11. Engineering incidental to the practice of architecture.

B. Engineers

Engineers are concerned with the planning, analysis, and design of particular building systems. Through education and training they have detailed knowledge of how specialized components of a building must work. Listed below are examples of areas engineers typically address:

1. Structural systems (e.g., framing, structural connections, foundations).
2. Electrical systems (e.g., power distribution, security, fire alarm, and smoke detection).
3. Mechanical systems (e.g., drains and venting, water distribution systems, HVAC, fire protection system).
4. Soils analysis (e.g., soils reports, soil stabilization, geotechnical investigations).
5. Civil works (e.g., site layout, site drainage, grading, utilities, circulation).

STANDARDS FOR BUILDING PLANS AND SPECIFICATIONS SUBMISSIONS

Plans and specifications submitted to the building official **must be of sufficient detail to clearly show the project in its entirety with emphasis on the following**:

1. Structural integrity
2. Life safety
3. Architectural barriers
4. Building code compliance
5. Definition of scope of work

Following is a suggested standard of drawings for review by building officials. Depending upon the size, nature and complexity of the building, not all of the drawings listed below may be necessary. Also, additions and remodels may not require all of the following for plan submittal and review.

Cover Sheet

1. Project identification
2. Project address and a location map
3. All design professionals identified
4. The principal design professional (the professional responsible for project coordination) shall be identified. All communications should be directed through this individual.
5. Design Criteria list:
   - i. Occupancy group
   - ii. Type of construction
   - iii. Location of property
   - iv. Seismic zone
   - v. Square Footage/Allowable area
   - vi. Fire Sprinklers
   - vii. Height and number of stories
   - viii Occupant load
   - ix. Land use zone
   - x. Flood zone
   - xi. Soil report
   - xii. Base flood elevation

Site Plan

Show proposed new structure and any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show all required parking, draining, and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate include a topographical survey. Show north arrow.

Foundation Plan
Show all foundations and footings. Indicate size, locations, thicknesses, materials and strengths and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report for the proposed structure at that site.

Floor Plan
Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, area and occupancy separations and draft stops shall be shown.

Framing Plans and Roof Framing Plans
Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Show roof plan.

Exterior Elevations
Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials and show lateral bracing system, where applicable.

Building Sections and Wall Sections
Show materials of construction, non-rated and fire rated assemblies and fire rated penetrations. Show dimensions of all heights.

Mechanical System
Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations per State of Alabama.

Plumbing System
Show all fixtures, piping, slopes, materials and sizes. Show point of connections to utilities, septic tanks, pre-treatment sewer systems and water wells.

Electrical System
Show all electrical fixtures (interior, exterior and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations and fixture schedules. Show point of connection to utility.

Structural Calculations
Where required, provide structural calculations for the entire structural system of the project. Show design loads: wind, live, dead.

Town of Trinity
Commercial Projects
Requirements

Office Use Only

☐	Zoned _____	
☐	Proof of Ownership	☐ Rcvd /Date _____
☐	Site Plan for PC Review	☐ Rcvd / Date _____
☐	Compaction/Soil Capacity Test	☐ Rcvd / Date _____
☐	Health Dept. Permit	☐ Rcvd / Date _____
☐	Sewer Drawings	☐ Rcvd / Date _____
☐	Flood Elevation Certificate	☐ Rcvd / Date _____
☐	Construction Plans	☐ Rcvd / Date _____
☐	Soil Erosion Application Fee Amt. _____ Bond Amt. _____	☐ Rcvd / Date_____ ☐ Rcvd / Date _____ ☐ Rcvd / Date _____
☐	Building Permit Application Fee Amt. _____	☐ Rcvd / Date_____ ☐ Rcvd / Date _____
☐	Sub – Contractor Schedule	☐ Rcvd / Date _____

PERMIT # _____ Date Issued _____

R109.3 Inspection requests. It shall be the duty of the permit holder or their agent to notify the building inspector that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.

R109.4 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building inspector. The building inspector upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or shall notify the permit holder or an agent of the permit holder wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building inspector.

PLEASE CALL
353-2071
IF YOU HAVE A QUESTION OR
TO SCHEDULE AN INSPECTION.

OUR INSPECTORS DO NOT SCHEDULE INSPECTIONS WHILE THEY ARE IN THE FIELD.

Section 92.0 **PLANS.** It shall be unlawful for the Building Inspector to approve any plans or issue any building permit for excavation of construction until he has inspected such plans in detail and found same to be in conformity with this ordinance. To this end, the Building Inspector shall require that every application for a building permit be accompanied by a plan drawn to scale, dimensioned, and showing the following in detail sufficient to enable the Building Inspector to ascertain whether the proposed development is in conformance with the provisions of this ordinance:

a. The actual shape, proportion, and dimensions of the parcel or lot to be built upon

b. The shape, size, and location of all buildings or other structures to be erected, altered, or moved, and or any buildings or other structures already on the lot, and all other information concerning the lot and its surroundings as may be required for ascertaining whether the provisions of this ordinance are and will be observed.

c. The existing and intended use of all buildings and other structures.

Section 93.0 **SITE PLAN REVIEW.** New construction and substantial site development expansion of all multiplexes, patio homes, planned unit developments, townhouses, apartments, manufactured home and mobile home parks and subdivisions, institutional uses, commercial uses, and industrial uses shall require submission and approval by the Planning Commission of a site plan prepared by an architect, landscape architect or professional engineer licensed in the State of Alabama.

Section 93.1 **SITE PLAN REQUIREMENTS.** The following shall be the minimum information required for a site plan, five copies of which shall be submitted for review and approval.

a. Cover sheet with name and location of the development; name, address, and signature of the owner; name, address, and seal of the architect, landscape architect, or professional engineer; vicinity map; zoning and existing and proposed land use of the site; and date, scale, and north arrow.

b. Site layout, including property dimensions, rights-of-way, easements, location and dimensions of all buildings (existing and proposed), setbacks, driveway access, off-street parking and loading, circulation, screening, buffer yards, and landscaping.

c. Drainage, paving, grading and excavation, erosion and sedimentation control plan, storm water detention, floodplain management controls.

d. Public and private utilities, including sewage disposal system and water system.

e. Fire lanes and hydrants.

Section 93.2 **SITE PLAN REVIEW AND APPROVAL.** The Building Inspector shall review the site plans for general completeness and compliance with this ordinance and shall forward copies of the plans to the Town Engineer, Fire Chief, and Police Chief for their review and comment. The Building Inspector shall provide the applicant with a decision for approval or disapproval within thirty (30) days of submittal. The reasons for disapproval, along with all review comments, shall be stated in writing to the applicant. A reproducible set of the final approved site plan shall be submitted by the applicant and retained on file by the Building Inspector. All subsequent building permits and subdivision plats submitted by the applicant shall be in substantial accord with the final site plan. An approved site plan shall become null and void if significant development does not commence with twelve months of approval.

