



CITY OF DOTHAN  
ROY DRIGGER'S MUNICIPAL BUILDING  
126 NORTH SAINT ANDREWS STREET, DOTHAN, ALABAMA 36303

## How to Obtain a City of Dothan Commercial Building Permit

**Step I.** The Contractor **must possess** a City of Dothan **Business License**. (Unless you are the builder and you own the property on which the structure will be built.)

YES Proceed to **Step II**

NO Obtain a **business license** from the Business License Office and then proceed to **Step II**.

**City Clerk Department, Business License Division**  
**Room #319 located on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building**  
**[Phone Number: (334) 615-3165 or (334) 615-3166]**

### NOTE:

- Every Contractor or Sub Contractor **MUST HAVE** a City of Dothan **BUSINESS LICENSE**.
- If the project cost is **\$50,000.00** (per job) or **OVER**, the Contractor or Sub Contractor **MUST BE** licensed by the State of Alabama General Contractor's Licensing Board **BEFORE securing a City BUSINESS LICENSE**.
- If an **OWNER** (Building for himself on his own property) is the **CONTRACTOR** a business license is not required; however, the over \$50,000.00 cost limit will apply to **ALL** of the owner's Sub-Contractors.
- A person licensed as a Sub-Contractor is limited (per job) to \$50,000.00 commercial and \$10,000.00 residential work.

**Step II.** You **must have** a valid **E-911 Address** for the **Property** to be **Permitted**.

YES Proceed to **Step III**.

NO Proceed to the E-911 Addressing Agent to obtain a valid address, then proceed to **Step III**.

**Wayne McKinnon, E-911 Addressing Agent**  
**Public Works Department, Engineering Services Division**  
**Room #309 located on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building**  
**[Phone Number: (334) 615-4437 [wmckinnon@dothan.org](mailto:wmckinnon@dothan.org)]**

**Step III.** Obtain a **Commercial Submittal Package & Apply** for a **Building Permit** in the:

**Public Works Department**  
**Permits and Inspections Division**  
**Located in Room #315 located on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building**  
**[Phone Number: (334) 615-4450 [asrana@dothan.org](mailto:asrana@dothan.org)]**

### 1. **COMMERCIAL PROJECTS SUBMITTAL/PLAN REVIEW REQUIREMENTS:**

1.1. **Building Permit Application** must be completed and provide the following:

- 1.1.1. E-911 Address - Legal Description (Lot, Block & Subdivision or Meets & Bounds)
- 1.1.2. Project's Estimated Cost (Building, Electrical, Gas, Mechanical & Plumbing)
- 1.1.3. ALL Sub-Contractors **MUST BE LICENSED** by the CITY

## 1.2. Four (4) Sets of Drawings/Building Plans & Specifications

The drawings with all details must include, but are not limited to, the following:

- 1.2.1. Site Plan (Showing Landmarks with existing and proposed contours)
- 1.2.2. Floor Plan
- 1.2.3. Elevations
- 1.2.4. Wall/Roof Sections
- 1.2.5. Electrical Floor Plan
- 1.2.6. Mechanical Floor Plan
- 1.2.7. Plumbing Floor Plan with Riser Diagrams
- 1.2.8. Structural Drawings/Plans and Details
- 1.2.9. Plan Review Sheet
- 1.2.10. Electrical and Water Load Sheets

### NOTE:

- Plans will be forwarded to the Dothan Fire Department to be approved or modified to meet NFPA Standards.
- Plans will be forwarded to Dothan Utilities where service requirements are approved or modified to meet departmental policies.
- Preliminary water or electric plans can be reviewed by calling (334) 615-3300 to arrange a meeting or phone conference.

- 1.2.11. Foundation
- 1.2.12. Connections to Water & Sewer Utilities or Septic Tank
- 1.2.13. Gas Plans (If Applicable) with the following:
  - 1.2.13.1.1. Riser Diagram
  - 1.2.13.1.2. Appliances & BTU demands
  - 1.2.13.1.3. Allowances for Combustion and Ventilation Air Make-ups
  - 1.2.13.1.4. Meter Location
- 1.2.14. Disk of Digital Drawing of the Site Plan (Showing State Plane Coordinates)
  - 1.2.14.1. AutoCAD Format - Release 14 or Greater
  - 1.2.14.2. E-mail disk (optional) to:

