



Residential Building Permits

APPLICATION TO ISSUANCE

Department of Development Services

A 3D architectural rendering of a two-story house with a swimming pool, surrounded by green trees and a lawn. The house has a gabled roof, a balcony, and a small porch. The pool is rectangular and has a diving board. The scene is set on a white platform.

Preliminary steps

- Create a public user account
 - <https://permits.jccal.org/CitizenAccess>
- Register as a Licensed Contractor or verify your registration is not expired (State License, Business License)
- Verify the jurisdiction
 - [CAPture System](#) or [JC Tax Assessor Map](#)
- Verify the types of other permits you may need
 - ESC, Sewer Impact, Health Department Approval, Etc.

Preliminary steps



- Gather all needed materials:
 - Job cost valuation (contract, bid, or use JC Job Valuation Form)
 - Building Plans in Pdf format
 - Address/ Parcel info
 - Initial Foundation Survey
 - May need Energy Efficiency Report
 - Health Dept. Approval, Sewer Impact Permit, or Erosion Control Permit (May require Bond)
 - Final foundation survey is required before you can schedule a Foundation Survey Inspection



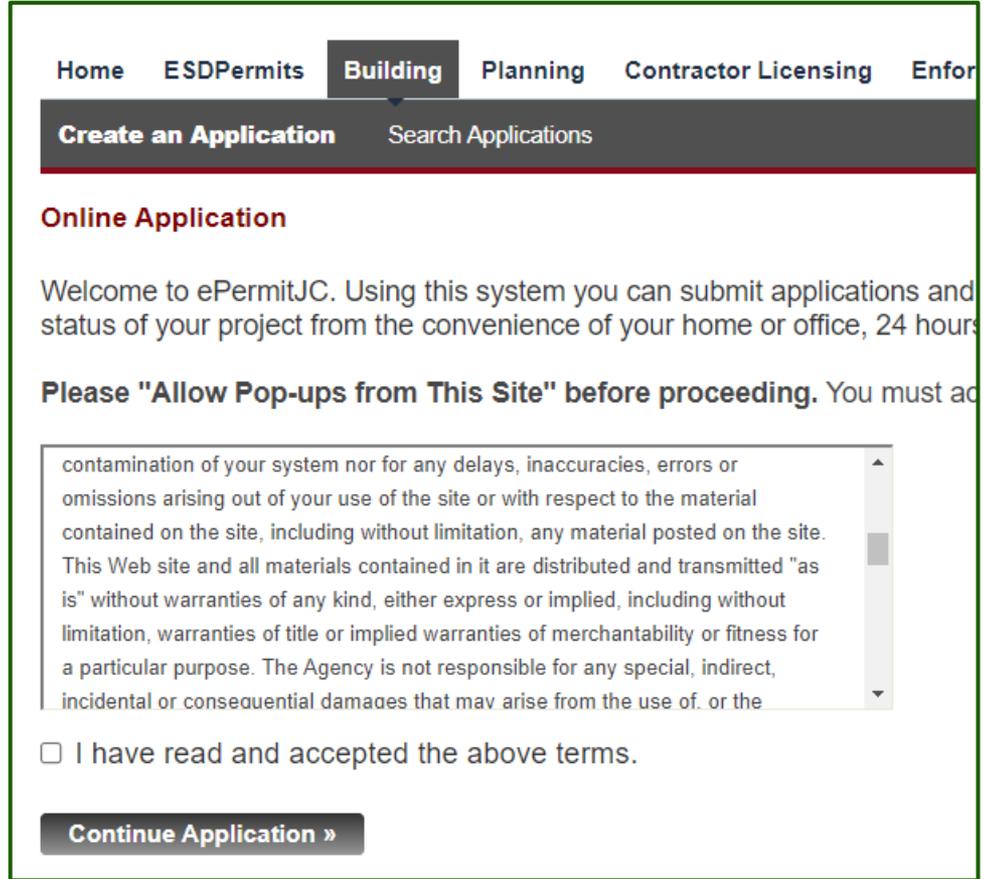
Who are the Sub Contractors?