Section 94.0 **CERTIFICATE OF OCCUPANCY REQUIRED.** The owner or owner's agent prior to use or occupancy of any building or structure, whose construction or substantial rehabilitation is undertaken following adoption of this ordinance, shall secure a Certificate of Occupancy. Within three days after the owner or owner's agent has notified the Building Inspector that a building or premises or part thereof is ready for occupancy or use, the Building Inspector shall make a final inspection thereof, and issue a Certificate of Occupancy if the building or premises or part thereof is found to conform with the provisions of this ordinance, or, if such certificate is refused, state such refusal in writing with the cause. The Board of Adjustment shall hear appeals from the decision of the Building Inspector.

Section 95.0 **PENALTIES.** Any person violating any provision of this ordinance shall be fined upon conviction not less than $100.00 plus court costs for each offense. Each day such violation continues shall constitute a separate offense. The conviction of a violation and imposition of a fine shall not constitute an exemption from compliance with the provisions of this ordinance.

Section 96.0 **REMEDIES.** In case any building or other structure is erected, constructed, reconstructed, altered, repaired, converted, or maintained; or any building, structure, or land is used in violation of this ordinance, the Building Inspector of the Town of any other appropriate authority or any adjacent or neighboring property owner within 500 feet who would be damaged or caused hardship by such violation, in addition to other remedies, may:

a. Institute an injunction or mandamus, or

b. Take other appropriate action or proceedings to stay or prevent occupancy of such building, structure, or land.

PRIOR TO ANY LAND DISTURBING ACTIVITY

(before footing is dug)

1. **DRIVEWAY CUTOUT/RAMP BUILT/CULVERT SET**
   If culvert is required contact the street dept. 353-2071. for sizing.

2. **50 FT. GRAVELED CONSTRUCTION ENTRANCE**

3. **LAND DISTURBING APPLICATION SUBMITTED**
   If plan is required, it must be approved and measures in place before any land disturbing activity.

3. **PORTABLE RESTROOM FACILITY ON SITE**

_____ _____

Signature **Date**

****

For Office Use Only:

_____ _____ _____

Building Inspector **Date** **Approved/Declined**

Notes:_____

_____

I: DETERMINATION OF APPLICABILITY APPLICATION:

Date: _____

	Applicant:	Owner If Different From Applicant:
Name:	_____	_____
Street Address:	_____	_____
City, State, Zip:	_____	_____
Phone Number:	_____	_____

Development Project Address: _____

Type of Project Information: (Check all that apply) ☐ Single lot, ☐ Subdivision, ☐ Demolition, ☐ Excavation, ☐ Landscaping, ☐ Grading, ☐ Silviculture, ☐ Other _____

Narrative Describing Proposed Land Disturbing Activity: _____

_____

_____

Cost to Implement: _____

NPDES Permit # (attach copy) _____

Bond Amount: _____ Received: _____

Time Schedule To Complete Land Disturbing Activity: _____

_____

_____

Applicant Signature: _____ Date: _____

This area reserved for Building Official review comments: _____

_____

_____

_____

_____

☐ "Erosion And Sediment Control Plan" required:

Building Official Signature: _____ Date: _____

II: SOIL EROSION AND SEDIMENT CONTROL PLAN SUBMITTAL APPLICATION:

(To be filled out only after Building Official has responded to DETERMINATION OF APPLICABILITY APPLICATION)

Date: _____

EROSION AND SEDIMENT CONTROL PLAN prepared by: ☐ Registered Engineer, ☐ Landscape Architect, ☐ Soil and Water Conservation Specialist.

Preparer Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Name and Address of person to contact in case of emergency: _____

_____

I hereby certify that all information contained herein is true and correct to the best of my knowledge:

Applicant Signature: _____ Date: _____

Application received by: _____ Date: _____

ORDINANCE NO: 2006-08

AN ORDINANCE REPEALING ORDINANCE NUMBER 2000-7 OF THE TOWN OF TRINITY, ALABAMA AND ESTABLISHING REGULATIONS FOR THE CONTROL OF STORM WATER DISCHARGES AND SOIL EROSION AND SEDIMENT CONTROL

WHEREAS, the Town Council of the Town of Trinity, Alabama ("Council") previously adopted Ordinance Number 2000-7, which established regulations for the control of storm water discharges and soil erosion and sediment control; and

WHEREAS, the Council has determined it prudent to make certain revisions to said regulations and that rather than make wholesale amendments it would be more expedient to repeal said Ordinance Number 2000-7 and adopt an ordinance in its stead which incorporates the revisions deemed prudent by the Council.

NOW, THEREFORE, be it ordained by the Town Council of the Town of Trinity, Alabama as follows:

ARTICLE I : REPEALER,STATUTORY AUTHORIZATION, FINDINGS OF FACT AND PURPOSE:

Section 1: Ordinance Number 2000-7 of the Town of Trinity, Alabama is hereby repealed.

Section 2: Statutory Authorization; Short Title.
The legislature of the State of Alabama has granted by Legislative Act 95-775, which is codified as Title 11, Chapter 89C, *Code of Alabama*, 1975, the authority to municipalities within the State of Alabama to adopt necessary regulations designed to control storm water discharges. This Ordinance shall be referred to and cited as the "Soil Erosion and Sediment Control Ordinance" of the Town of Trinity, Alabama.

Section 3: Finding of Fact.
The Town Council of the Town of Trinity, Alabama ("Town Council") hereby finds that excessive quantities of soil are eroding from certain areas that are existing or undergoing development for non-agricultural uses such as non-conforming earth removal operations, housing developments,commercial developments, industrial areas, recreational facilities, and roads. This erosion makes necessary the costly repairs to gullies, washed out fills, roads, and embankments. The resulting sediment clogs the storm sewers and road ditches, muddies streams, leaves deposits of sediment in ponds and reservoirs, and is considered a major water pollutant.

Section 4: Statement of Purpose.

The purpose of this Ordinance is to prevent soil erosion and sedimentation from occurring as a result of non-agricultural development within the Town of Trinity by requiring proper provisions for water disposal and the protection of soil surfaces during and after construction, in order to promote the safety, public health, and general welfare of the Town.

ARTICLE II: ADMINISTRATION:

Section 1: The Town Council authorizes the Building Official or other designated municipal official who has sufficient experience dealing with erosion and sedimentation control to enforce the provisions of this ordinance. Any reference in this ordinance to the "Building Official" shall include the "Building Official" and/or his or her appointed agent.

