CITY OF FOLEY
INFORMATION REQUIRED TO APPLY FOR A PERMIT
{COMMERCIAL}

____ 1) Three (3) full sets of plans including a plot plan, PDF of plans, ComCheck.

____ 2) Completed building permit application and 50K sheet.

____ 3) Proof of current City of Foley business license, and proof of current State of Alabama General Contractors License, if applicable.

____ 4) Health department certificate of release for septic tank, or documentation of sewer service.

____ 5) Three (3) full sets of fire alarm and/or sprinkler plans, if applicable, stamped by a professional engineer.

ENVIRONMENTAL DEPARTMENT

____ 6) Erosion & Sediment Control

ENGINEERING DEPARTMENT

____ 7) Land Disturbance Permit

PLEASE NOTE: ADDITIONAL DOCUMENTATION MAY BE REQUIRED PRIOR TO THE ISSUANCE OF A PERMIT.

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I HEREBY CERTIFY THAT I HAVE SUBMITTED ALL OF THE ABOVE LISTED ITEMS.

CONTACT PERSON
(PLEASE PRINT): __________________________________________

PHONE: ____________ FAX: ____________ E-MAIL ____________________

SIGNATURE: __________________________________________________
CITY OF FOLEY
APPLICATION FOR BUILDING PERMIT
{COMMERCIAL}

New: ___________ Addition: ___________ Remodel: ___________ Other: ___________

Physical Address: ____________________________________________________________

Subdivision: ___________________________ Lot #: ____________________________

Contractor: ___________________________ Phone: ___________________________

Address: __________________________________________ Email: ________________

State of Alabama#: ____________________ City of Foley#: ______________________

Owner: ______________________________________ Phone: _____________________

Address: __________________________________________ Email: ________________

Tax Parcel #: __________________________ Pin #: _____________________________

Zoning: ___________________________ Flood Zone: _______ Sewer System: _________

Report Code: ______________________ Type of Construction: __________ Sq. Footage: __________

Current Occupancy Type: ______________ Proposed Occupancy Type: ______________
(Assembly, Business, Educational, Factory Industrial, Hazardous, Institutional, Mercantile, Residential, Storage)

Project Valuation: $____________________ Permit Fee: $____________________

Plan Review Fee: $_________ Receipt #: __________ Date: ___________

Zoning Fee: $ 50.00 _______ Receipt #: __________ Date: ___________

CICTP Fee: $__________________ Receipt #: __________ Date: __________

E & S Control: $ 25.00 □ (less than 21,780 sq ft)

E & S Control $ 125.00 □ (more than 21,780 sq ft)

Receipt #: __________ Date: ___________

Comments: ________________________

SUB-CONTRACTORS: PLEASE LIST NAME, ADDRESS, AND PHONE NUMBER.

ELECTRICAL:

PLUMBING:

MECHANICAL:

PERMIT RELEASE/DATE ZONING/DATE FLOOD DETERMINATION/DATE

Approved _____________________________ Date __________________________

Contractor Signature ___________________________ Date __________________________ Valuation ___________________________
Erosion and Sediment Control Permit Application

Applicant Name: ________________________________ Owner or Contractor

Telephone: __________________________ Email Address: __________________________

Address: __________________________________________

Building Permit Number: __________________________

Location of Construction: __________________________

Estimated Site Construction Area Square Footage: __________

An Erosion and Sediment Control Permit for residential dwellings and other small land disturbance activity which disturbs five hundred (500) square feet or greater but less than ½ acre (21,780 square feet) shall be required. The Erosion and Sediment Control Permit shall include submittal of the permit application, a site plan, and a fee of twenty-five dollars ($25.00). For single family and duplex residential land disturbance, the site plan shall include a minimum of two trees to be planted according to requirements. The site plan shall also include Best Management Practices that are adequate and effective in controlling pollutants, to include sediment, on site. At a minimum, all sites are required to install a construction entrance and detail permanent stabilization. When construction is complete and the site is permanently stabilized, the site is required to remove all temporary BMPs.