Trade Contractors no longer need to obtain separate permits for Electrical, Plumbing, and Gas work. They are now covered & permitted under the **umbrella** of your Combination Building Permit.

- Line up your Subs - Verify they have active registration in the system
- Gather all required documents in a digital format & ready to upload
 - Architectural Plan Set (Pdf format)
 - Initial Foundation Survey (Pdf format)
 - Health Dept Application if sewage disposal is On-Site (Pdf format)

Start your Application

- Click on the Building Menu. Make sure that **Create an Application** is bold
- Accept the terms. (check the box to “I have read and accepted the above terms.”)
- Click “Continue Application”



The screenshot shows the top navigation bar of the ePermitJC website. The 'Building' menu is highlighted, and the 'Create an Application' button is bolded. Below the navigation bar, there is a search bar and a section titled 'Online Application'. The main content area contains a welcome message and a disclaimer. A checkbox for accepting terms is present, and a 'Continue Application' button is at the bottom.

Home ESDPermits **Building** Planning Contractor Licensing Enfor

Create an Application Search Applications

Online Application

Welcome to ePermitJC. Using this system you can submit applications and status of your project from the convenience of your home or office, 24 hours

Please "Allow Pop-ups from This Site" before proceeding. You must ad

contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of the site or with respect to the material contained on the site, including without limitation, any material posted on the site. This Web site and all materials contained in it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The Agency is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the

I have read and accepted the above terms.

Continue Application »

Select your License from the “Licenses” Page

Home ESDPermits **Building** Planning Contractor Licensing Enforcement

Create an Application Search Applications

Select a License

Some permit application types are restricted to only correctly licensed trades. Applications must be approved and linked with your online account.

Select the correct license from the list below for the type of application you will be creating. Contact us to have registered licenses linked to your account.

* Licenses:

--Select--

Continue Application »

Select your License from the “Licenses” Page

- Use the down arrow in the License to display a list of available registered licenses approved for this user account.

Use the down arrow in the License to display a list of available registered licenses approved for this user account.

**If you do not have any registered licenses, you will not see the Select a License page

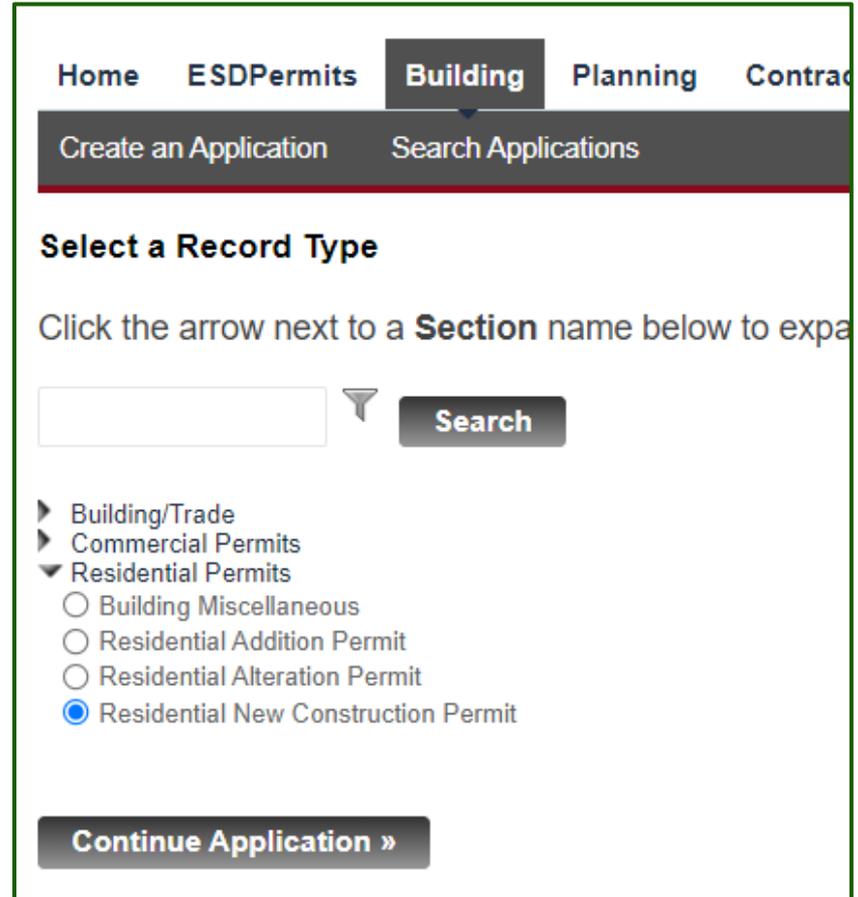
- Select the correct license (if you are registered with multiple)

