

# NEW RESIDENTIAL HOME

## Plan Submittal Checklist

City of Dothan, Alabama  
Permits and Inspections  
(334) 615-4450  
[permits@dothan.org](mailto:permits@dothan.org)



All items are required for the application to be accepted for review by the City of Dothan. Please indicate that each item has been included by placing a check in the corresponding box. Completed applications will be reviewed within 5 business days.

**Completed**      **Not Applicable**

Completed Application (page 2)

Completed Statement of Compliance with Energy Codes (page 3)

Subcontractor List (page 4)

Proof of Ownership (Warranty Deed or Title Opinion Letter, for example)

Two (2) full sets of 24 x 36 plans, including a site plan

Structural Information (slab, floors, walls, ceilings, roof systems)

Engineered component documentation (floor, roof trusses, etc.)

Completed Utility Installation Request, if desired (page 5)

Historic District approval, if applicable

Percolation Test showing Septic Tank approval from County Health Department, if applicable

Current license with State of Alabama Home Builders Licensure Board\*

Current license with City of Dothan\*

Sworn Statement claiming exemption from Home Builders Licensure Law\*

*\* A contractor licensed by the Alabama General Contractor's Board and the City of Dothan may purchase a permit for a new home if the GC license was issued prior to January 1, 1992 and the license number is below 18908. The property owner may purchase a permit to build a home on their property for their own occupancy, not to be offered for sale within one year of completion. A signed "Sworn Statement" must be completed by applicants claiming these exemptions.*

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## Permit Application

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### SITE LOCATION

Site Address: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Block: \_\_\_\_\_

### HOME BUILDER INFORMATION

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Home Builder License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ City License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_

### PROJECT DESCRIPTION

Construction Cost: \$ \_\_\_\_\_ # of Stories: \_\_\_\_\_ Foundation: \_\_\_\_\_ Slab \_\_\_\_\_ Crawl Space \_\_\_\_\_  
 Framing: \_\_\_\_\_ Stick-Built \_\_\_\_\_ Truss \_\_\_\_\_  
 Square Footage: 1<sup>st</sup> Floor: \_\_\_\_\_  
 2<sup>nd</sup> Floor: \_\_\_\_\_ Historic District? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Unheated: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

For Office Use:

***I certify that I have read this document and state that the information provided is correct. I agree to comply with all local ordinances and state laws dealing with building construction, and hereby authorize representatives of the City of Dothan to enter the above-mentioned property for inspection purposes.***

Applicant Signature: \_\_\_\_\_

Applicant Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

Zoning Approval:	DATE ISSUED			
Engineering Services Approval:	PERMIT #			
Easement? Yes No	FEE AMOUNT			
Hold Harmless? Yes No	IST			
Flood Zone? Yes No	PAYMENT TYPE			
Base Flood Elevation _____	CK	CC	CA	ES
Backwater Valve? Yes No	Building Official Approval:			
OR Minimum Floor Elevation _____				

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## Statement of Compliance with Energy Codes

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The 2015 International Energy Conservation Code (IECC), published by the International Code Council (ICC), when used in conjunction with the State of Alabama Energy and Residential Codes, constitutes the official Alabama State Energy Code for Residential Buildings. This Code establishes minimum regulations for energy efficient design, erection, construction, and/or alteration of one-and-two family dwellings and townhouses no more than three stories above grade in height with a separate means of egress and their accessory structures. Compliance with this Energy Code by designers and builders is mandatory.

This form must be completed entirely, signed, and submitted at the time of permit application.

Building Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Home Builder: \_\_\_\_\_

I/we do certify by signature below that the above permitted structure shall be built in compliance with the State of Alabama Energy Codes using one of the following methods:

Signature: \_\_\_\_\_

### **Insulation, Window, and Door Requirements by Component (Prescriptive Component Approach)**

This approach is assumed unless documentation is provided by the builder that either the trade-off or simulated performance options are being used. Insulation and window requirements prescribed in the 2015 IECC Chapter or Chapter 11 of the International Residential Code (IRC) must be strictly adhered to in addition to the *mandatory* requirements for building envelope air sealing and mechanical systems (plumbing, electrical, HVAC). Applicants must complete the Energy Code Prescriptive Approach Worksheet and submit it along with the permit application and construction plans for review.

