



New Single and Two Family Dwelling Building Permit Checklist

- A plot plan sealed by a registered design professional or land surveyor.
- An address assignment from Baldwin County E911.
- A completed application to develop in a Special Flood Hazard Area if the proposed dwelling is in a Flood Zone
- An Elevation Certificate marked "Construction Drawings" for any proposed dwelling located within a Special Flood Hazard Area.
- V-Zone Certificate for any proposed dwelling located within a VE Flood Zone, or a Coastal AE certificate for any proposed dwelling located within a Coastal AE Flood Zone "LIMWA".
- A full set of PDF plans with structural sheets stamped by an Alabama Licensed Engineer.
- Architectural plans stamped by an Alabama Licensed Architect for Two Family Dwellings.
- An approved landscape plan for Two Family Dwellings.
- A completed Res-Check or an approved energy tradeoff calculation meeting the adopted State Energy Code.
- A Manual J to verify mechanical equipment sizing.
- A copy of the water and sewer impact fee receipt.
- An issued Erosion and Sediment Control permit (ESC) through the Environmental Department.

Please note:

- The City of Foley has adopted a 2 foot Freeboard for all development within a Special Flood Hazard Area
- An Under Construction Elevation Certificate is required for any structure located within a Special Flood Hazard Area, this shall be submitted prior to any vertical construction.
- A Final Elevation Certificate is required prior to final inspection for any structure located in a Special Flood Hazard Area.
- An as-built survey is required for all new construction including additions, this shall be submitted prior to any vertical construction.