or

- “None Applicable” if the record does not require a license.
“Continue Application”

Permit Application – Select the Permit Type

- Expand “residential Permits”
- Click “Residential New Construction Permit”
- Click “Continue Application”



The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'ESDPermits', 'Building', 'Planning', and 'Contract'. Below the menu is a dark grey bar with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'Select a Record Type' and includes instructions: 'Click the arrow next to a Section name below to expand'. There is a search input field with a dropdown arrow and a 'Search' button. A list of permit categories is shown with expand/collapse arrows: 'Building/Trade', 'Commercial Permits', and 'Residential Permits'. Under 'Residential Permits', four options are listed with radio buttons: 'Building Miscellaneous', 'Residential Addition Permit', 'Residential Alteration Permit', and 'Residential New Construction Permit', which is selected. At the bottom, there is a 'Continue Application »' button.

Home ESDPermits **Building** Planning Contract

Create an Application Search Applications

Select a Record Type

Click the arrow next to a **Section** name below to expand

 **Search**

- ▶ Building/Trade
- ▶ Commercial Permits
- ▼ Residential Permits
 - Building Miscellaneous
 - Residential Addition Permit
 - Residential Alteration Permit
 - Residential New Construction Permit

Continue Application »

Permit Application – Location Information

Search for the address of the site where the work will be performed.

**Searches in this page will yield more results if you enter less information

- Enter Address number & Street name only
- You may also search by the Parcel ID.
- Click “Search”

Step 1

Residential New Construction Permit

1 Location 2 Contact Information 3 Construct Details

Step 1: Location > Work Location
Use **Search** button For best results:

- Enter **fewer** values (address **number** and **street name** only)
- Enter the **complete street name**; partial names will not locate
- Select the correct address, including Apartment/Suite number
- Use the **Clear** button to reset all fields before searching again

If Search does not locate your address/tax record information, contact the

Address

* Street No.:	* Street Name:	Street Type:	
<input type="text" value="1870"/>	<input type="text" value="CHACE"/>	<input type="text" value="--Select--"/>	
City:	State:	* Zip:	Unit No.:
<input type="text"/>	<input type="text" value="AL"/>	<input type="text"/>	<input type="text"/>

Permit Application – Location Information

- Choose a search result on the page (navigate through the whole list until you find the address your address)
- Click the “Select” button to accept this choice and populate the current tax information for this address
- Full address information as well as Parcel and Owner will be completed by the system.

