



# DEVELOPMENT SERVICES

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## Administrative Procedures Manual

**Jefferson County**

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## Administrative Procedures Manual

### Purpose

The purpose of this Administrative Procedures Manual is to describe and implement the applications and permits review procedures prescribed in the Zoning Regulations, Subdivision Regulations, and the Building, Plumbing, Gas, and Electrical ordinances. The goal is to improve the quality of applications, associated review and resultant development, and enhance community involvement while providing transparency in the Jefferson County Development Services review process. Pre-Advisory meetings with staff are highly recommended, and for some types of project may be mandatory. Further, the scope and nature of some projects may require a mandatory community/neighborhood meeting.

This document is intended to provide citizens, developers, applicants, staff, and other interested parties a comprehensive overview of what is involved in processing permits, development applications, and public hearing items to ensure accurate, complete and timely application review.

Nothing in the document is intended to supersede the Jefferson County Zoning Regulations, Subdivision Regulations, or adopted Building, Electrical, Plumbing, and Gas codes. It is intended to summarize and implement the regulations governing development contained in the jurisdiction of the County. Except for those requirements imposed by State law, no failure to comply with any provision of this manual shall be deemed to be a jurisdictional defect.

Some types of development proposals may require more than one type of development application or permit. For example, a new commercial building requires, at a minimum, a Site Plan Permit and Commercial New Construction Permit.

This manual is organized to follow the chronological phases of a typical development review process from a Pre-Advisory to permit issuance. It summarizes items such as, but not limited to, community involvement requirements, public hearings, mail notices, application submittal, and permit issuance.

All fees associated with Development Services were consolidated into one document, which was adopted by the County Commission as Ordinance 1848 on November 5, 2020. Kindly refer to this Ordinance for all fee information. Ordinance 1848 is included at the end of this document.

## DEVELOPMENT SERVICES REVIEW PROCESS

In processing and reviewing an application, staff must:

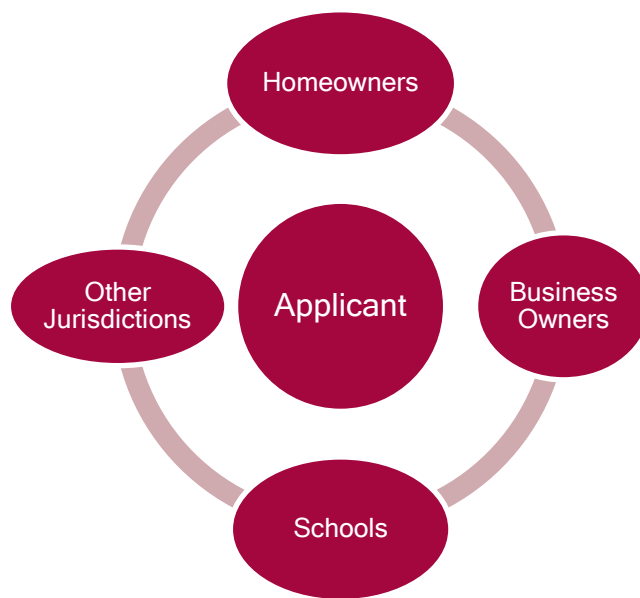
- Designate a “lead reviewer” so an applicant has one point of contact.
- Review the application carefully, fairly, and in a timely manner for levels of service.
- Apply the applicable laws, regulations, and guidelines consistently.
- Work with all parties to represent a recommendation to pertinent boards, such as Planning and Zoning Board or Board of Zoning Appeals that complies with the applicable standards of review.
- Attempt to identify issues early in the process and strive to resolve them as early as possible.
- Cooperate with other agency and department staffs, the applicant, and the public to seek a mutually satisfactory resolution when issues arise.
- Collaborate with other reviewing agencies and departmental staff, actively seeking solutions that achieve the County’s planning and community-building goals to create sustainable neighborhoods and economic sustainability.
- Implement the County’s zoning and land development regulations while promoting design excellence and keeping standards of professional responsibility.
- Participate in the Pre-Advisory Meeting either in person or virtually.
- Make reasonable efforts to participate, when necessary, in supplemental meetings on specific development proposals as requested by management or the applicant.

Applicants must:

- For new construction or public hearing applications leading to new construction, select a development team, consultants, and representatives qualified for the project.
- Follow Planning and Zoning Commission and/or Board of Zoning Appeals, County regulations, laws, and ordinances related to the proposed project.
- Submit complete and accurate applications.
- Refer questions, issues, and all revisions concerning the application to the designated lead reviewer.
- Notify the lead reviewer promptly if there is a major change to the development under review.
- Work with review staffs and the public in a cooperative manner to seek a mutually satisfactory resolution when issues arise.