**Wayne McKinnon, E-911 Addressing Agent [wmckinnon@dothan.org](mailto:wmckinnon@dothan.org)**

- 1.2.15. Health Department Approval MUST be received on Food Service Institutions before a Certificate of Occupancy (C. O.) is issued.
- 1.2.16. Grease Trap and/or Sand Trap Details
- 1.2.17. Wind Load and Live Load for Metal Buildings
- 1.2.18. Storm drainage calculations
- 1.2.19. Storm drainage calculations signed and sealed by a professional engineer showing that the post developed peak flow is less than the pre developed peak flow for the 2, 10, and 25-year storm events unless a variance has been given by the Engineering Services office. Contact person:

**Randall S. Morris, P.E., Civil Engineer**

**Public Works Department, Engineering Services Division**

**Room #309 located on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building  
[Phone Number: (334) 615-4424 [rsmorris@dothan.org](mailto:rsmorris@dothan.org)]**

- 1.2.20. If any portion of the lot or parcel has special flood hazard area (100-year flood zone) on it, a Permit to Develop in the Special Flood Hazard Area must be completed prior to a building permit being issued. There may be other requirements necessary depending on the severity of encroachment in the special flood hazard area. Contact person: **Randall S. Morris, P.E., Civil Engineer** in bold above.

1.3. The drawings must be **stamped (signed & sealed)** by a **Licensed Architect & Engineer** if the building area is **2500 square feet or more OR** if the building will be serving as:

- 1.3.1. Church
- 1.3.2. Institutional Building
- 1.3.3. Education Building
- 1.3.4. Restaurant

1.4. Buildings **LESS than 2500 Square Feet** require the following:

- 1.4.1. Can be drawn by any Drafting Service
- 1.4.2. Must have all Previously Mentioned Drawings & Specifications 1.2. above
- 1.4.3. Must be drawn to Scale and Legible
- 1.4.4. Must Give ALL Information Pertaining to the Project
- 1.4.5. Must comply with the Adopted Building Codes & City Codes

1.5. Comply with Construction Plan Submittal Requirements as specified by the Planning and Zoning Office

1.6. Comply with Address Display Requirements

1.7. If Sewer is not Available, obtain letter of proof from:

**Allan Kramer, Civil Engineer**  
**Public Works Department, Engineering Services Division**  
**Room #309 located on the 3<sup>rd</sup> Floor of the Roy Drigger's Municipal Building**  
**[Phone Number: (334) 615-4421]**

NOTE:

- After obtaining a letter specifying that sewer is not available then acquire Septic Tank approval from the County Health Department of location (Houston/Henry/Dale).

1.8. If Water Well is desired prior approval must be obtained from:

- The Houston County Health Department, Water Superintendent
- The City of Dothan, City Manager

1.9. Building & Fire Code (Refer to Fire Prevention Code Requirements)

1.10. Permit Fee is based on the total cost of the project

1.11. Comply with Inspection Card Display/Posting Requirements

NOTE:

- It is the Applicant's Responsibility to check to see if Inspections\* are completed (Phone 615-4450) by the Inspection Personnel for:

- ✓ Building (Foundation, Slab, Framing, Sheetrock and Final Inspection)
- ✓ Electrical (Rough-In, Final-Temporary and Final Inspection)
- ✓ Plumbing (Under-slab, Sewer, Stack-out and Final Inspection)
- ✓ Mechanical (Rough-In and Final Inspection)
- ✓ Gas (Rough-In and Final Inspection)

\* The Final inspections above are performed in conjunction with inspections as performed by Engineering Services, Planning & Zoning, Fire Marshal, E-911, etc.)

1.12. After Final Inspections allow **48 Hours** to **Obtain Certificate of Occupancy (CO)** by contacting appropriate department as listed on the form.

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## 2. **REPAIRS OR ALTERATIONS WITHIN THE EXISTING STRUCTURE**

2.1. Must meet requirements as with all Commercial Construction

2.2. Permit fee is based on the total cost of the project

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## 3. **ADDITIONS:**

3.1. Must meet requirements as with all Commercial Construction

3.2. Permit fee is based on the total cost of the project

3.3. If the addition is 50% or more of the existing building, converse with Zoning Division [(334) 615-4410]

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**NOTE:**

- **ALL commercial work (New Construction, Additions, Alterations or Repairs) requires a Certificate of Occupancy (CO) before the Building can be occupied.**