Address Search Result List

Addresses

Showing 1-8 of 8

	Address	City	State	Zip
<input type="radio"/>	1870 CHACE DR, 100, BIRMINGHAM AL 35244, 1870 CHACE DR	BIRMINGHAM	AL	35244
<input type="radio"/>	1870 CHACE DR, 110, BIRMINGHAM AL 35244, 1870 CHACE DR	BIRMINGHAM	AL	35244
<input type="radio"/>	1870 CHACE DR, 120, BIRMINGHAM AL 35244, 1870 CHACE DR	BIRMINGHAM	AL	35244
<input type="radio"/>	1870 CHACE DR, 130, BIRMINGHAM AL 35244, 1870 CHACE DR	BIRMINGHAM	AL	35244
<input type="radio"/>	1870 CHACE DR, 140, BIRMINGHAM AL 35244, 1870 CHACE DR	BIRMINGHAM	AL	35244
<input type="radio"/>	1870 CHACE DR, 150, BIRMINGHAM AL 35244, 1870 CHACE DR	BIRMINGHAM	AL	35244
<input type="radio"/>	1870 CHACE DR, 160, BIRMINGHAM AL 35244, 1870 CHACE DR	BIRMINGHAM	AL	35244
<input type="radio"/>	1870 CHACE DR, BIRMINGHAM AL 35244, 1870 CHACE DR	BIRMINGHAM	AL	35244

Select

Cancel

Permit Application – Location Information

- Full address information as well as Parcel and Owner will be completed by the system.

Parcel

Sixteen-digit parcel number only. Do not include hyphens, dashes, or periods.

* Parcel Number:
390024100011000

Subdivision: --Select-- Lot Number: Block: 000 Quarter: 1 Section: 69

Legal Description:

Address

* Street No.: 1870 * Street Name: CHACE Street Type: --Select-- Direction: --Select--

City: BIRMINGHAM State: AL * Zip: 35244 Unit No.: 100

Owner

* Owner: GRILLE ONE INC Phone: ?

Name 2:

Address Line 1:
1870 CHACE DR

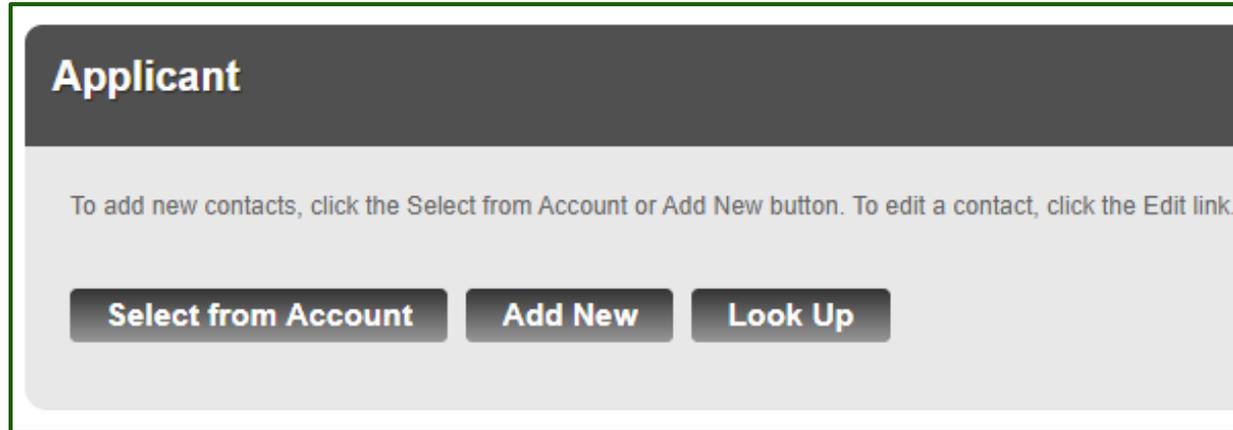
Address Line 2:

City: HOOVER State: AL Zip: 35244

- Click “Continue Application”

Permit Application – Contact Information, **Applicant**

- This information pertains to the person (**Permit Holder**) applying for approval. In this section, you will supply the legal name of the applicant as it will be shown on your permit. It is important that you carefully and accurately communicate that information.