## DEVELOPMENT REVIEW PROCESS

If a proposed development or the use of the property is not consistent with the adopted Zoning District, an applicant is required to have an *informal Pre-Advisory* meeting with appropriate Development Services staff. Depending upon the scope of the proposal, staff from other agencies/departments may be included in this meeting for a *formal Pre-Advisory* meeting. The applicant also may be advised to hold a neighborhood/community meeting to introduce the project to the stakeholders<sup>1</sup> of the area *prior to* any formal application submittal. Examples of potential stakeholders are below:



At the Pre-Advisory meeting County staff will review the proposed request, discuss the contents of application packet and indicate which submittal items are required. The submittal requirements vary by application type, so applicants are encouraged to hold off on completing or submitting their application until after the Pre-Advisory meeting. At the Pre-Advisory meeting, County staff members will provide the applicant Pre-Advisory Meeting Notes, which outline the requirements discussed at the meeting.

<sup>1</sup> Stakeholder can be defined as, but not limited to, interest bearers, organized or not, that may be affected by a development proposal.

### Issues to discuss during the Pre-Advisory Meeting:

The Development Services staff, Roads & Transportation staff, Health Department staff, and/or Environmental Services staff and the applicant may discuss the following issues at the Pre-Advisory meeting:

1. The general nature of the proposed development.
2. Changes to the proposed development which need to conform to the Zoning Regulations, Subdivision Regulations, or other County policies/laws/regulations.
3. The review procedures that will apply, including the public hearing process, if applicable, the approximate length of the development review, and the approval process.
4. Federal, State, and local agencies that may review, comment, or require permits for the proposed development.
5. The type of information needed throughout the procedure, including surveys, plans, drawings, reports, the application form, and other supporting documentation.

At the Pre-Advisory meeting, the Development Services staff will provide the applicant a checklist of submittal requirements discussed at the meeting. The applicant and the staff may discuss other issues, as needed.

For a formal Pre-Advisory meeting, applicants must:

1. Bring a conceptual plan of the project.
2. Aerial photographs of the property (provided by DDS).
3. Preliminary environmental data (drainage, listed species, floodplain, etc.).
4. Summary of proposed use of the subject property.

A formal Pre-Advisory meeting may be in person, or virtually, as determined by Development Services.

If staff has recommended a community/neighborhood meeting prior to application submittal, the applicant will be given a document designed to provide the applicant with guidelines for a successful community/neighborhood meeting. Depending upon the nature and potential impact of the project, staff may require a community/neighborhood meeting prior to formal application submittal or prior to any public hearing. The goal of a community/neighborhood meeting is to accomplish a worthwhile exchange between the applicant and the community wherein the applicant shares information on the project and the community provides comments on how the proposed project will impact their community. This is the time, before detailed design is undertaken, to consider changes/improvements to the project that will be responsive to community concerns and hopefully serve to better integrate the project within the community and the County.



## OVERVIEW OF ZONING AMENDMENT PROCESS

In order to amend the zoning map, a public hearing must be held before the Planning & Zoning (P&Z) Commission, which serves as an advisory board with regard to zoning matters. Their recommendation is forwarded to the County Commission who has the authority to make the final determination on zoning amendment requests, which requires a subsequent public hearing.

Only the property owner or property owner's authorized agent may file for a Zoning Amendment (Rezoning case). To apply for a Zoning Amendment, the following information is required:

- Deed to the property (to verify ownership)
- Legal description of the area to be rezoned (if different from the description on the deed)
- Notarized Agent Authorization form (if someone other than the property owner is submitting the application)
- Conceptual Development Plan (master concept plan, but not engineering level plans)

After receiving all of the required application information and fees, the application is reviewed for sufficiency. If found sufficient, notification will be provided to the applicant, additional fees may be required, and staff will begin processing the application. The application review includes, but not limited to, sewer/septic, transportation, environmental, zoning, addressing, and floodplain. Each staff report provides a staff recommendation, data/analysis, and is compiled into an agenda packet that is distributed to the P&Z Commission one (1) week prior to the public hearing.

A public hearing Notice using USPS First Class is mailed to all property owners within 500-feet of the subject property no less than 15 days in advance of the hearing before the P&Z Commission. A legal advertisement in a newspaper of general circulation for the public hearing before the P&Z Commission is also published no less than eight (8) days prior to the hearing. The legal advertisement lists each item on the agenda and both the mailing and legal ad costs are the responsibility of the applicant.

