COMMERCIAL CONSTRUCTION PACKET

2/25/2026

CONTACT INFORMATION

City of Vincent 25 Florey Street Vincent, AL 35178

Phone: (205) 672-2261

Email: HThweatt@cityofvincental.com

Website: www.cityofvincental.com

Office Hours: 8:00 AM – 4:00 PM

Call 811 Before You Dig

SECTION 1 — ITEMS NEEDED UPON APPLICATION FOR BUILDING PERMIT (Commercial)

1) PLANS

One paper and one digital set required.

a. Projects under 2,500 sq. ft. and not an initial build-out, assembly, or educational occupancy

- Structural designs
- Mechanical designs
- Plumbing designs
- Gas designs
- Electrical designs
- Scope of Work

b. Projects 2,500 sq. ft. or more, initial build-out, assembly, or educational occupancy

- Structural designs
- Architectural designs
- Plumbing designs
- Gas designs
- Mechanical designs
- Electrical designs
- Code Summary / Life Safety Plan
- Scope of Work

c. Energy Code Compliance

- COMcheck Compliance Certificate (2015 IECC)

d. Stamping Requirements

- Architectural plans stamped by an Alabama-licensed architect
- Electrical plans stamped by an Alabama-licensed electrical engineer
- Fire protection drawings: **Required on a case-by-case basis** depending on occupancy, hazard level, and system complexity

2) FIRE DISTRICT AFFIDAVIT

Required from the **Vincent Volunteer Fire Department**

Station Phone: (205) 672-8070

3) DIRECTIONS TO JOBSITE

4) PHYSICAL ADDRESS FOR PROPERTY

Contact **Shelby County 911 Business Office** at (205) 439-6911 for address assignment.

5) PLOT PLAN / CERTIFIED SITE PLAN

Must show:

- Location of structure
- Setbacks and easements
- Erosion control layout (BMPs)
- If in FEMA floodplain:
- Flood Development Permit
- Elevation Certificate

6) ZONING APPROVAL

For projects **inside the City of Vincent**:

- Zoning approval issued by the **City of Vincent**.

For **rezoning requests**:

- Submitted through **Shelby County Development Services**
- Presented to Vincent Planning & Zoning Board
- Final approval by Vincent City Council

7) SEWER / SEPTIC AUTHORIZATION

- Septic: Shelby County Health Department (205-685-4178)

- Sewer: Authorization from applicable sewer provider

8) SUBCONTRACTOR INFORMATION

All subcontractors must hold:

- A **City of Vincent Business License**
- Appropriate State of Alabama trade licenses

9) FEES

Commercial fees follow the **City of Vincent Commercial Fee Schedule**, including:

- Application Fee
- Trade Inspection Fees
- Square Footage-Based Building Permit Fee
- Re-inspection Fees

(Full fee schedule provided in Section 7)

SECTION 2 — PLAN REQUIREMENTS

(Commercial) Required Plan Components

- Structural designs
- Architectural designs (stamped when required)
- Mechanical designs
- Plumbing designs
- Gas designs
- Electrical designs (stamped by electrical engineer)
- Code Summary
- Life Safety Plan
- Scope of Work
- Short-circuit study
- Load calculations
- Panel schedules

- Single-line diagrams
- Grounding and bonding details
- Proposed use of facility
- NEC Chapter 5, 6, 7 special requirements
- Communication systems
- COMcheck compliance certificate

Fire Protection Systems

- Fire sprinkler and fire alarm drawings required **case-by-case**
- Determined by occupancy, hazard classification, and system complexity

SECTION 3 — CODES CURRENTLY ENFORCED

The City of Vincent enforces the same codes as Shelby County:

- National Electrical Code — **2026 Edition**
- International Plumbing Code — **2024 Edition**
- International Mechanical Code — **2024 Edition**
- International Fuel Gas Code — **2024 Edition**
- International Fire Code — **2024 Edition**
- International Building Code (with Appendices C, E, H, I) — **2024 Edition**
- International Energy Conservation Code — **2015 Edition**
- International Residential Code (Appendix G) — **2015 Edition**
- ICC A117.1 Accessible & Usable Buildings — **2017 Edition**

SECTION 4 — LICENSE REQUIREMENTS

Commercial Contractor

- City of Vincent Business License
- Alabama General Contractor License (if contract > $50,000)

Electrical Contractor

- City of Vincent Business License
- Alabama Electrical Contractor License
- Alabama GC License if contract > $50,000