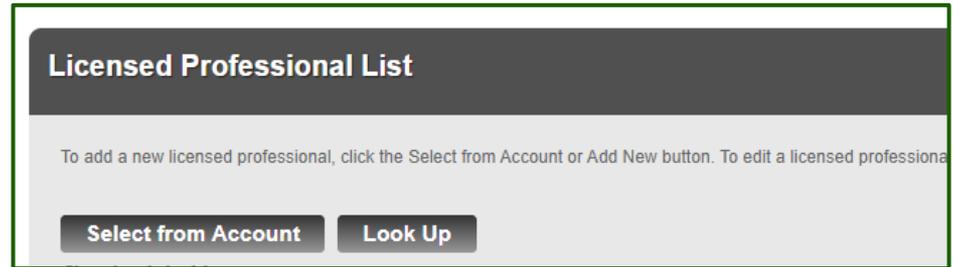


The screenshot shows a web interface for managing applicants. At the top, there is a dark grey header with the word "Applicant" in white. Below the header, a light grey area contains instructional text: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." At the bottom of this area, there are three dark grey buttons with white text: "Select from Account", "Add New", and "Look Up".

Permit Application – Contact Information, **Licensed Professional**

- Depending on the scope of your project, a licensed professional may be required to perform the work. In this section, you will supply information of all licensed professionals who will do the proposed work, including subcontractors. If a licensed professional is the applicant, he/she needs to communicate their license information in this section as well.

For all licensed professionals you'd list here, please make sure that their licenses are not expired.



The screenshot shows a web interface titled "Licensed Professional List". Below the title, there is a grey bar with the text: "To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit button." At the bottom of the interface, there are two buttons: "Select from Account" and "Look Up".

****** A Licensed Home Builder is required on this application

Permit Application – Contact Information

- When you select and add contractors, the system adds only those with valid/active licenses and displays an error message if that license has expired.
- Click “Continue Application”

**You always have the option (on every page) to “Save and resume later”.

[Save and resume later](#)

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link

✔ **Contact added successfully.**

IMAN RANDY
RANDY CONTRACTING
MOVAHEDM@JCCAL.ORG
Home phone:
Mobile Phone:2055271234
Work Phone: 2325456989
Fax:
[Edit](#) [Remove](#)

Licensed Professional List

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional

[Select from Account](#) [Look Up](#)

✔ **Licensed professional added successfully.**

Showing 1-4 of 4

License Number	License Type	Contact Name	Business Name
44444GA	Gas Master - Natural	JOE BLACK	ACCELA
PLUM1222PL	Plumbing Master	Mondonna Movahed	PLUMPRO
12314EL	Electrical Contractor	IMAN RANDY	HVAC CO
9898HB	Licensed Home Builder	ANDY RANDY	ELECTRICAL C

Permit Application – General Project Information

- Provide accurate information about your project such as Occupancy Type, Cost, SQ Footage, etc.
- Your answer to some of the questions determines if additional documents & permits may be required.
- **Prior to applying for this permit:**
 - Obtain a Sewer Impact Permit if the “method of sewage disposal” = **Public**

Step 3

General Project Information

* Total Job Value: ? 50000	* Occupancy Type: R-3 Residential (One or ▼)
* Building Height: 100 Feet	* Building Stories: 2
* Building Length: 100 Feet	* Building Width: 100 Feet
* Total Square Feet under roof including basement and attached garage: 4000 Sq Feet	* Total heated/cooled Square Feet under roof: ? 3500 Sq Feet
* Type of Construction: Type III B - Non Combustible ▼	* Number of Bedrooms: 4
* Number of Bathrooms: 3	* Number of dwelling units: 1
* Select foundation type: Basement ▼	* In the performance of this work is the excavation of any street, alley or highway Right-of-Way required? (If YES, a related ROW Permit will be required to submit this application):: <input checked="" type="radio"/> Yes <input type="radio"/> No
Does this project include a demolition?: ? <input type="radio"/> Yes <input checked="" type="radio"/> No	* Select method of sewage disposal: Public ▼
* Is this application for a structure related to a church/church activities on the Sanctuary property or a Jefferson County project? : <input type="radio"/> Yes <input checked="" type="radio"/> No	* If you have previously received rezoning, variance, or special use approval please enter the Record Number : <input type="text" value="1"/>