Section 2: When the Building Official determines that the Town needs outside technical assistance to enforce the provisions of this ordinance the Building Official may request the assistance of an outside authority to enforce the provisions of this ordinance on the behalf of the Town. Such request shall be made only at the approval of the Town Council or Mayor.

Section 3: The Building Official reviewing Soil Erosion and Sediment Control plans shall have the following qualifications:

A. Be a registered Engineer, Surveyor, or Landscape Architect or a Certified Professional in Erosion and Sediment Control or

B. Be competent through training and experience, to review erosion and sediment control plans.

The Building Official shall be granted the necessary authority to administer this Ordinance, including entry onto private property when necessary for periodic inspections.

ARTICLE III: DETERMINATION OF APPLICABILITY:

Section 1:

A. This Ordinance shall be applicable to any situation involving any disturbance to the terrain, topsoil, or vegetative ground cover upon any property within the Town of Trinity after determination of applicability by the Building Official , based upon criteria outlined in Section 2 below. Compliance with the requirements as described herein shall not be construed to relieve the owner/applicant of any obligation to obtain State and Federal permits if necessary.

B. "Determination of Applicability" application forms shall be available from the Trinity Building Department.

Section 2:

A. It shall be unlawful for any person to disturb any existing vegetation, grades, contours of land, including foundation preparation for buildings, without first applying for a "Determination of Applicability" from the Building Official. This applies to individual building lots even if they have been previously covered under a "Soil Erosion and Sediment Control Plan" for a subdivision development.

B. Upon determination of applicability, the owner/applicant shall submit, within (60) days, three (3) copies of a "Soil Erosion and Sediment Control Plan" for approval by the Building Official, as provided for in Article IV.

C. The application for determination of applicability shall describe the location, nature, character, and time schedule of the proposed land disturbing activity in sufficient detail to allow the Building Official to determine the potential for soil erosion and sedimentation resulting from the proposed project.

D. In determining the applicability of the Soil Erosion and Sediment Control Ordinance to a particular land disturbing activity, the Building Official shall consider site topography, drainage patterns, soils, proximity to watercourses, proposed disturbance, and other such information as deemed appropriate.

E. A particular land disturbing activity shall not be subject to the requirements of this Ordinance if the Building Official finds that erosion resulting from the land disturbing activity is insignificant and represents no threat to street right of ways, storm sewers, and/or downstream properties including watercourses.

Section 3: No determination of applicability shall be required for the following.

A. Construction, alteration, or addition to existing single family or duplex homes or related structures, provided the ground coverage of such addition is less than one thousand (1000) square feet, and such construction, alteration and use does not occur within one hundred (100) feet of any watercourse and the slope grade at the site of land disturbance does not exceed ten percent (10%).

B. Use of a home garden in association with onsite residential use.

C. Accepted agricultural management practices such as seasonal tilling and harvest activities associated with property utilized for private and/or commercial agricultural or silvicultural purposes.

D. Excavations for improvements other than those described in section 3(A) above which exhibit all of the following characteristics:

1. Does not result in total displacement of more than fifty (50) cubic yards of material, and

2. Has no slope grades steeper than ten percent (10%), and

3. Has all disturbed surface areas promptly and effectively protected to prevent soil erosion and sedimentation.

E. Grading, as a maintenance measure, or for landscaping purposes on existing developed land parcels or lots, provided that all bare surface is immediately seeded, sodded or otherwise protected from erosive actions, and all of the following conditions are met.

1. The aggregate area of such activity does not exceed two thousand (2000) square feet and

2. The change of elevation does not exceed two feet (2') at any point; and

3. The grading does not involve a quantity of fill greater than eighteen (18) cubic yards; except where fill is excavated from another portion of the same parcel and the quantity does not exceed fifty (50) cubic yards.

F. Grading, filling, removal, or excavation activities and operations undertaken by the Town under the direction and supervision of the Street Department Superintendent for work on streets, roads, or right-of-ways dedicated to public use, provided, however, that adequate and acceptable erosion and sediment controls are incorporated. Appropriate controls shall apply during construction as well as after the completion of these activities. All such work shall be undertaken in accordance with the performance principles provided for in Article V.

ARTICLE IV: PROVISIONS OF PLAN – PROCEDURES

Section 1: Plan.

To obtain approval for a land disturbing activity as found applicable by the Building Official under Article III, an applicant shall first file an Erosion and Sediment Control Plan signed by the owner of the property, or authorized agent, on which the work subject to approval is to be performed. The plan or drawings, as described in Article V, of this ordinance, shall include proposed temporary and permanent erosion and sediment control measures to be employed by the applicant or applicant's agent.

Section 2: Fee schedule for applications.

An application for review of plan submitted under this Ordinance shall require a non-refundable filing fee paid to the Town according to the following schedule.

A. Single-Family Subdivision (Detached Single-Family dwelling on a single lot)

Review and inspection fee:

1 lot	$ 50.
2 lots	90.
3 lots	120.
4-8 lots	170.
9-15 lots	225.
16-25 lots	275.
26-50 lots	325.
51 plus lots	350. (plus $15 / lot for each over 51)

B. Site Plans & Multi-family.

Review and inspection fee:

5000 sq. ft. – 1.9 ac.	$120.
2 ac. – 5.9 ac.	170.
6 ac. – 10.9 ac.	225.
11 ac. – 20.9 ac.	275.
21 ac. – 50.9 ac.	325.
51 ac. – 75.9 ac.	500.
76 plus acres	500. (plus $15 / ac. for each ac. Over 76)

Section 3. Plan review.

A. Within (5) working days of the receipt of a completed plan, the Building Official shall send a copy of the plan to the review authorities which may include the Planning Commission, and Street Department. The Building Official may also, within the above time frame, submit copies of the plan to other local departments or agencies, including the Conservation District that services Morgan County, in order to better achieve the purpose of this ordinance. Failure of the aforementioned review authorities to respond within twenty-one (21) days of their receipt of the plan shall be deemed as no objections to the plan as submitted.

B. The time allowed for plan review may be commensurate with the size of the proposed development project and/or meeting schedule of the review authorities.

Section 4. Plan approval.

A. The Building Official shall take action in writing, either approving or disapproving the plan, with reasons stated within ten (10) days after receiving the written opinion of the aforementioned review authorities.

B. In approving a plan, the Building Official may attach such conditions deemed reasonably necessary by the aforementioned review authorities to further the purposes of this Ordinance. The conditions pertaining to erosion and sediment control measures and/or devices, may include, but are not limited to, the erection of silt fences, walls, drains, dams, rip rap, detention ponds, planting vegetation, trees and shrubs, necessary easements, and specifying a method of performing various kinds of work, and the sequence or timing thereof.

Section 5. Appeals.