At the public hearing, the P&Z Commission will hear a brief synopsis of the case presented by staff and the applicant is then allotted a cumulative 15 minutes to present their respective case. The applicant may be asked questions by the Commission regarding the proposed Zoning Amendment or Conceptual Development Plan at the public hearing. The public is offered an opportunity to speak on each case. The applicant may be given an opportunity to address the public's concerns. Following the public hearing, the P&Z Commission will act to either carry the case over for additional consideration, or, recommend action of Approval, Approval with Conditions, or Denial to the County Commission.

The staff report is updated prior to public hearing before the County Commission to reflect the recommendation of the P&Z Commission and is provided to the County Commission no less than one week prior to the public hearing. A public hearing Notice using USPS First Class is

again mailed to all property owners within 500-feet of the subject property no less than 15 days in advance of the County Commission public hearing. A legal advertisement in a paper of general circulation for the Zoning Amendment must be published no less than 15 days in advance of the hearing before the County Commission. Both the notice and legal advertisement include the recommendation of the P&Z Commission and the cost of these advertisements are the responsibility of the applicant.

Two days prior to the public hearing itself, the Zoning Amendment is presented by staff to the County Commission at their bi-weekly committee meeting for discussion. At the public hearing before the County Commission, a brief synopsis of the case is presented by staff, and the applicant then presents their case. The County Commission may ask questions regarding the proposed Zoning Amendment or Conceptual Master Plan at the public hearing. The public is offered an opportunity to speak on the Zoning Amendment. Following the public hearing the Commission will act to carry the case over for additional consideration, send the case back to the P&Z Commission, or act on the Zoning Amendment with Approval, Denial, or Approval with Conditions.

Following the decision by the County Commission, a decision letter containing a copy of the Resolution adopted by the County Commission is mailed using USPS First Class to the applicant on file. For Zoning Amendments that are approved by the Commission, the appropriate County staff is notified of the change of the County's official Zoning Map.

#### **Condition/Contingency Approvals**

For cases that are approved with conditions (contingencies), those conditions must be satisfied by the applicant prior to the actual change in the official County Zoning Map. Upon confirmation by the applicant that the conditions have been satisfied, a Decision Letter is completed that confirms all conditions have been satisfied and the appropriate staff shall be notified to change the County's official Zoning Map.

#### **Restrictive Covenant Approvals**

For cases that are approved by the Commission with a Restrictive Covenant, the covenant(s) is articulated by staff in a formal Restrictive Covenant document and provided to the applicant. This Restrictive Covenant document shall be signed and notarized and be filed in the appropriate probate court (Birmingham or Bessemer depending upon the location of the subject property of the Zoning Amendment) prior to staff updating the County's official Zoning Map.

#### **Condition/Contingency/Restrictive Covenant Approval**

If cases have both conditions/contingencies and covenants, conditions shall be first satisfied prior to the applicant/property owner being issued the Restrictive Covenant document for filing in the appropriate probate court. Upon filing of the Restrictive Covenant document, using USPS First Class mail a Decision Letter, adopting Resolution, a copy of the Restrictive Covenants is mailed to the applicant stating the Zoning Amendment process is now complete. The final step is completed by staff, which is drafting and a Resolution of Acknowledgement for Commission approval to become part of the County minute books reflecting the condition(s)/contingency(s)

are satisfied and/or covenants have been appropriately filed and the County's official Zoning Map is officially updated.

Documents, conditions/contingencies, and restrictive covenants are also available to the applicant using the County online electronic application system, which is Accela Citizen Access at [permits.jccal.org/citizenaccess](https://permits.jccal.org/citizenaccess).

## OVERVIEW OF SUBDIVISION PROCESS

Divisions of property in unincorporated Jefferson County (not in a city) must comply with the [Jefferson County Subdivision and Construction Regulations](#).

Any division of land, whether it be for two (2) lots, or 200 lots with new roads, meets the legal definition of a "subdivision" of land and shall be approved by the Planning and Zoning (P&Z) Commission before the subdivision can be recorded with the Probate Office and County permits are issued. Also, any change to lots lines in an existing, recorded subdivision must have a resurvey approved by the P&Z Commission.

### Application

Subdivision Case Applications are submitted through the Accela Portal at [ePermitJC](#). Along with all the basic property and ownership information, a Preliminary Plat will be required at the time the application is submitted. In most cases, applications will be reviewed for completeness by staff within 3-4 business days. If the application is deemed complete, the applicant will receive an email notification and notice to pay the Subdivision Application fee. Once the fee has been paid, the Preliminary Plat will be routed to all departments for a full staff review. In most cases, the applicant will receive the staff review comments via email within 10 business days of being routed for review.

