# RESIDENTIAL 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: Monday–Friday, 8:00 AM – 4:00 PM

CALL 811 BEFORE YOU DIG!

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

☐ Building Permit Application (Application for Improvements)

☐ Application Fee – $100

☐ Sewer / Septic Documentation

- Shelby County Health Department septic approval (205-685-4178)
- Integra Water sewer impact fee receipt or connection approval

☐ Zoning Approval

- Required before permit issuance
- Shelby County Planning → Vincent Planning & Zoning → Vincent City Council (if rezoning required)

☐ Setback Verification Survey (if required) Prepared by an Alabama Registered Land Surveyor. Call (205) 672-2261 to confirm whether your project requires one.

☐ Physical Address / Directions Contact Shelby County 911 Business Office at (205) 439-6911 for new addresses.

☐ Plot Plan Must show:

- Structure location
- Setbacks • Driveway
- Erosion control layout

☐ Floodplain Requirements If located in a FEMA floodplain:

- Vincent Floodplain Development Permit
- Setback verification survey
- Elevation certificate
- Engineering Solutions approval

☐ Contractor / Subcontractor Licenses

All contractors must hold appropriate State of Alabama licenses and a City of Vincent Business License.

☐ Construction Plans See Residential Plan Requirements.

## SECTION 2 — PLAN REQUIREMENTS

### Residential Plan Requirements

☐ Foundation plan

☐ Floor plan with dimensions

☐ Roof plan ☐ Front elevation

☐ Rear elevation

☐ Side elevations

### Decks, Porches, Additions

☐ Foundation plan with pier locations

☐ Beam and joist sizes/spans

☐ Rafter/header sizes/spans (if covered)

☐ Self-supported design if positive attachment cannot be verified

### Generators

☐ Generator and transfer switch size

☐ Single-line diagram

☐ Load calculation

☐ Load management info

### Pre-Fabricated Storage Buildings

☐ Manufacturer brochure or specifications (Stamped drawings may be required)

## SECTION 3 — CODES CURRENTLY ENFORCED

The City of Vincent enforces the following codes:

- National Electrical Code (NEC) — 2026 Edition
- International Plumbing Code (IPC) — 2024 Edition
- International Mechanical Code (IMC) — 2024 Edition
- International Fuel Gas Code (IFGC) — 2024 Edition
- International Fire Code (IFC) — 2024 Edition
- International Building Code (IBC) — 2024 Edition (Appendices C, E, H, I)
- International Energy Conservation Code (IECC) — 2015 Edition
- International Residential Code (IRC) — 2015 Edition (Appendix G)

## SECTION 4 — LICENSE REQUIREMENTS

All contractors performing work within the City of Vincent must comply with applicable State of Alabama licensing laws and must hold a City of Vincent Business License before beginning work.

**Commercial Contractor**

☐ City of Vincent Business License

☐ State of Alabama General Contractors License (>$50,000)

**Electrical Contractor**

☐ City of Vincent Business License

☐ Alabama Electrical Contractors License

☐ State of Alabama General Contractors License (>$50,000)

**Fire Protection Alarm Contractor**

☐ City of Vincent Business License

☐ State of Alabama General Contractors License (>$50,000)

**Fire Protection Sprinkler Contractor**

☐ City of Vincent Business License

☐ State of Alabama Fire Marshal Permit

☐ State of Alabama General Contractors License (>$50,000)

**Gas Contractor**

☐ City of Vincent Business License

☐ State of Alabama Master Certification Card

☐ State of Alabama General Contractors License (>$50,000)

**Kitchen Hood Contractor**

☐ City of Vincent Business License

☐ State of Alabama General Contractors License (>$50,000)

**Low Voltage Contractor**

☐ City of Vincent Business License

☐ Alabama Electrical Contractors License

☐ State of Alabama General Contractors License (>$50,000)

**Mechanical Contractor**

☐ City of Vincent Business License

☐ State of Alabama Master Certification Card

☐ State of Alabama General Contractors License (>$50,000)

**Plumbing Contractor**

☐ City of Vincent Business License

☐ State of Alabama Master Certification Card

☐ State of Alabama General Contractors License (>$50,000)

**Residential Contractor**

☐ City of Vincent Business License

☐ State of Alabama Residential Home Builders License (>$10,000)

☐ State of Alabama General Contractors License (if >4 units on one lot)

**Roofing Contractor**

☐ City of Vincent Business License

☐ State of Alabama Residential Home Builders License (>$2,500)

**Swimming Pool Contractor**

☐ City of Vincent Business License

☐ State of Alabama General Contractors License (>$5,000)

**Property Owner (Acting as Contractor)**

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

**SECTION 5 — INSPECTION PROCEDURES AND SEQUENCE (RESIDENTIAL)**

All inspections are performed by Engineering Solutions

**BREAKING GROUND**

- Temporary service inspection
- Footing inspection
- Plumbing in slab inspection
- Electrical in slab inspection
- Mechanical in slab inspection
- Slab inspection
- Setback verification survey (if required)
- Building sewer inspection
- Soil / Erosion Control Inspection Per Vincent's Land Disturbance Ordinance, the following requirements apply:
    - Install before earth-moving
    - Maintain throughout construction
    - May be removed during workday but replaced by day's end
    - Inspections withheld if non-compliant Energy Inspection
    - House wrap must be installed before exterior finishes

**BEFORE INSULATION & SHEETROCK**

- Electrical rough-in

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

**AFTER ROUGH-INS PASS**

- Framing inspection
- Subcontractor affidavit
- Insulation inspection
- Erosion control verification

**FLOODPLAIN REQUIREMENTS**

If the project is located in a FEMA floodplain:

- Vincent Floodplain Development Permit
- Setback verification survey
- Elevation certificate
- Engineering Solutions approval Project will be placed on hold until all documents are approved.

**FINAL INSPECTIONS (100% COMPLETE)**

- Temporary or permanent power
- Electrical final
- Plumbing final
- Gas final (if applicable)
- Gas vent final (if applicable)
- Mechanical final (duct pressure test required)
- Building final (blower door test required)

**Certificate of Occupancy / Completion issued after all approvals.**

# 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<br>☐ Primary Contact<br>☐ Builder | Name | | | |
| | Email | | | |
| Property Owner<br>☐ Primary Contact<br>☐ Builder | Name | | | |
| | | | | |
| Building Contractor<br>☐ Primary Contact<br>☐ Builder | Name | | | |
| | Email | | | |
| Mechanical Contractor<br>☐ Primary Contact | Name | | | |
| | Email | | | |
| Electrical Contractor<br>☐ Primary Contact | Name | | | |
| | Email | | | |
| Plumbing Contractor<br>☐ Primary Contact | Name | | | |
| | Email | | | |
| Gas Contractor<br>☐ Primary Contact | Name | | | |
| | Email | | | |
| Fire Alarm Contractor<br>☐ Primary Contact | Name | | | |
| | Email | | | |
| Fire Sprinkler Contractor<br>☐ Primary Contact | Name | | | |
| | Email | | | |
| Kitchen Hood Contractor<br>☐ Primary Contact | Name | | | |
| | Email | | | |
| Low Voltage Contractor<br>☐ Primary Contact | Name | | | |
| | Email | | | |

| v. Indemnification | |
|---|---|
| Initial _____ | Private Restrictions.<br>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<br>☐ Building Contractor |
| Printed Name | |