A. Administrative procedures: (1) If the ruling made by the Building Official unsatisfactory to the applicant/owner, the applicant/owner may file a written appeal. The appeal of plans for soil erosion and sediment control shall be to the Board of Zoning Adjustments; (2) appeal procedures shall follow current procedures for appeals to the Board of Zoning Adjustments; (3) during the period in which the request for appeal is filed, and until such time as a final decision is rendered on the appeal, the decision of the Building Official shall remain in effect.

B. Expert opinion: The Building Official, or the Board of Zoning Adjustments may seek outside technical assistance on any Soil Erosion and Sediment Control Plan. The expert opinion must be made available in the office of the Building Official, as a public record prior to the appeals hearing.

Article V:

Section 1. Soil Erosion and Sediment Control Plan.

A. Plan preparation.

The Erosion and Sediment Control Plan shall be prepared by a registered Engineer, Landscape Architect or Certified Professional in Erosion and Sediment Control, and copies of the plan shall be submitted to the Building Official.

Exception: The Erosion and Sediment Control Plan may be prepared by the owner or developer if the land disturbing activity pertains to the development of a single family dwelling lot.

B. Plan Contents.

The Erosion and Sediment Control Plan shall include sufficient information about the proposed activities and land parcel to form a clear basis for discussion and review and to assure compliance with all applicable requirements of this Ordinance. The plan shall contain at a minimum:

1. A narrative describing the proposed land disturbing activity, and measures to be installed to control erosion that could result from the proposed activity. Supporting documents, such as a drainage area, existing site, and soil maps shall be provided as required by the Building Official.

2. Construction drawings illustrating in detail existing and proposed contours, drainage features, and vegetation, limits of clearing and grading, the location of soil erosion and sediment control and storm water management measures, and other information needed for construction.

3. Other information or construction plans and details as deemed necessary by the Building Official. Withholding or delay of such information may be reason for the Building Official to judge the application as incomplete and providing grounds for disapproval of the application.

4. Names and phone numbers of owner, equipment operator, or engineer to be contacted in case of an emergency.

C. Performance principles.

1. The contents of the Erosion and Sediment Control Plan shall clearly demonstrate how the principles outlined below have been met in the design and are to be accomplished by the proposed development project.

2. The site selected shall show due regard for natural drainage characteristics and topography.

3. To the extent possible, steep slopes shall be avoided.

4. Post development runoff rates shall not exceed pre-development rates, unless the downstream drainage facilities outside the area of development are adequate to handle the additional runoff volume. Where it is anticipated that the additional runoff will overload an existing downstream drainage facility, improvements must be made to the downstream drainage facilities or excess runoff shall be retained and recharged as close as feasible to its place of origin by means of detention ponds, basins or similar techniques.

5. Original boundaries and slope of watercourses within the project locus shall be preserved to the greatest extent feasible.

6. In general, drainage shall be directed away from structures intended for human occupancy, municipal or utility use, or similar structures.

7. All drainage provisions shall be of such a design and capacity so as to adequately handle storm water runoff, including runoff from tributary upstream areas which may be outside the locus of the project.

8. Drainage facilities shall be installed as early as feasible during construction, prior to site clearance, if possible.

9. Fill located adjacent to watercourses shall be suitably protected from erosion by means of rip rap, retaining walls, vegetative stabilization, or similar measures.

10. Temporary controls must be in place during all phases of clearing, filling, grading and construction. Also these controls must remain in place and properly maintained until permanent vegetation is sufficient to prevent soil erosion.

11. Permanent vegetation shall be placed within thirty (30) days of completion of final grading.

12. Trees and other existing vegetation shall be retained whenever feasible; the area within the drip line shall be fenced or roped off to protect trees from construction equipment.

13. All non construction areas disturbed during construction shall be re sodded, reseeded, or otherwise restored. Monitoring and maintenance schedules, where required, shall be predetermined.

D. Existing uses and facilities.

1. The Building Official may require plans for existing uses and facilities which by their nature may cause erosion and sedimentation, such as excavation and quarrying operations. Plans or satisfactory evidence to demonstrate that the existing operations accomplish the objectives of this Ordinance shall be submitted to the Building Official within one hundred twenty (120) days from the date of the determination of applicability. Implementation of the plan shall be initiated upon approval of the plan.

2. When the pre-existing use is a gravel extraction operation, the property owner shall conduct the operation in a manner so as not to devalue abutting properties; so as to protect abutting property from soil erosion due to increased runoff, sedimentation of reservoirs, and drainage systems.

ARTICLE VI: ENFORCEMENT:

Section 1: Guarantee of performance.

A. Performance bond.

1. Before approving an Erosion and Sediment Control ("Plan"), the Building Official shall require the applicant/owner to file a performance bond, underwritten by a reputable surety company, acceptable to the Town, cash or cash equivalent, negotiable securities acceptable to the Town or an irrevocable letter of credit on a bank or financial institution acceptable to the Town. The amount of the bond, as determined by the Building Official, shall be sufficient to cover the cost of implementing all erosion and sediment control measures as shown on the Plan. The bond filed by the applicant shall be subject to approval of the form, content, amount, and manner of execution by the Town attorney.

2. References in this Ordinance to performance bonds shall be deemed to include within such reference, cash or cash equivalent, negotiable securities, and irrevocable letters of credit insofar as the requirement and effect of, and actions taken against such performance bonds pursuant to this section.

3. A performance bond for an Erosion and Sediment Control Plan for a subdivision may be included in the performance bond of the subdivision, provided it meets the criteria of subsection (A)(2) of this section. The posting of the bond as part of the subdivision performance bond does not, however, relieve the applicant/owner of any requirements of this Ordinance.

B. Notice of default on performance secured by bond.

1. Whenever the Building Official determines that a default has occurred in the performance of any terms or conditions of the bond or in implementation of measures secured by the bond, written notice thereof shall be transmitted to the applicant/owner and to any underwriter of the bond by the Building Official.

The note shall state the nature of default, work to be done, the estimated cost thereof, and the deadline as determined by the Building Official for the completion of the work, which shall be a reasonable time under the particular circumstances.

2. Failure of the applicant/owner to acknowledge and comply with the provisions and deadlines specified in the notice of default shall constitute grounds and authorization for the Town, without further or other notice to the applicant/owner or underwriter of any bond, to proceed to declare the bond forfeited and take appropriate steps to utilize the bond and to cause the required work to be completed by the Town, or its contractor in a manner deemed appropriate by the Building Official, the cost of which shall be the responsibility of the applicant/owner and any underwriter to be collected by any lawful means by the Town.