Note: Please refer to these definitions to choose your correct application type.

- Preliminary Subdivision Plat Application (PSP) shall be defined as a subdivision of land resulting in five (5) or more lots, including the remainder of the original parcel.
- Preliminary Minor Subdivision Plat (PMSP) Review shall be defined as a subdivision of land resulting in no more than four (4) lots, including the remainder of the original parcel.

### Planning and Zoning Commission

Each subdivision case will be presented to the Jefferson County P&Z Commission at a monthly public hearing. Legal notifications of the public hearing are sent to all landowners adjoining the subject parcel(s) no less than seven days prior the public hearing. The P&Z Commission will hear each subdivision case, review the proposed Preliminary Plat and staff report, and hear any public comments before acting to Approve, Deny, or Carry Over the Preliminary Plat to a future date. After the public hearing, the applicant will receive a Decision Letter from the Development Services Department that will also include pertinent information regarding the submittal of the Final Plat.



### Final Plat Review

If the Preliminary Plat is approved by the P&Z Commission, a Final Plat must be submitted and approved by the pertinent Jefferson County staff, such as but not limited to Environmental Services, Roads & Transportation, and Development Services. Submittal of the Final Plat must be done within 12 months of receiving the P&Z Commission's decision, or the Preliminary Plat approval shall expire. The application for the Final Plat submittal is called the *Subdivision Plat Map* and is also submitted through the Accela Portal at [ePermitJC](#). An electronic copy of the Final Plat is submitted through the portal and after acceptance will be routed for review by the pertinent Jefferson County staff. The purpose of this review is to a. ensure the Final Plat matches the information approved by the P&Z Commission and b. meets minimum requirements of all pertinent Zoning Regulations, engineering, and other applicable ordinances and laws the County enforces. The applicant will receive the comments from the staff reviewers by email notification. Once the electronic Final Plat has been reviewed and approved, it is then ready to be submitted as a mylar copy.

### Mylar & Recordation

The mylar copy (Final Plat mylar), with all the necessary surveyor, landowner, and notary signatures, shall be delivered to the Department of Development Services. An electronic document is not acceptable and must be a mylar copy. If sanitary disposal is by septic tank, the mylar shall require the Health Department approval and signature prior to delivering to Development Services. If sanitary disposal is by sewer, the mylar can be delivered directly to the Department of Development Services. Staff will route the Final Plat mylar for the signatures to each department director and P&Z Commission Chairperson. Once signatures are obtained, staff will record the Final Plat mylar at the Jefferson County Office of Probate as a courtesy. There is a fee set by Probate for the recording of this document. The applicant will receive an email notification that includes a scanned copy of the recorded Final Plat. This will conclude the subdivision process.

## OVERVIEW OF SITE PLAN PERMIT PROCESS

An applicant submits for a Site Plan Permit and all accompanied documentation through the Accela Portal at [ePermitJC](#). When the applicant applies for a Building Permit, the Site Plan Permit number is required within the Building Permit application. While there can be a non-Professional Engineer apply, the site plan themselves must be stamped by a licensed Professional Engineer (PE) from the state of Alabama. The PE will use the [plans acceptance checklist](#) from our website that includes the minimum items that must be identified on the site plans before the County can accept it for review. The Site Plan Permit will be sorted into two different categories, minor or major, depending upon the degree of complexity of review and length of review time anticipated:

**Minor Site Plans** - Typically, additions or modifications to an existing non-residential building, structure or site with existing access to a public road, improvement to which is unlikely (projects such as co-locations on existing cell towers, temporary uses, change of use in an existing building, and the like). Also, subdivisions with less than 10 lots that would include a new public or private road and minimum grading and drainage changes.

**Major Site Plans** - Typically, anything that is above and beyond what is listed under Minor Site Plans, which usually are more complex development proposals.

Development Services anticipates that all Site Plan Permit applications will be checked for sufficiency within 2 business days of submittal. If there are deficient items that need to be provided before the reviews can begin, this lacking information will be communicated back to the licensed PE through Accela. The anticipated review times for Minor Site Plans is 10 business days and for Major Site Plans is anticipated to be 20 business days from the time the Site Plan Permit application is deemed complete. Each staff reviewer of the Site Plan Permit application will identify within Accela whether:

- **Revisions are requested** - The staff reviewer will have to review the revised Site Plan once the plans are re-submitted using [ePermitJC](#).
- **Approved with Conditions** - The staff reviewer will not have to review the Site Plan again but places a condition on their approval if there is missing or lacking information to on the Site Plan that shall be met for permit issuance.
- **Approved** - The Site Plan is approved as submitted for that staff reviewer.