Permit Application – General Project Information

- Obtain from JC Health Department an approval letter if the “method of sewage disposal” = **On-Site**
- Obtain a ROW Permit if “the “performance of this work involves excavation” = **Yes**
- Be prepared to upload/attach digital copies of your documents and/or relate other permits by entering the permit numbers on this application

General Project Information

* Total Job Value: ? 50000	* Occupancy Type: R-3 Residential (One or ▼)
* Building Height: 100 Feet	* Building Stories: 2
* Building Length: 100 Feet	* Building Width: 100 Feet
* Total Square Feet under roof including basement and attached garage: 4000 Sq Feet	* Total heated/cooled Square Feet under roof: ? 3500 Sq Feet
* Type of Construction: Type III B - Non Combustible ▼	* Number of Bedrooms: 4
* Number of Bathrooms: 3	* Number of dwelling units: 1
* Select foundation type: Basement ▼	* In the performance of this work is the excavation of any street, alley or highway Right-of-Way required? (If YES, a related ROW Permit will be required to submit this application):: <input checked="" type="radio"/> Yes <input type="radio"/> No
Does this project include a demolition?: ? <input type="radio"/> Yes <input checked="" type="radio"/> No	* Select method of sewage disposal: Public ▼
* Is this application for a structure related to a church/church activities on the Sanctuary property or a Jefferson County project? : <input type="radio"/> Yes <input checked="" type="radio"/> No	* If you have previously received rezoning, variance, or special use approval please enter the Record Number : <input type="text"/>

Permit Application – General Project Information - Utilities

- Choose the type of utilities your project involves.
- The selection here relates to the list of Licensed Professional that you provided in Step 2 (Licensed Professionals) of your application.

** Find information on a field by clicking on the  icon.

Utilities - Check all that applies

UTILITIES

Electrical:	<input checked="" type="checkbox"/>
Plumbing:	<input checked="" type="checkbox"/>
Natural Gas:	<input checked="" type="checkbox"/>
LP Gas:	<input type="checkbox"/>
Low Voltage:	<input type="checkbox"/>
New Driveway:	<input type="checkbox"/>
Fire Alarm System:	<input type="checkbox"/>
Security System:	<input type="checkbox"/>

Help x

Location information must be provided, please include a plot of the property showing existing structures and driveways and the proposed new driveway with your documentation for this application

Permit Application – General Project Information - Area Per Floor

- Create an entry by clicking the “Add a Row” button (the dropdown arrow can be used to add multiple rows at one time).
- Click Submit. Continue Application

FLOOR AREA

* Floor Number: * Area (Sq.Ft): Occupancy Load:

Area Per Floor

FLOOR AREA

Showing 0-0 of 0

Floor Number	Area (Sq.Ft)	Occupancy Load
No records found.		

- Add a Row ▾
- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows
- Add 9 Rows
- Add 10 Rows

Area Per Floor

FLOOR AREA

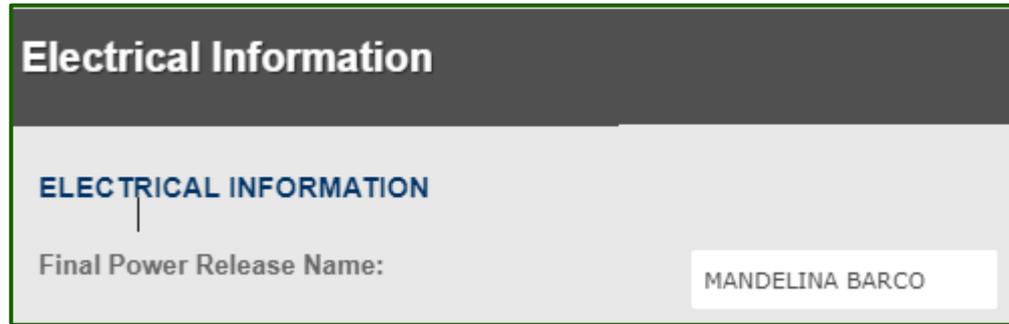
Showing 1-1 of 1

<input type="checkbox"/>	Floor Number	Area (Sq.Ft)	Occupancy Load	Actions
<input type="checkbox"/>	1	4000	100	