### **REScheck with 2015 IECC as chosen option (Component UA Trade-off Approach)**

Applicant must prepare and submit a REScheck report along with a building permit application, this form, and the construction plans for review. REScheck is available as a free download at <http://www.energycodes.gov/rescheck>. REScheck allows you to demonstrate compliance with the weighted-average SHGC requirement and to perform simple trade-offs among building envelope components as well as receive credit for higher than standard heating and cooling equipment efficiencies. If using REScheck, you must use the Alabama version. Unless you are familiar with using REScheck software, download the "REScheck Software Users Guide," while at the website. The user's guide is imperative to understanding and using the software program correctly. After download, and to establish the correct minimum compliance values for use in Houston County, select the City of Dothan as your destination location. REScheck will automatically present all climatic defaults specifically for IECC Codes compliance in Houston County.

*Two (2) signed copies of the REScheck printed report for the work to be permitted must be submitted with each building permit application. One copy will be stamped "Reviewed for Codes Compliance" and will be given back to you upon issuance of the permit. This copy must be on the construction site and available to inspectors during inspections. The remaining copy will be retained for City records.*

*Mandatory* requirements for building envelope air sealing and mechanical systems must be met even if using REScheck.

### **IECC Section R405 (Simulated Performance Approach)**

Section R405 provides an alternative way to meet the Code's goal of effective use of energy based on a comprehensive analysis showing that the predicted annual energy costs of a *proposed home design* is less than or equal to that of a *standard reference design* (the same home built to meet the prescriptive criteria in the Code). Because of the level of detail required in the analysis, this method is not often used for residential buildings. Please contact the Building Official for more information.

*Mandatory* requirements for building envelope air sealing and mechanical systems must be met even if using the Simulated Performance Approach.

# SUBCONTRACTOR LIST

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**PROJECT INFORMATION**

Site Address: \_\_\_\_\_  
 Home Builder: \_\_\_\_\_ Permit #: \_\_\_\_\_

Subcontractor	Business Name	Address	Phone #	City License #
Electrical*				
Plumbing*				
HVAC*				
Gas*				
Lawn Sprinkler*				
Site Grading				
Footing				
Concrete				
Septic/Sewer				
Block/Brick				
Stone				
Vinyl Siding				
Framing				
Trim Work				
Roofing				
Sheetrock				
Insulation				
Cabinets				
Tile/Marble				
Painting				
Glass				
Carpet/Vinyl				
Landscaping				
Garage Door				
Dumpster Canopy				
Port-o-let				
Appliance Vendor				
Blinds				
Termite Bond				
Shutters				
Alarm				
Windows/Doors				
Plaster/Stucco				

***I certify the information stated on this subcontractor list is accurate, and that all work will be performed by contractors holding the appropriate City of Dothan, Houston County, and State of Alabama business licenses.***

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Must obtain a separate permit*



City of Dothan, Alabama  
 Department of Planning and Development

Application for Utility Service  
 New Residential Utilities

Property Address: \_\_\_\_\_

Service Requested By: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

UTILITY PROVIDER		
Electric _____	Water _____	
Septic Tank _____	Sewer _____	Gas _____

SERVICES REQUESTED (Dothan Utilities Only)		
Temporary Electric Pole:	City Provided (\$55)	Contractor Provided (\$15)
Permanent Electric Service:	Yes	No
Domestic Water Meter*:	¾" (\$150/\$450)	1" (\$200/\$500)
Irrigation Water Meter*:	¾" (\$150/\$450)	1" (\$200/\$500)
Other: _____		

\*Lower fee charged if only a meter set is needed. Higher fee charged if both a tap and set are required.

*I understand that this request will initiate the installation of the aforementioned utility services. I will be responsible for the monthly bill for these services until I request the service be terminated, or the service is transferred to another name. Installation fees and/or required deposits are due upon issuance of the building permit.*

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

For Office Use Only	
Account Number: _____	Total Due: _____
Initiated by: _____	Date: _____