Plumbing Contractor

- City of Vincent Business License

- Alabama Master Plumber Certification
- Alabama GC License if contract > $50,000

Mechanical Contractor

- City of Vincent Business License
- Alabama HVAC Contractor License
- Alabama GC License if contract > $50,000

Gas Contractor

- City of Vincent Business License
- Alabama Master Gas Fitter Certification

Fire Protection Contractors

- City of Vincent Business License
- State Fire Marshal permit (sprinkler)
- State GC License if contract > $50,000

Low Voltage Contractor

- City of Vincent Business License
- Alabama Electrical Contractor License

Property Owner

May act as contractor for their own use; trade work must be performed by licensed subcontractors.

SECTION 5 — INSPECTION PROCEDURES & SEQUENCE

(Commercial) Inspections are performed by **Engineering Solutions, LLC**.

BREAKING GROUND

- Temporary electrical service
- Footing inspection (uncovered)
- Plumbing in slab (uncovered)
- Electrical in slab (uncovered)
- Mechanical in slab (uncovered)

- Slab inspection
- Setback verification survey (zoned areas)
- Building sewer inspection
- Erosion control (if applicable)
- Energy wrap inspection

BEFORE INSULATION & SHEETROCK

- Electrical rough
- Plumbing rough
- Mechanical rough
- Gas rough (if applicable)
- Gas vent rough (if applicable)

AFTER ROUGH-INS

- Framing
- Insulation
- Erosion control

FINAL INSPECTIONS

- Electrical
- Plumbing
- Mechanical
- Gas (if applicable)
- Building Final
- Certificate of Occupancy issued upon approval

COMMERCIAL-SPECIFIC

- Fire sprinkler test (if applicable)
- Fire alarm test (if applicable)
- Kitchen hood test (if applicable)
- Fire suppression test (if applicable)

SECTION 6 — COMMERCIAL FEE SCHEDULE (City of Vincent)

A. Building Permit Cost (Square Footage Based)

$$\text{Total Fee} = \left(\frac{\text{Building Size} \times 100}{1000}\right) \times 7.00 + \text{Inspection Fees} + 200$$

B. Application & Inspection Fees

- Application Fee — **$200**
- Electrical — **$175**
- Plumbing — **$175**
- Mechanical — **$175**
- HVAC — **$175**
- Gas — **$175**
- Fire — **$175**
- Stairs — **$175**

C. Re-Inspection Fees

- **$100 per re-inspection** to be paid before issue of Certificate of Occupancy by City

D. Additional Inspections

- **$50 each** (per Signs tab)

SECTION 7 — APPLICATION FOR IMPROVEMENTS

See Attachment A.

SECTION 8 — FIRE DISTRICT AFFIDAVIT (Vincent)

See Attachment B

SECTION 9 — FLOODPLAIN REQUIREMENTS

Projects located within a FEMA-designated Special Flood Hazard Area (SFHA) — typically Flood Zones A or AE — must comply with all applicable federal, state, and local floodplain regulations.
The City of Vincent administers all floodplain development requirements within the municipal limits.

When a Floodplain Development Permit Is Required

A Floodplain Development Permit is required for any development activity within a FEMA-mapped flood zone, including:

- New construction
- Additions or substantial improvements

- Grading, fill, or excavation
- Placement of accessory structures
- Utility installation

Manufactured structures

Any alteration of land within the floodplain

Required Submittals

The following documents must be submitted before a building permit can be issued:

1. Floodplain Development Permit Application
    a. Issued and reviewed by the City of Vincent.
2. FEMA Elevation Certificate
    a. Prepared and sealed by a licensed Alabama surveyor or engineer.
    b. Pre-construction Elevation Certificate required before permit issuance
    c. Final Elevation Certificate required before Certificate of Occupancy
3. Site Plan Showing:
    a. Flood zone boundaries
    b. Base Flood Elevation (BFE)
    c. Proposed finished floor elevation
    d. Location of all structures and utilities
    e. Any proposed fill or grading
4. Additional Documentation (if applicable)
    a. No-Rise Certification (for work in floodway)
    b. Engineered foundation design
    c. Floodproofing certificate (for non-residential structures)

Minimum Requirements

- Lowest floor elevation must meet or exceed BFE + required freeboard (if applicable).
- Utilities must be elevated or flood-protected.
- Enclosed areas below BFE must meet FEMA venting requirements.
- No development may increase flood levels on adjacent properties.