I further understand that failure to comply with such requirements within three (3) working days following notice by the City of Foley could result in a “Stop Work Order” or a citation for violation of the City of Foley Environmental Permit Ordinance.

Signature of Applicant: ________________________________ Date: __________________

Receipt Number: __________ Received By: __________ Amount: __________

Approved By: ________________________________ Date: __________________
Erosion & Sediment Control Permit Checklist

1. ____ Permit Application
2. ____ Site Plan Submitted
3. ____ Fee ($25) Paid

   Site Plan includes at a minimum:

4. ____ BMPs detailed for all phases
5. ____ Stabilized Construction Exit
6. ____ Permanent stabilization measures
7. ____ Sanitary waste and solid waste disposal
8. ____ Construction waste & temporary BMPs removed when construction is complete
9. ____ Regular inspections & Maintenance of site during construction

   Landscape Plan includes at a minimum:

10. ____ Density of 2 trees per lot
Environmental Permit Application

Activity: Multi Family: ☐ Commercial: ☐ Industrial: ☐ Subdivision: ☐ Linear/Utility: ☐

Corporate Limits: ☐ Planning Jurisdiction: ☐

Development Name: ________________________________________________________

Location of development: ___________________________________________________

Owner Name (If company, include Responsible Official Name): ____________________

_________________________________________ Phone: _______________________

Address: _________________________________________________________________

Email Address: ___________________________________________________________

Contractor Name: _________________________ Phone: _______________________

Address: _________________________________________________________________

Engineer Name: _________________________ Phone: _______________________

Email: _________________________________________________________________

Anticipated Start Date: ___________ Anticipated Completion Date: ___________

Total Acreage: ______________ Number of Lots: ______________

Estimated Disturbed Acreage or Square Footage: _____________________________

Receiving Water Name: ____________________________ Number of Outfalls: ______

The applicant/owner/engineer is solely responsible for designing, constructing the improvements and planting the trees in accordance with all applicable codes, regulations, and ordinances, and the issuance of this permit in no way relieves the applicant/owner/engineer of this responsibility. The permit application must be accompanied by a construction best management practices plan, a tree survey, and a landscape plan that meets and/or exceeds the environmental permit ordinance requirements. The environmental permit shall also include a review fee of $125.00.

Applicants Signature: ___________________________________________ Date: __________

Fee Amount: __________ Receipt #: __________ Received By: _______ Date: _______

Issued By: ___________________________ Date Issued: ___________________________
Environmental Permit Checklist

1. ___ Permit Application
2. ___ CBMPP Submitted
3. ___ Tree Survey Submitted
4. ___ Landscape Plan Submitted
5. ___ Fee ($125) Paid
6. ___ ADEM NPDES Copy of Permit Approval, if applicable

**CBMPP includes at a minimum:**

7. ___ CBMPP Designed by QCP
8. ___ BMPs detailed for all phases
9. ___ Construction Pollutants Addressed (pesticides, concrete, fertilizer, paints, fuels)
10. ___ Stabilized Construction Exit
11. ___ Dust minimization
12. ___ Temporary stabilization is inactivity for more than 13 days
13. ___ Protection of stormwater management areas & rights-of-way
14. ___ Permanent stabilization measures
15. ___ Construction waste & temporary BMPs removed when construction is complete
16. ___ Regular inspections of site during construction
17. ___ Maintenance of BMPs based on inspections

**Tree Survey includes at a minimum:**

18. ___ Heritage trees identified with location, type and size
19. ___ Areas of tree preservation & removal with trees over 24" in DBH identified
20. ___ Tree Protection, if applicable

**Landscape Plan includes at a minimum:**

21. ___ Density of 10 trees per acre of developed area
22. ___ Disturbed areas (not structures or infrastructure) have vegetation for stabilization
23. ___ Planting standards (MINIMUM: 3" caliper with 8’ trunk or 1” caliper with 5’ trunk)
24. ___ Maintenance for plantings