C. Release from performance bond conditions.

1. The performance bonding requirements shall remain in full force and effect after completion of the project until such time that the Building Official has determined that permanent soil erosion measures have proven to meet the requirements of this ordinance. This shall not be deemed to have occurred until a significant storm producing peak rates and velocity of storm water runoff has occurred in the opinion of the Town's engineer. Should such an opinion be sought by the applicant/owner, the applicant/owner shall pay the fees of the engineer for same. In the absence of such storm the bond shall remain in force for twelve (12) months following completion of the project.

2. In the case where the performance bond has been included in the performance bond for a subdivision, the release of the Soil Erosion and Sediment Control portion of the bond shall be coordinated with the release of the subdivision bond.

Section 2: **Approval – Expiration – Renewal.**

A. Every approval granted herein shall expire at the end of the time period set forth in the conditions. The developer shall fully perform and complete all of the work required within the specified time period.

B. If the applicant/owner is unable to complete the work within the designated time period, he or she shall, at least thirty (30) days prior to the expiration date, submit a written request for an extension of time to the Building Official, setting forth the reasons for the requested time extension.

If the extension is warranted, the Building Official may grant an extension of time up to a maximum of one year from the date of the original deadline. Subsequent extensions under the same conditions may be granted at the discretion of the Building Official.

Section 3: Maintenance of measures.

Maintenance of all erosion and sediment control devices under this ordinance shall be the responsibility of the applicant/owner. The erosion and sediment control devices shall be maintained in good condition and working order on a continuing basis. Watercourses originating and located completely on private property shall be the responsibility of the applicant/owner to their point of open discharge at the property line or at a communal watercourse within the property. Temporary measures may be removed at the beginning of the workday, but shall be replaced at the end of the work day.

Section 4: Liability of applicant/owner.

Neither approval of Erosion and Sediment Control Plan nor compliance with any condition of this Ordinance shall relieve the applicant/owner from any responsibility for damage to persons or property, nor impose any liability upon the Town for damages to persons or property.

ARTICLE VII: NOTIFICATION & INSPECTIONS:

Section 1: Notification.

The applicant/owner shall notify the Building Official in advance of his or her intent to begin clearing and for construction work described in the Erosion and Sediment Control Plan. The applicant/owner shall have the Erosion and Sediment Control Plan on the site during grading and construction.

Section 2: Inspections.

A. Periodic inspections.

The provisions of this ordinance shall be administered and enforced by the Building Official. All work shall be subject to periodic inspections and shall be performed in accordance with an inspection and construction control schedule approved by the Building Official, who shall maintain a permanent file on all of his or her inspections.

B. Final inspection.

Upon notification of completion by applicant/owner, the Building Official shall make a final inspection of the site, and shall prepare a final summary inspection report. The report shall be retained in the Building Department files.

Section 3: Noncompliance.

If, at any stage, the work in progress and/or completed under the terms of an approved Erosion and Sediment Control Plan does not conform to the Plan, a written notice from the Building Official shall be transmitted to the applicant/owner. The notice shall set forth the nature of the temporary and permanent corrections required, and the deadline within which corrections shall be completed as set forth in Article VII, Section 4(b). Failure to comply with the required corrections within the specified time limit shall be considered a violation of this ordinance, in which case the performance bond or cash equivalent, negotiable securities or letter of credit, shall be subject to notice of default, in accordance with Article VI of this ordinance.

Section 4: Penalties.

A. Revocation or suspension of approval.

1. The approval of an Erosion and Sediment Control Plan under this ordinance may be revoked or suspended by the Building Official and all work on the project halted for an indefinite time period after written notification is transmitted by the Building Official to the applicant/owner for one or more of the following reasons:

a. Violation of any condition of the approved Plan, or specifications pertaining thereto;

b. Violation of any provision of this ordinance or any other applicable law, ordinance, or regulation related to the work or site work; and

c. The existence of any condition or the performance of any act constituting or creating a nuisance, hazard, or endangerment to human life or the property of others, or contrary to the intent of this ordinance.

B. Other penalties.

1. In addition thereto, whenever there is a failure to comply with the provisions of this Ordinance, the Town shall have the right to notify the applicant/owner that he or she has five (5) days from the receipt of notice to temporarily correct the violation and thirty (30) days from receipt of notice to permanently correct the violation. Should the applicant/owner fail to take the temporary corrective measures within the five (5) day period and the permanent corrective measures within the thirty (30) day period, the Town shall then have the right to take whatever actions it deems necessary to correct the violations and to assert a lien on the subject property in an amount equal to the cost of remedial actions.

2. The lien shall be enforced in the manner provided or authorized by law for the enforcement of common law liens on personal property. The lien shall be recorded with the records of the Probate Judge, and the lien shall incur legal interest from the date of recording. The imposition of any penalty shall not exempt the offender from compliance with the provisions of this ordinance.

3. In addition to any other penalties provided in this section, any person who willfully violates the provisions of this Ordinance shall be guilty of a misdemeanor and upon conviction shall be fined up to $500.00 or jailed up to thirty days or punished by both such fine and imprisonment.

4. Any person who fails to submit the required Plan will have their application revoked, whether that be a building permit application or subdivision application. Any work started before plan approval is subject to a fine of not more than two hundred fifty dollars ($250) for each offense.

ARTICLE VIII: DEFINITIONS OF SELECTED TERMS:

Section 1.

A. **Detention pond:** A pond constructed to detain storm water during heavy rains while providing for controlled release so as not to create down stream flooding and/or soil erosion. The normal condition of pond is dry.

B. **Erosion**: The removal of mineral and/or organic matter by the action of wind, water or gravity.

C. **Multi-Family**: Apartments,condominiums, townhouses, etc.

D. **Rip Rap**: A protective layer or facing of field stone or rough unhewn quarry stones placed to prevent erosion, scour, or sloughing of an embankment. Stones shall be rectangular in section as practicable and size shall be based on runoff water outflow volume and velocity.

E. **Runoff**: The surface water discharge or rate of discharge of a given watershed after a fall of rain or snow, and including seepage flows that do not enter the soil but run off the surface of the land. Also, that portion of water that is not absorbed by the soil, but runs off the ground surface.

F. **Sediment**: Solid material settled from suspension in a liquid that has been transported and deposited from its site of origin by air, water,ice, or gravity as a product of erosion.

Usually it has come to rest on the earth's surface either above or below a water surface and is in inorganic or organic particles originating from weathering or precipitation.

G. **Silviculture**: The care and cultivation of forest trees, including site preparation, planting, pruning, thinning and harvesting.

H. **Silt Fences**: Silt fences are temporary sediment traps used to control sediment transport from small drainage areas. The drainage area should not exceed 0.25 acres per 100 feet of silt fence. Silt fences are effective in controlling sheet flow and should never be placed in a stream or drainage ditch. The silt fence should be installed in a trench at least 4 inches deep and attached to posts installed no more than 6 feet apart. The trench should then be back filled from the uphill/upgradient side. They should be placed so water does not go around fence.