If the Site Plan Permit application and plans are entirely inadequate and further review cannot be performed, then a meeting with the PE and owner of record of the subject property is required to move forward. This mandatory meeting must happen before the PE can re-submit any plans for staff review.

Once all the reviewers have approved the Site Plan Permit, or added any mandatory conditions, Development Services can issue the Site Plan Permit, inspections can be scheduled, and an Erosion Control Permit can be issued.

## OVERVIEW OF BUILDING PERMIT PROCESS

The procedure to pull a permit from Development Services is through [ePermitJC](#). Permits available by electronic submittal include:

- Building Miscellaneous (Residential and Commercial)
- Residential Addition
- Commercial Addition
- Residential Alteration
- Commercial Alteration

- Residential New Construction
- Commercial New Construction
- Building Transport
- Demolition
- Electrical
- Gas
- Plumbing

Before an individual can apply for a permit that requires a licensed professional, Development Services will require Contractor Licensing to be completed. Please contact the Department at (205) 325-5321, option 2, to complete this process. A copy of the State License and a current Jefferson County Business License is required to complete the registration process. Once a customer has completed Contractor Licensing, they can apply for a permit.

Properties not within unincorporated Jefferson County or the cities we serve will not be accepted either in person or through [ePermitJC](#). A County Health Department septic tank approval or Environmental Services sewer permit approval is required prior to applying for a Building Division permit. You can apply for a County Sanitary Sewer Permit online at [ePermitJC](#) and speak to Environmental Services staff to pay impact fees at (205) 325-5138. For information on how to apply for an onsite sewage permit (septic tank), call the County Health Department at (205)930-1230.

Architectural Plans for Building permits are required upon submittal and can be included in the online process as an electronic plans submittal with the required application fee. New residential and new commercial construction permit applications require all trade professional information at time of application submittal. The permit application shall be reviewed for sufficiency prior to formal acceptance by Development Services. Once the application is deemed sufficient, the applicant shall receive an email of any fees due, if applicable, and review of the architectural plans will begin. Typically, architectural plans are reviewed within 10 business days depending upon complexity. Once the architectural plans have been paid for: the plans will be distributed and it will be released into the workflow steps and any scheduling of inspections will be made.

Inspections can be scheduled online at [ePermitJC](#), or by telephone (205) 325-5321, Option 1. Failed inspections, or inspections cancelled after the cutoff time, will incur a fee. Permitted work must match the approved Architectural Plans. Any construction work that does not match the approved Architectural Plan shall require a revision to the Architectural Plan and a resubmittal fee prior to any new inspections being scheduled. Once all required inspections are passed, either a Certificate of Completion or Certificate of Occupancy shall be issued. The CC and CO are available via [ePermitJC](#).

ORDINANCE #1848

DocuSigned by:  
*Millie Diliberto*  
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FEE ORDINANCE FOR THE DEPARTMENT OF DEVELOPMENT SERVICES OF  
JEFFERSON COUNTY

WHEREAS, the Department of Development Services has adopted fees in various independent ordinances; and

WHEREAS, the Department of Development Services is consolidating all existing fees into one ordinance for improved transparency and efficiency;

NOW, THEREFORE BE IT ORDAINED by the Jefferson County Commission as follows:

## **PART 1 NOTES AND ADMINISTRATIVE STANDARDS**

This section identifies fees charged for review and permitting in connection with applications for land development activities in Jefferson County, Alabama.

Applicants should use this schedule to identify what fees are required. Permits or applications not applied for and paid online using Accela ([permits.jccal.org/citizenaccess](http://permits.jccal.org/citizenaccess)) shall have a review fee calculation form, public hearing calculation form, or land permit calculation form accompany each plan submission application, as identified in the Department of Development Service Administrative Procedures Manual. The fee calculation forms are available at the Department of Development Services web page at [www.jccal.org/ds](http://www.jccal.org/ds).

The exact amount should be used when calculating payments for DDS permit and application fees when submitted as part of a hardcopy application process. Any fees calculated on an area basis must be rounded up. For example, if the subject property area is 8.49956 acres, do not use 8.4 acres or 8.5 acres, but instead use 9 acres to calculate the fees.