Floodplain Review Contact

City of Vincent

25 Florey Street

Vincent, AL 35178

Phone: (205) 672-2261

Email: HThweatt@cityofvincental.com

SECTION 10 — LAND DISTURBANCE REQUIREMENTS

The City of Vincent requires a **Land Disturbance Permit** per **ORDINANCE 2026-03-03-01** for any project that disturbs **more than one-half (½) acre** of land.

This requirement applies to both residential and commercial development within the municipal limits.

When a Land Disturbance Permit Is Required

A permit is required when:

- Total disturbed area exceeds **0.50 acres**
- Grading, clearing, or excavation is performed
- Fill material is placed
- A site is prepared for construction, utilities, or access roads

Submittal Requirements

The following must be submitted **before land-disturbing activities begin**:

1. Land Disturbance Permit Application

Issued by the **City of Vincent**.

2. Erosion and Sediment Control Plan

Must show:

- Silt fencing
- Construction entrances
- Inlet protection
- Sediment barriers
- Stabilization measures
- Drainage patterns
- Limits of disturbance

Plans must follow **Best Management Practices (BMPs)** consistent with ADEM and EPA guidelines.

3. Site Plan / Plot Plan

Showing:

- Property boundaries
- Proposed structures
- Setbacks
- Easements
- Grading limits

Erosion Control Requirements

- BMPs must be installed **before** earth-moving operations begin.
- BMPs must be **maintained throughout construction**.
- BMPs may be temporarily removed during the workday but must be replaced at day's end.
- Failure to maintain BMPs may result in:
- Stop-work orders
- Withheld inspections
- Fines or enforcement action

Inspections

Engineering Solutions, LLC will verify erosion control measures during:

- Initial site inspection
- Final inspection

Fees

The Land Disturbance Permit will have a fee of $300.00 and will require two inspections conducted by the City Engineer.

Land Disturbance Review Contact

City of Vincent

25 Florey Street

Vincent, AL 35178

Phone: (205) 672-2261

Email: HThweatt@cityofvincental.com

City of Vincent Application for Improvements

Application No. _____ **Date** _____

I. Improvement Location		
Address	City	Zip
Subdivision/ Lot	Parcel ID	
Tenant Name		Suite #
Directions		Gate Code, If any

II. Improvement Type

Type of Improvement
- ☐ New Structure
- ☐ Addition
- ☐ Remodel or Repair
- ☐ Moved
- ☐ Other, specify: _____

Ownership
- ☐ Private (Individual, Corporation, Nonprofit, etc.)
- ☐ Public (Federal, State or Local Government)

Flood Zone
- ☐ Not in Area of Special Flood Hazard
- ☐ Flood Zone A or AE
- ☐ Unknown

Job Cost
Total Cost of improvements

_____

Proposed Use

1. Residential
- ☐ Dwelling
  - ___ Detached
  - ___ Attached (Townhouse)
  - ___ Two Family Duplex
- ☐ Manufactured Home
- ☐ Recreational Vehicle
- ☐ Accessory Structure
- ☐ Pool
- ☐ Barn
- ☐ Roof
- ☐ HVAC Only
- ☐ Electrical Only
- ☐ Plumbing Only
- ☐ Other, specify: _____

2. Commercial
- ☐ Recreation Facility
- ☐ Church, School other Civic
- ☐ Industrial/Warehouse
- ☐ Cellular/Wireless Tower Facility
- ☐ Service Station, repair garage
- ☐ Multi-Family
- ☐ Professional Office
- ☐ Retail, Restaurant or Sale Center
- ☐ Medical
- ☐ Other, specify: _____

Existing Structures – Provide a list of all existing structures on the property and their installation, construction date, and square footage, if known. Include dwellings, storage, barns, generators, etc.

Job Description or Scope of Work – Or attach executed contract agreement.

Change of Use – If use of existing building is being changed, describe proposed use.