I. **Site Plan**: Development of property for commercial, industrial, parking lots, pipelines, utilities, roads, public facilities, land grading quarrying, landfills, and demolition.

J. **Slope Grade**: Shall mean the steepness of a slope. For example a slope that rises ten feet (10 ft.) for every one hundred feet (100 ft.) has a slope grade of ten percent (10%).

K. **Soil Erosion and Sediment Control Plan**: The approved document required before any person may cause a disturbance to the natural terrain within the Town as herein regulated. Also herein referred to as Erosion and Sediment Control Plan or Plan.

L. **Storm Sewer**: A pipe or drain usually under ground, used to carry off water from precipitation .

M. **Watercourse**: A stream, brook, or river.

ARTICLE IX: SEVERABILITY:

If any provision of this Ordinance or any rule or determination made hereunder, or application hereof to any person, agency, or circumstances, is held invalid by a court of jurisdiction, the remainder of this Ordinance and its application to any person, agency, or circumstances shall not be affected thereby. The invalidity of any section or sections of this Ordinance shall not affect the validity of the remainder of this Ordinance.

ARTICLE X: EFFECTIVE DATE

This Ordinance shall become effective immediately upon its adoption, approval and publication according to law.

ADOPTED and **APPROVED** this 14 day of August, 2006.

TOWN OF TRINITY, ALABAMA

Vaughn Goodwin

Vaughn Goodwin, Mayor

ATTEST:

(SEAL)

Barbara L Jones

Barbara Jones, Town Clerk

My Commission Expires
4-19-09

5.

TOWN OF TRINITY

35 PRESTON DR.
TRINITY, AL 35673
256-252-2474 FAX 256-353-3694

Policy & Procedure for Commercial Plans Submittals

A guide for architects, engineers, designers, contractors, building owners, and builders on plan approvals from the Town of Trinity Inspection Department

INTRODUCTION

This document has been prepared in an effort to communicate to the building community and the design community the necessary information needed in order to receive timely and accurate review of plans and specifications submitted for permit approval by the Town Of Trinity Inspection Department. It is intended to be a source of basic information and serve as a guide in the preparation of plans for which a construction permit is sought. The requirements found herein have as their basis Alabama law, requirements of the adopted building code and policy and procedures developed by the staff of the building department. The purpose of these rules and procedures is to insure that all applicable laws governing review and approval of plans are adhered to, and to achieve the intent of the adopted building code which is the protection of the public health, safety and general welfare. All aspects and requirements are not covered in this document, but can be found in the International Codes, the NEC, and Alabama law.

It is recommended that copies of the Town of Trinity adopted codes be used in the design and construction of any project. These codes include:

- **The International Building Code, 2003 Edition**
- **The International Residential Code, 2003 Edition**
- **The International Existing Building Code, 2003 Edition**
- **The International Mechanical Code, 2003 Edition**
- **The International Plumbing Code, 2003 Edition**
- **The International Fuel Gas Code, 2003 Edition**
- **The National Electric Code, 2002 Edition**
- **The International Code Council Electrical Code, 2003 Edition**
- **The International Energy Conservation Code, 2003 Edition**

The Building Department does not sell code books but they may be purchased from:

International Code Council
Birmingham District Office
900 Montclair Road
Birmingham, AL 35213-1206
[P] 205-591-1853
[F] 205-599-9871
http://www.iccsafe.org/

Applications

The **Commercial Building Plans Summary** is the initial document needed to beginning the permit approval process. Accurate information is essential to keeping the process moving. The **owner information** section seeks information relating to who owns the property on which the improvements will be built. The **applicant information** is often different from the owner information, so please be sure it is completed.

Building Location information includes providing the address of the site where the improvements are to be built. The Morgan County Emergency Management Communications District (Contact Tammy Hamby @ 256-552-0911) is responsible for the proper assignment of addresses for residential and commercial buildings in Morgan County.

Architect/Engineer & Contractor information is used to verify compliance with state law on preparing plans subject to the architect's registration law and compliance with local and state licensing law for contractors. **All contractors and subcontractors must be state licensed before work begins.**

Plans and specifications shall be stamped by an architect and/or professional engineer in the State of Alabama if the building is over 2,500 square feet in size, or is an assembly, educational, institutional, or hazardous occupancy.

STANDARDS FOR BUILDING PLANS AND SPECIFICATIONS SUBMISSIONS

Plans and specifications submitted to the building official **must be of sufficient detail to clearly show the project in its entirety with emphasis on the following:**

1. Structural integrity
2. Life safety
3. Architectural barriers
4. Building code compliance
5. Definition of scope of work

Following is a suggested standard of drawings for review by building officials. Depending upon the size, nature and complexity of the building, not all of the drawings listed below may be necessary. Also, additions and remodels may not require all of the following for plan submittal and review.

Cover Sheet

1. Project identification
2. Project address and a location map
3. All design professionals identified
4. The principal design professional (the professional responsible for project coordination) shall be identified. All communications should be directed through this individual.

5. Design Criteria list:

   i. Occupancy group
   ii. Type of construction
   iii. Location of property
   iv. Square Footage/allowable area
   v. Design Loads
   vi. Fire Protection Requirements
   vii. Height and number of stories
   viii. Occupant load
   ix. Flood zone
   x. Soil report

   Each plan submitted must include the Commercial Building Plans Summary Sheet.

- Submitted plans to include
  - Site/Plate Plan
  - Grading & Drainage Plan
  - Life Safety Plan
  - Elevation Plan / Wall Section Details
  - Foundation / Slab Plan
  - Floor Plan(s)
  - Electrical Plan
  - Plumbing Plan
  - Mechanical / Gas Plan

Site Plan

Show proposed new structure and any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Show all parking information.

Grading & Drainage Plan

Show all draining, and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate include a topographical survey and show north arrow. Must include Erosion Control Plan. Must include all piping information, existing and proposed runoff (cfs), any proposed ditches or channel improvements, any detention and/or retention facilities information and must include peak design flows and velocities. The Developer shall be responsible for securing any required permits by ADEM. The Developer shall provide that all required permits or approvals from ADEM have been appropriately requested and supported. Army Corp of Engineering information required if proposed area affects waterways or wetlands. Must meet AASHTO sight distance requirements. If proposed site is located in any special flood hazard area as noted in the Morgan County Flood Damage Prevention Ordinance, all flood information must be noted in this plan. If proposed site is located in a subdivision this grading & drainage plan must meet the Town of Trinity Subdivision Regulations. All plans must be stamped by an Alabama licensed and registered civil engineer.