For hardcopy applications, payment can be made using exact change, checks, or accepted credit/debit cards. For online electronic applications, payment can be made using echeck or accepted credit/debit cards. Checks should be made payable to Jefferson County. As of date October 2020, the following types of credit/debit cards are be accepted: Master Card, Visa, American Express and Discover. For paper applications or walk-in customers, only a supervisor is permitted to take credit card payment over the telephone for payment with the Directors, or designee, approval. Effective 9/30/2020, trade permits and all Planning Divisions applications are available online. Please note that once all DDS permits and applications are available online through Accela ACA, staff shall no longer take any credit card payment over the telephone unless there is Director, or designee, approval and a supervisor manage the transaction.

**Important Terminology** - The following terms and their definitions are to be applied when using this fee schedule.

1. **Application Fee** - This is the fee payment that is required to be paid in full upon the initial submission of any non-exempt permit / application for processing and for records available online and includes a Technology fee.
2. **Supplemental Fee** - This fee may be provided for, but not limited to, additional staff reviews, failed inspections, work without a permit, or when architectural plans

require revision (i.e. when what constructed *is different* than what was permitted).

3. Fee Reconciliation - This may occur if DDS determines if a change is needed, such as, but not limited to, when a performance bond is required or when a Site Plan Permit is determined to be a "Minor Site Plan" verses a "Major Site Plan".
4. Single Family Detached (SFD) Plan Submission - Any residential subdivision plan involving detached residential dwelling units with any design or style characterizes.
5. Commercial Plan Submission - Any non-SFD, such as but not limited to, commercial, industrial, apartments, townhomes, multi-family, or government buildings.
6. Refunds - The Department of Development Services does not offer refunds once formal acceptance of the permit or application has occurred.
7. Revision Fee - Any plan revision that proposes an increase and/or change of less than 25 percent of the original plan, disturbed area, building area, or number of units/lots shall use the appropriate Site Plan or Subdivision revision fee category. If the plan's revision proposes more than 25 percent increase or change to the original plan, the appropriate final Site Plan Permit or Subdivision fee category shall be used.
8. Additional Review Fee - If a proposed Residential/Commercial Architectural Plan, Site Plan permit, or Subdivision plan needs more than two (2) reviews by staff, an additional Plan Review Fee may be applied. If the additional review was caused by another staff requirement, this fee may be waived if approved by the Director, or designee.
9. If payment is by paper check, all checks for permits or applications shall be made payable to Jefferson County Development Services.
10. Invoiced Legal Advertisement and Adjoining Property Owner Notification - A public hearing item has a legal advertisement to be placed in an acceptable newspaper of general circulation, public hearing property signage, and adjoining property owner notification requirements, as adopted by County or State law. The County will provide the public hearing property signage item with the customer will be responsible for the legal advertisement and adjoining property owner notification.

The following fees apply for applications and permits submitted to the Department of Development Services, or the cities/towns the County has agreements to serve.



**PART II  
FEE/BOND SCHEDULE**

**DEPARTMENT OF DEVELOPMENT SERVICES - FEE SCHEDULE** *No applications will be processed until all applicable fees have been paid.*

APPLICATION TYPE		ASSOCIATED FEE
Administrative Processing & Technology Fee	<i>Applies to all Permits/ Applications Available via Accela</i>	\$50.00 Administrative \$10.00 Technology

**PUBLIC HEARINGS** *Note: legal ad and adjoining property owner notification by First Class mail are items billed to the applicant*

Zoning Amendment	\$300.00 plus \$10.00 per acre
Remove Split Zoning\Eliminate Legal Non-conformity\Down Zone**	\$50.00
Land Use Plan or Comprehensive Plan Text Amendment	\$300.00 plus \$10.00 per acre
Land Use Plan Map Amendment	\$300.00 plus \$10.00 per acre
Small Scale Planned Unit Development <50 acres	\$300.00
Large Scale Planned Unit Plan >50 acres	\$500.00
Conditional Use	\$250.00
Special Exception	\$200.00
Variance	\$200.00
Other Appeal to Board of Zoning Adjustment	\$200.00
Beverage Case Public Hearing	\$300.00
Beverage Case - No Public Hearing	\$200.00, plus Application & Technology fee
Public Hearing notification mailings (Subdivision fees are identified under Subdivision and Plats)	Invoiced to Applicant
<i>**Must have on two (2) or more adjacent sides of subject property with the same proposed zoning or the application shall be classified as "spot zoning".</i>	
<i>Note: Public Hearing applications are subject to the Administrative &amp; Technology fees.</i>	