III. Building Characteristics

Type of Foundation
- ☐ Footing/Slab
- ☐ Crawl space
- ☐ Basement

Other _____

Fire Protection
- ☐ Sprinkler
- ☐ Alarm

Type of Heat
- ☐ Gas
- ☐ Electricity
- ☐ Coal
- ☐ Oil
- ☐ Other, specify

Type of Sewage Disposal (attach authorization)
- ☐ Public or private company, specify

_____

- ☐ Individual (septic tank)

Type of Water Supply
- ☐ Public or private company, specify

_____

- ☐ Individual (well, cistern)

Residential Buildings Only

Number of bedrooms _____

Number of bathrooms _____

Construction Type
- ☐ Combustible (wood framed)
- ☐ Non-Combustible (steel/concrete)
- ☐ Combination (both)

Dimensions (include Plot Plan with setbacks)

Number of stories _____

Finished Area		***Unfinished Area***	
Main Floor	_____ sf	Second Floor	_____ sf
Second Floor	_____ sf	Basement	_____ sf
Third Floor	_____ sf	Attic	_____ sf
Basement	_____ sf	Porch	_____ sf
Attic	_____ sf	Garage	_____ sf
Deck(s)	_____ sf	Storage	_____ sf
Patio(s)	_____ sf		
Carport (s)	_____ sf		

IV. Identification

			Mailing Address	Telephone Number
Applicant ☐ Primary Contact ☐ Builder	Name			
	Email			
Property Owner ☐ Primary Contact ☐ Builder	Name			
Building Contractor ☐ Primary Contact ☐ Builder	Name			
	Email			
Mechanical Contractor ☐ Primary Contact	Name			
	Email			
Electrical Contractor ☐ Primary Contact	Name			
	Email			
Plumbing Contractor ☐ Primary Contact	Name			
	Email			
Gas Contractor ☐ Primary Contact	Name			
	Email			
Fire Alarm Contractor ☐ Primary Contact	Name			
	Email			
Fire Sprinkler Contractor ☐ Primary Contact	Name			
	Email			
Kitchen Hood Contractor ☐ Primary Contact	Name			
	Email			
Low Voltage Contractor ☐ Primary Contact	Name			
	Email			

v. Indemnification	
Initial _____	Private Restrictions. I acknowledge that the City of Vincent does not review or enforce private subdivision covenants, deed restrictions, easements, or other private agreements. Compliance with such restrictions is the sole responsibility of the owner/applicant.
Initial _____	Sanitation. I acknowledge that septic/sewer approval is required when applicable and that issuance of a City permit does not guarantee compliance with Health Department requirements.
Initial _____	Survey. I acknowledge that a setback verification survey may be required and that proceeding without approval is at my own risk.
Initial _____	Workmanship. I acknowledge that inspections performed by the City of Vincent or its contracted inspectors are conducted solely to verify minimum code compliance at the time of inspection. These inspections do not constitute a warranty or guarantee of the quality, durability, structural integrity, or proper installation of any workmanship, materials, or construction methods used on the project. It is the sole responsibility of the owner/applicant and their contractors to ensure that all work is performed in a competent, workmanlike manner and complies with all applicable State, Federal, and local laws, regulations, building codes, subdivision covenants, easements, and private restrictions. I further acknowledge that issuance of a permit or approval of an inspection does not grant permission to occupy, obstruct, or encroach upon any public right-of-way, easement, or adjoining property, and does not relieve the owner/applicant from responsibility for any defects, violations, or future failures related to the construction.
Signature	Acting as agent for: ☐ Property Owner ☐ Building Contractor
Printed Name	

Attachment B

FIRE DISTRICT AFFIDAVIT (CITY OF VINCENT)

CITY OF VINCENT

Fire District Affidavit

Vincent Volunteer Fire Department

Station Phone: (205) 672-8070 ,City Hall: (205)672-2261

Project Information

Project Name: _____

Project Address: _____

Parcel ID: _____

Contractor: _____

Phone: _____

Fire District Verification

This affidavit certifies that the above-referenced project is located within the service area of the **Vincent Volunteer Fire Department** and that the applicant has contacted the department regarding:

- Fire access requirements
- Hydrant location and spacing
- Fire flow availability
- Fire protection system requirements (sprinkler, alarm, hood suppression)
- Any additional requirements specific to the occupancy or hazard classification

Stamped fire protection drawings may be required **on a case-by-case basis**, depending on occupancy type, hazard level, and system complexity.

Fire Department Contact Confirmation

☐ The Vincent Volunteer Fire Department has been contacted regarding this project.

☐ Fire protection requirements have been reviewed with the Fire Department.

☐ Additional documentation (if required) has been provided.

Fire Department Representative (if applicable):

Name: _____

Signature: _____

Date: _____

Applicant Certification

I certify that I have contacted the Vincent Volunteer Fire Department and obtained all required fire-related information for this project.

Applicant Name: _____

Applicant Signature: _____

Date: _____