Foundation Plan

Show all foundations and footings. Indicate size, locations, thickness, materials and strengths and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report for the proposed structure at the site.

Life Safety Plan

Show on each floor the maximum travel distance, exit paths, exit capacity, and fire rated walls. This plan shall include Egress Calculations with: total egress area, occupant loads, egress exit capacities, maximum number of exits on a per floor bases.

Floor Plan

Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, area and occupancy separations and draft stops shall be shown.

Framing Plans and Roof Framing Plans

Show all structural members, their size, and methods of attachment, location and materials for floors and roofs. Show roof plan.

Exterior Elevations

Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials and show lateral bracing system, where applicable.

Building Sections and Wall Sections

Show materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimensions of all heights.

Electrical System

Show all electrical fixtures (interior, exterior and site) wiring sizes and circuiting, grounding, Panel schedules, single line diagrams, load calculations and fixture schedules. Show point of connection to utility.

Plumbing System

Show all fixtures, piping, slopes, materials, and sizes. Show point of connections to utilities, septic tanks, pre-treatment sewer systems and water wells.

Mechanical System

Show the entire mechanical system. Include all units, their sizes, mounting details, all duct work and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations per State of Alabama.

Structural Calculations

Where required, provide structural calculations for the entire structural system of the project. Show design loads: wind, live, dead.

Specifications

Either on the drawings or in booklet form, further define construction components, covering materials and methods of construction, wall finishes and all pertinent equipment. Schedules may be incorporated in project manual in lieu of drawings.

Addenda and Changes

It is the responsibility of the individual identified on the cover sheet as the principal design professional to notify the building official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.

Revisions

For clarity, all revisions should be identified with a delta symbol (^) and clouded on the drawings or resubmitted as a new plan set.

TOWN OF TRINITY

35 PRESTON DR.
TRINITY. AL 35673
256-353-2474 FAX 256-353-3694

BUILDING CODE SUMMARY
FOR ALL COMMERCIAL PROJECTS

(This information to be copied and placed on drawings)

1. GENERAL INFORMATION

Name of Project _____
Address _____
Proposed Use _____
Owner or Authorized Agent _____
Phone _____ Fax _____ E-mail _____
Contractor _____
Address _____
Phone _____ Fax _____ E-mail _____

2. LEAD DESIGN PROFESSIONAL

Designer	*Name*	*License #*	*Phone*
Architectural			
Civil			
Electrical			
Fire Alarm			
Plumbing			
Mechanical			
Sprinkler- Standpipe			
Structural			

Letter of Supervision Provided Yes_____ No_____

3.1 GENERAL CODE DATA (Building and Fire Codes adopted/enforced by the Town of Trinity)

_____2003 International Building Code
_____2003 International Energy Conservation Code
_____2003 International Existing Building Code
_____2003 International Fire Code
_____2003 International Mechanical Code
_____2003 International Plumbing Code
_____2003 International Fuel Gas Code
_____2002 National Electric Code

3.2 Construction Description

_____New Construction _____Renovation (Existing Bldg.) ____ Tenant Build-out
_____Alteration _____Addition

Scope of Work :_____
_____
_____
_____

3.2.1 Existing Buildings

The building will remain in operation during construction ____Yes _____No

If yes add provisions for rigid safety barriers and dust barriers to protect the public during construction in accordance with the applicable provisions of IBC Chapter 33. Yellow safety tape not acceptable.

3.2.2 Renovations

Is the work in this building or space a change of occupancy? _____Yes _____ No

3.2.3 Compliance Alternatives-Section 3409

Provide building evaluations when existing building does not meet current codes and renovations will not meet all requirements of current building code. Provide evaluation of existing building and a second evaluation reflecting those design features chosen by the Architect/Engineer to give the building a positive score for fire safety, means of egress, and general safety. Call Building Inspection if you are not sure whether evaluation is required or not. Include Summary sheet (Table 3410.7) on drawings including applicable calculations.

4. BUILDING DATA

Construction Type ____ IA ____IB ____IIA ____IIB ____IIIA
(CH- 6) ____IIIB ____IV ____VA ____VB

Mixed Construction ____No ____Yes Types_____

Sprinklers ____No ____Yes ____Partial
System Type ____13 ____13R ____13D

Standpipe (905) ____No ____Yes ____Wet ____Dry Class ___Combined

Building Height ____Feet ____No. of Stories ____ Unlimited per_____
Mezzanine: ____No ____Yes

High Rise ____No ____Yes

Atrium ____No ____Yes
Basement ____No ____Yes

5. Occupancy Classification

____Assembly 303	____A-1 ____A-2 ____A-3 ____ A-4 ____ A-5
____Business 304	
____Education 305	
____Factory Industrial 306	____F-1 ____F-2
____High-Hazard 307	____H-1 ____H-2 ____ H-3 ____H-4 ____ H-5
____ Institutional 308	____I-1 ____ I-2 ____I-3 ____I-4
I-3 Use Condition	____1 ____ 2 ____ 3 ____ 4 _____ 5
____Mercantile 309	
____Residential 310	____R-1 ____ R-2 ____ R-3 ____ R-4
____Storage 311	____S-1 ____ S-2 ____ High-piled
____Utility & Misc. 312	
____Parking Garage 406.2	____Open 406.3 ____ Enclosed 406.4 ____ Repair 406.6

5.1 Special Occupancy

___S-2 Enclosed Parking Garage w/ S-2 open parking above
___Unlimited height for B, M, and R
___Parking Beneath R ____R-2 Type Ill A ____R-2 Type II A Open parking beneath A, I, B, M and R
___S-2 enclosed parking with A, B, M or R above

5.2 Mixed Occupancy-302.3 ____No ____Yes Separation_____Hr

Exception_____

Identify whether you are using the provisions of Non-separated uses or Separated uses by placing an "x" below by your design choice.

_____Non-Separated Mixed Occupancy (302.3.1)
The required type of construction for the building shall be determined by applying the Height and area limitations for each of the applicable occupancies to the entire building. The most restrictive type of construction, so determined, shall apply to the entire building.

_____Separated Mixed Occupancy (302.3.2)

Each portion of the building shall be individually classified as to use and shall be completely separated from adjacent areas by fire barrier walls or horizontal assemblies or both having a fire-resistance rating determined in accordance with Table 302.3.3 for the uses being separated. For each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.

_____Incidental Use Areas (302.1.1)

$$\frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} \leq 1$$

6. ALLOWABLE AREA AND HEIGHT-TABLE 503

6.1 Allowable Area

Allowable area_____ Sq. Ft
Actual area_____ Sq. Ft

Attach area increase calculations per Section 506, if applicable. For unlimited areas, provide applicable paragraph number in Section 507.

