

# **BUILDING PERMIT PROCESS CHART**

## **City of Demopolis**

### **1. SUBMIT PLANS & APPLICATION**

#### **2. REVIEW FOR COMPLETENESS:**

- a). PLOT, EASEMENT APPROVAL & PARKING PLANS
  - b). FLOOR PLAN
  - c). FOUNDATION PLAN
  - d). FLOOR FRAMING PLAN
  - e). ROOF FRAMING PLAN
  - f). EXTERIOR ELEVATIONS
  - g). CONSTRUCTION DETAILS
    - h). SOIL REPORT
- i). LANDSCAPING & DRAINAGE PLANS
- j). FLOOD & ZONE CHECKS

#### **3. DISTRIBUTION for COMMERCIAL PERMITS:**

- a). FIRE DEPARTMENT
- b). WATER WORKS
- b). HORTICULTURAL DEPARTMENT
- c). DEPARTMENT of PUBLIC WORKS

#### **4. PLAN REVIEWS:**

(1 – 14 DAYS)

#### **5. DETERMINE FEES**

#### **6. CONTRACTORS' LICENSE REVIEW; PERMIT ISSUED**

#### **7. CALL FOR INSPECTIONS**

#### **8. PAY ANY OUTSTANDING FEES**

#### **9. REQUEST A CERTIFICATE OF OCCUPANCY**

#### **10. ISSUE A CERTIFICATE OF OCCUPANCY**

**NOTE:** Local Electrical, Plumbing, and HVAC Contractors making Emergency Repairs, Should Pay for Permits as Soon as Possible.