

**CITY OF DOTHAN, ALABAMA**  
**CITY COMMISSION POLICY - NO. 4**

**RENOVATION OR CONSTRUCTION OF CITY OWNED FACILITIES**

**I. PURPOSE**

To insure proper coordination of proposed renovation or construction of City owned facilities.

**II. PROCEDURE**

**A. Preliminary planning cleared with City Manager.**

1. Funds must be budgeted for the project or approved by the Commission.
2. Prior coordination of project plans must be made with the General Services Director and so indicated by his signature.
3. An estimated schedule for the project must accompany a request.
4. A narrative of how the project will be accomplished, i.e., retaining architect for plan design, in-house resources, etc.

**B. Final Planning**

1. The City Manager will obtain approval from the Commission to initiate the project.
2. The Department Head will be responsible for the project.
3. Initial plans will be provided to the General Services Director for internal coordination and approval before bids are let or the project initiated.

**C. Permits and Fees**

Building and related permits will be issued on new construction and major renovations of City owned building projects. Permit fees, as a matter of policy, will be waived and should be so stipulated in specifications and contract documents.

**D. Plans and Specifications**

A minimum of four (4) sets of final plans and specifications shall be submitted to the Building Official for review prior to bidding the project and issuing the building

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permit. The project will not be let for bids until the City Engineer and General Services Director have approved the final plans.

1. One set will be retained by the Building Official.
2. One set will be held for the contractor until such time as a building permit is requested.
3. One set shall be returned to the architect.
4. One set shall be provided to Dothan Utilities.

III. RESERVATION OF AUTHORITY

The City Commission reserves the authority to amend, modify or change this policy.

IV. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved in Regular Session of the City Commission on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

RECOMMENDED BY:

\_\_\_\_\_  
CITY MANAGER

APPROVED BY:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

\_\_\_\_\_  
COMMISSIONER

ATTEST BY:

\_\_\_\_\_  
CITY CLERK

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COMMISSIONER

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COMMISSIONER

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COMMISSIONER