6.2 Allowable Height

Allowable height _____Ft
Allowable no. of stories_____
Actual building height_____ Ft
Actual no. of Stories_____

7. OCCUPANT LOAD

Occupant Load /floor _____persons

Note: Include occupant load calculations for the following types of projects; institutional, assembly, educational, multistory projects, large complex projects, and mixed occupancies.

8. FIRE PROTECTION REQUIREMENTS

8.1 Table 601

Building Element	Req'd Rating	UL No.*
Structural frame, Including columns, girders, trusses	_____	_____
Bearing Walls		
Exterior	_____	_____
Interior	_____	_____
Non-bearing walls and partitions		
Exterior	_____	_____
Interior	_____	_____
Floor Construction (Including supporting beams and joists)	_____	_____
Roof construction (Including supporting beams and joists)	_____	_____

8.2 Other Rated Elements

Element	Required	UL* Hourly Rating	Number
Interior Walls			
Bearing	_____	_____	_____
Non-bearing	_____	_____	_____
	_____	_____	_____

Ceiling-Floors	_____	_____	_____
Beams	_____	_____	_____
Columns	_____	_____	_____
Ceiling-Floors	_____	_____	_____
Shafts-Exit	_____	_____	_____
Shafts-Other	_____	_____	_____
Corridor Separation	_____	_____	_____
Occupancy Separation	_____	_____	_____
Party/Fire Wall Separation:	_____	_____	_____
Smoke Barrier Separation:	_____	_____	_____
Tenant Separations:	_____	_____	_____

* Or other approved agencies

FOOTNOTES

1. All fire rated walls shall be identified on plans by hatching, shading, etc.; show legend.
2. Identify code section when using any special exceptions, etc.

8.3 Draftstopping

Draftstopping in floor (717.3) _____Yes _____No

Draftstopping in attic (717.4) _____Yes _____No

8.3.1 Distance to Property Line from Exterior Wall (Table 602)
(Site Plan/Reference Plan required)
Fire Separation Distance _____ Ft
Fire Resistance Rating _____ Hrs

8.4 Life Safety Systems

1006.1	Emergency Lighting:	_____No	_____Yes
1011	Exit Signs:	_____No	_____Yes
907	Fire Alarm:	_____No	_____Yes
907.2.6.2.3	Smoke Detection Systems:	_____No	_____Yes
1008.1.9	Panic Hardware:	_____No	_____Yes

9. EXIT REQUIREMENTS

9.1 Exit Access (1013 &Table 1018.1)

No. of exits required _____
No. of exits furnished _____

9.2 Means of egress width (1015 & Table 1005.1)

Units of Exit required _____ inches
Units of Exit furnished _____ inches
Stair width units required _____ inches
Stair width units provided _____ inches

9.3 Diagonal Rule

Meets 1014.2.1 & 1014.2.2 _____ **Yes** _____ **No**

9.4 Travel Distance (Table 1015.1)

Allowable Travel Distance_____ Ft
Actual Travel Distance (Maximum) _____ Ft

9.5 Spaces with one means of egress (IBC 1018.2)

For buildings with one means of egress, I have checked the occupant load and the common path of travel against the requirements IBC 1018.2
_____Yes _____No

10. FIRE SAFETY PLAN

Must be provided with all Submitted Plans (Drawing No._____)

11. ACCESSIBILITY (Chapter 11)

Design conforms to ANSI Standard 117.1. ____Yes ____ No
If no, explain condition that will not allow building to be accessible.

12. DESIGN LOADS

Classification of Building Category/Use Group _____ (I, II, III, IV)

Live Load
Roof _____ PSF
Attic _____PSF
Mezzanine _____PSF
Floor _____ PSF

Wind Load:
Basic speed _____ MPH (3-second gust, ASCE-7-98 Edition)
Exposure_____ Importance Factor _____
Internal Pressure Coefficient _____
Components & Cladding _____

Building will be designed as _____Enclosed building _____Open building
_____Partially enclosed building

Allowable soil bearing_____ pounds / sq. ft.

Soil Report ____Yes ____ No

Earthquake Design
Seismic Design Load Controls _____Yes _____ No
If seismic design controls, furnish data required in 1616.3.

13. SPECIAL DETAILED REQUIREMENTS BASED ON USE AND OCCUPANCY

I have reviewed the special detail requirements in Chapter 4 incorporated the provisions into my design.

REQUIREMENT		APPLICABLE (YES or NO)
402	Covered Mall building	_____
403	High rise buildings	_____
404	Atriums	_____
405	Under Ground buildings	_____
406	Motor-vehicle Related Occupancies	_____
407	Group 1-2	_____
408	Group 1-3	_____
409	Motion Picture Projection Rooms	_____
410	Stages & Platforms	_____
411	Special Amusement Buildings	_____
412	Aircraft Related Occupancies	_____
413	Combustible Storage	_____
414	Hazardous Materials	_____
415	Groups H-I, H-2, H-3, H-4, & H-5	_____
416	Application of flammable finishes	_____
417	Drying Rooms	_____
418	Organic Coatings	_____

14. SPECIAL INSPECTIONS

I have reviewed the requirements of IBC Section 1704 on Special Inspections and will perform the applicable required inspections as part of my responsibilities acknowledged under my letter of supervision. _____ Yes _____No

15. SAFETY GLAZING FOR HAZARDOUS LOCATION

I have identified on drawings where tempered glass is required in hazardous locations. (2406.2) Yes _____ No _____

17. PREFABRICATED METAL BUILDINGS

Requirements for metal building erection drawings included on drawings _____

18. PRE-ENGINEERED TRUSSES

Live Loads shown _____
Wind Loads shown _____
Certification from manufacturer (Sealed) _____

19. FIRE DEPARTMENT REQUIREMENTS

Required water supply _____ gpm @ psi (per Architect/Engineer)

What method is used to determine gpm: _____

All new construction and change of occupancy renovations require a plot plan to scale showing location of fire hydrants, FDC connections, roads, driveways, and buildings.

Approved numbers or addresses shall be provided for all buildings in such a position as to be plainly visible and legible from the street or road fronting the property — Minimum 4" high letters.

Application is hereby made for a building review to accomplish the work as herein described in accordance with duplicate plans and/or specifications submitted herewith. It is agreed that all corrections in plans and/or specifications necessary for compliance shall be observed and all requirements of the building code, and all other pertinent laws and ordinances of the Town of Trinity regulating construction shall be complied with in pursuit of this work wither or not specified herein.

I herby certify to the best of my knowledge the information contained herein is true and correct. Any willful falsification of information in this application may be grounds for refusal to issue a building permit.

Signature of Applicant: _____ Date: _____

CONTRACTOR/OWNER