



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

How to Obtain a City of Dothan Residential Building Permit

Step I. You 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 3rd 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 an **OWNER** (Building for himself on his own property) is the **CONTRACTOR** a business license is not required; however, the business license requirement 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 3rd Floor of the Roy Drigger's Municipal Building
[Phone Number: (334) 615-4437 wmckinnon@dothan.org]

Step III. Obtain a Homeowner Submittal Package and apply for a building permit in the:

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

1. RESIDENTIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS:

1.1 Complete Application for a Building Permit

NOTE:

- A Permit for any non building/construction (Such as roofing, curb cut, etc.) does not require plans/blueprints

- 1.1.1 A HOMEOWNER can build only ONE home every Twelve (12) Months
- 1.1.2 Complete the Residential/Homeowner Building Permit Application Form

- 1.1.3 Provide list of all Subcontractors (Name, Address & Phone Number) (**ALL MUST** Have a City License)
 - 1.1.3.1 Foundation and/or Floor Slab
 - 1.1.3.2 Framing
 - 1.1.3.3 Sheetrock (Refer to Sheetrock Information)
 - 1.1.3.4 Plumbing
 - 1.1.3.5 Electrical
 - 1.1.3.6 HVAC (Air Conditioning/ Heating)
 - 1.1.3.7 Fence
 - 1.1.3.8 Gas
 - 1.1.3.9 Lawn Sprinkler
 - 1.1.3.10 Pool
- 1.1.4 Provide Total of Heated and Non-Heated Area of the House and the Cost of Electrical, Gas, Mechanical & Plumbing Work
- 1.1.5 Provide Legal Description (Lot, Block & Subdivision or Meets & Bounds shown on Plot Plan)
- 1.1.6 Provide Surety Bond (Form in the Package from Inspection Division)
- 1.1.7 Provide One (1) Complete Set of House Plans & One (1) additional Print of Site/Plot Plan as per “HOME OWNER’S PACKAGE” provided by the Inspection Division
- 1.1.8 Comply with Address Display Requirements as specified in the City of Dothan’s Ordinance Number 94-148 (Addressing Standards and Guidelines)
- 1.1.9 Comply with Inspection Card Display/Posting Requirements for:
 - 1.1.9.1 Building (Foundation, Slab, Framing, Fireplace, Brick Work, Sheetrock & Final Inspection)
 - 1.1.9.2 Electrical (Rough-In, Final-Temporary and Final Inspection)
 - 1.1.9.3 Plumbing (Under-slab, Stack-out, Sewer and Final Inspection)
 - 1.1.9.4 Mechanical (Rough-In and Final Inspection)
 - 1.1.9.5 Gas (Rough-In and Final Inspection)
- 1.1.10 Comply with the CABO One & Two Dwellings, the Standard Building Code 1999 Edition (Section 905.2) and the Standard Fire Prevention Code 1999 Edition (Section 606) specifications for smoke detectors for each dwelling unit. Fire detection requirements specify electric smoke detectors for ALL new construction.
- 1.1.11 If the lot is not in a subdivision, the City Engineer must approve site plans
- 1.1.12 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 3rd Floor of the Roy Drigger’s Municipal Building
[Phone Number: (334) 615-4421]

- 1.1.13 After obtaining a letter specifying that sewer is not available then acquire Septic Tank approval from the County Health Department of location (Houston, Dale, or Henry)
- 1.1.14 If the House is on a Septic Tank, submit a Site Plan Stamped and Signed by the Houston County Health Department
- 1.1.15 If Water Well* is desired prior approval must be obtained from:
 - (1) Houston County Health Department, Water Superintendent
 - (2) City Manager.

* If water is not available a Well Permit is also required.
- 1.1.16 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
Public Works Department, Engineering Services Division
Room #309 located on the 3rd Floor of the Roy Drigger’s Municipal Building
[Phone Number: (334) 615-4424 rsmorris@dothan.org]

- 1.2 The Permit Fee is based on Heated and Non-Heated area of the Residence
- 1.3 Obtain Homeowner Permit Certification (Inspection **MUST** be made Before a Permit is Issued)
- 1.4 Final Inspection

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

- 2.1 Must meet requirements as with all Residential Construction
- 2.2 Does not need any drawings
- 2.3 Permit fee is based on the total cost of the project
- 2.4 Separate PERMITS are required for Building, Curb Cut, Electric, Fence, Gas, Mechanical (AC) and Plumbing

3. **ADDITIONS:**

- 3.1 Must meet requirements as with all Residential Construction
- 3.2 Does not need any drawings
- 3.3 Permit fee is based on the total cost of the project
- 3.4 Zoning of the Lot
- 3.5 Area of the Lot
- 3.6 Area of ALL EXISTING BUILDINGS on the LOT including the House
 - 3.6.1 Area of the New Addition
 - 3.6.2 Cost of the Project must include:
 - 3.6.2.1 Construction cost of the building
 - 3.6.2.2 Electrical
 - 3.6.2.3 Gas
 - 3.6.2.4 Mechanical
 - 3.6.2.5 Plumbing
- 3.7 Enclosing an existing porch WILL REQUIRE an INSPECTOR to insure existing slab has proper foundation.
- 3.8 The Inspection MUST be made BEFORE a PERMIT is Issued