**SUBDIVISION AND PLATS**

Preliminary Subdivision Plat Application (PSP)	\$350 plus \$30.00 per lot
Public Hearing Adjacent Property Owner Notification Fee	Adjoining property owner notification by USPS <u>Certified</u> Letter <i>Per State Law</i> -- invoiced to applicant
Preliminary Minor Subdivision Plat (PMSP) Review (typically, this is family splits)	\$65.00 plus \$10.00 per lot
Final Subdivision Plat (SP) Review	First review - no charge. Failed review - \$25.00 per re-submittal
Plat Recording ( <i>not a Development Services fee</i> )	<i>As determined by Probate</i>
Additional Subdivision Plan Staff Review Fee (imposed after two (2) staff reviews)	\$100.00 for each review after second review
Revisions, Corrected Plat, or Amendments (Revision Fee)	\$25.00 per page
<i>Note: Subdivisions are subject to the Administrative &amp; Technology fees.</i>	

<b>ZONING, FEMA FLOODPLAIN OR ADDRESSING VERIFICATION LETTERS</b>	
Residential Zoning Verification Letter	\$50.00 for first hour of research, \$25.00 for each hour thereafter
Commercial and Industrial	\$75.00 for first hour of research, \$55.00 for each hour thereafter
FEMA Floodplain Certification Letter	\$15.00 each letter requested
Addressing Verification Letter	\$15.00 first hour of research
<i>Note: Verification Letters are not currently available through Accela and thus are not subject to the Administrative &amp; Technology fees.</i>	
<b>EROSION CONTROL/LAND DISTURBANCE</b>	
Erosion Control Permit Individual Single-Family Residence	\$100.00
Erosion Control Permit (other Residential, Commercial, Industrial, etc.)	\$500.00
Land Disturbance/Erosion Control Permit Bonds ( <i>not a Development Services Fee</i> )	\$3000.00 per disturbed acre. Partial acre is rounded up to the whole acre. Bond doubles if disturbance is within Floodplain.
<i>Note: Erosion Control/Land Disturbance are subject to Administrative &amp; Technology fees.</i>	
<b>SIGN PERMITS (BUILDING AND PLANNING/ZONING REVIEWS)</b>	
Sign Application Plan Review	Application and Technology Fee
Planning Division Permit	\$1.00 per each sq. ft. sign face per sign
Sign Building Permit (Building and Electrical, if applicable)	
Each on-premise sign to be erected, installed or posted	\$9 per 1,000 square foot, with minimum fee of \$50.00
Off-Premise Sign ( <i>Billboard annual renewal</i> )	\$175.00 per year per structure/sign
Temporary Sign/Portable Sign	\$30.00 each for each 30-day permit
<i>Note: Sign permits are subject to Administrative &amp; Technology fees.</i>	
<b>SITE PLAN PERMIT APPLICATION (NO PUBLIC HEARING)</b>	
Site Plan Permit Application*	\$350 Site Plan Minor Review Fee, or \$500 Site Plan Major Review Fee*
Additional Site Plan Staff Review Fee (imposed after two (2) staff reviews)	\$100.00 for each review after second review
*Upon application submittal, staff will determine if the application meets the criteria of a minor or major review project and there will be Fee Reconciliation. <i>Note: Site Plan Permits are subject to Administrative &amp; Technology fees.</i>	
<b>INSPECTION FEES FOR PERMITS/APPLICATIONS MANAGED BY DDS</b>	
Zoning Inspection Failed/Incomplete/Late Cancel	\$55.00, each occurrence
Building Division Inspection ( <i>Building/Electrical/PGM</i> ) Failed/Incomplete/Late Cancel	\$55.00, each occurrence
Building Division Inspection (Building/Electrical/PGM) After Hours	First four (4) hours \$300.00, each additional hour after four (4) hours \$75.00
Passed Inspections	No charge
Stop Work	Double Permit Cost, per occurrence
Work Commencing before Permit Issuance	First Offence - Double Permit Cost, Additional Offence - Triple Permit Cost
Building/Electrical/PGM Permit Extension	\$50.00 each occurrence
Erosion Control Inspection (Failed/Incomplete/Late Cancel)	\$55.00, each occurrence
Site Plan Inspection (Failed/Incomplete/Late Cancel)	\$55.00 each occurrence

<i>Note: Administrative &amp; Technology fees were already paid upon permit/application submittal and do not apply.</i>	
<b>BUILDING DIVISION PERMIT FEES</b>	
<b>Residential Single-Family Building Combo Permit</b> (new construction/addition/alteration)	Valuation up to and including \$5,000.00, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$9.00 per thousand or fraction thereof
<i>Residential Single-Family Building Architectural Plan Review</i>	\$100.00 residential plan set and due prior to scheduling inspections
<b>Commercial Building Combo Permit</b> (new construction/addition/alteration)	Valuation up to and including \$5,000, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$11.00 per thousand or fraction thereof
<i>Commercial Building Architectural Plan Review</i>	\$200.00 commercial plan set and due prior to scheduling inspections
<b>Miscellaneous Building Combo Permit</b>	Valuation up to and including \$5,000, the fee shall be \$50.00
	Valuation over \$5,000.00, the fee shall be \$10.00 per thousand or fraction thereof
<i>Miscellaneous Building Architectural Plan Review, if needed</i>	\$100.00 plan set and due prior to scheduling inspections
<b>Trade Permit - Stand Alone</b>	Valuation up to and including \$5,000, the fee shall be \$50.00, plus Administrative and Technology Fee
	Valuation over \$5,000.00, the fee shall be \$9.00 per thousand or fraction thereof, plus Administrative and Technology Fee
<i>Trade Permit Architectural Plan Review, if needed</i>	\$100.00 plan set and due prior to scheduling inspections
<b>Moving of Building or Structures Permit</b> (does not include manufactured/modular buildings/homes)	\$100.00, plus Administrative and Technology Fee
<i>Architectural Plan Review, if needed</i>	\$100.00 and due prior to scheduling inspections
<b>Demolition of Building/Structures Permit</b>	
Residential Building/Structure	\$9.00 per thousand or fraction thereof. Minimum Fee \$100.00
Commercial Building/Structure	\$11.00 per thousand or fraction thereof. Minimum Fee \$100.00
<i>Architectural Plan Review, if needed</i>	\$100.00
<i>Note: All Building Division permits are subject to Administrative &amp; Technology fees.</i>	
<b>Permit Transfer</b> (Change of Contractor)	\$50.00 Administrative Fee
Additional Plan Staff Review Fee (imposed after two (2) staff	\$100.00 for each review after second review

reviews)	
Architectural Plan Revision (required when permitted construction does not match approved Plans)	\$25.00 per revised plan page
<b>MISCELLANEOUS PERMITS or FEES</b>	
Expedited Public Hearing Application Review Per Application	Double Fee
Pre-Advisory Meeting	\$75.00 and applied as a credit upon an application submittal
Fireworks Stand Permit	\$300.00 per month, plus Administrative and Technology fee
Home Occupation Permit	\$200.00, plus Administrative and Technology fee
Certificate of Occupancy or Certificate of Completion - Hardcopy's (available free online)	Paper copy \$25.00 per CO or CC
Staff Research	\$50.00 hourly rate
Appeal to Flood Hazard Appeal Board - Existing Construction	\$100.00
Appeal to Flood Hazard Appeal Board - New Construction	\$300.00

<b>GIS AND/OR MAP/DATA REQUESTS</b>	
Map Request	Generation Fee minimum \$50.00 per hour (does not include printing/ materials)
Printing/materials	A (8.5" x 11") size paper \$5.00 B (11" x 17") size paper \$7.00 C (18" x 24") size paper \$21.00 D (24" x 36") size paper \$42.00 E (36" x 48") size paper \$84.00
Media Fee	CD \$10.00 (JPEG, TIFF, or PDF format)
Copies of existing paper information (no research needed)	8.5" x 11" is \$2.00 per page 8.5" x 14" is \$3.00 per page 11" x 17" is \$4.00 per page

*Exceptions to fees are outlined within Ordinance No. 29, Ordinance 53, Ordinance 65, or Ordinance 681. Building Division permits are subject to the Alabama Department of Finance Division of Construction Management Administrative Code, Chapter 355-10-1, Construction Industry Craft Training Fees.*

**DEPARTMENT OF DEVELOPMENT SERVICES - FEE SCHEDULE FOR JURISDICTIONS BRIGHTON, AND GRAYSVILLE**

<b>APPLICATION TYPE</b>	<b>ASSOCIATED FEE</b>
Administrative & Online Permitting/ Application Access Fee	\$50 Administrative and \$10 Technology
<b>Floodplain Development Permit</b> (LOMA in lieu of permit - no charge)	\$50.00
Plus, additional cumulative charges as below:	

Proposed Encroachment into SFHA	\$150.00
Proposed Structure located in SFHA (or any additions thereto)	\$150.00
<b>Review of No-Rise Certification</b> when hydraulic & hydrologic study is required	\$500.00
Application to Flood Hazard Appeal Board	\$300.00
Floodplain Certification Letter	\$15.00
Copy of FIRM map	\$15.00 per panel

This ordinance shall become effective upon adoption.