** Use the “Edit Selected” & “Delete Selected” to make changes.

Permit Application – Combo Permit Information - **Electrical Information**

- You may provide the “Final Power Release Name” here or leave it blank
- Click Continue Application



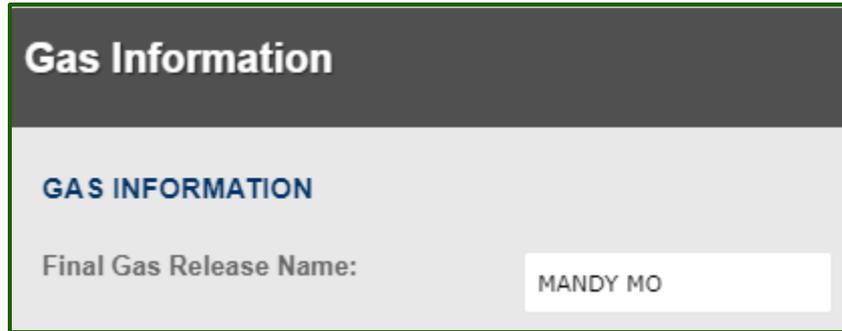
Electrical Information

ELECTRICAL INFORMATION

Final Power Release Name:

Permit Application – Combo Permit Information - Gas Information

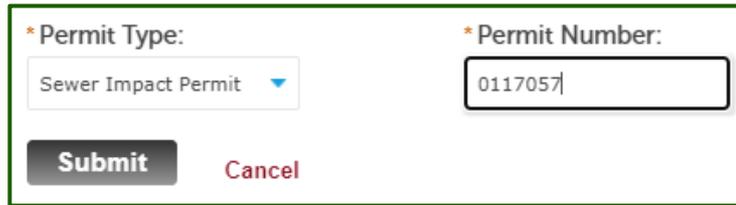
- You may provide the “Final Gas Release Name” here or leave it blank
- Click Continue Application



The screenshot shows a web form titled "Gas Information". Below the title, the text "GAS INFORMATION" is displayed. The form contains a label "Final Gas Release Name:" followed by a text input field containing the text "MANDY MO".

Permit Application – Agreement

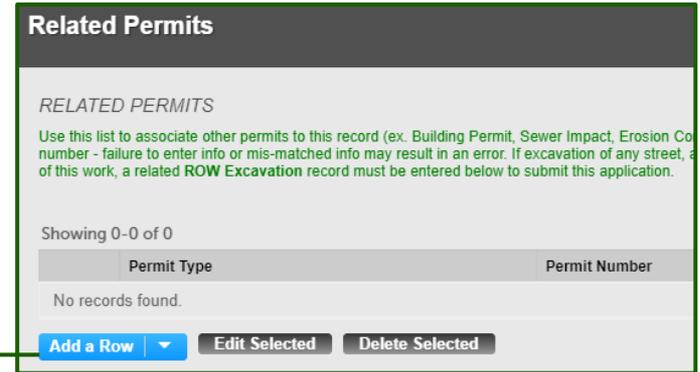
- You can associate (not required) other Permits such as **Sewer Impact**, or **Erosion Control**, permits to your application
- Add a row to select a permit type and enter the permit number (failure to enter info or mis-matched info may result in an error).



* Permit Type: Sewer Impact Permit ▼

* Permit Number: 0117057

Submit Cancel



Related Permits

RELATED PERMITS

Use this list to associate other permits to this record (ex. Building Permit, Sewer Impact, Erosion Control, etc.) - failure to enter info or mis-matched info may result in an error. If excavation of any street, sidewalk, or driveway is required as part of this work, a related ROW Excavation record must be entered below to submit this application.

Showing 0-0 of 0

Permit Type	Permit Number
No records found.	

Add a Row ▼ Edit Selected Delete Selected

- Click Continue Application

Permit Application – Supplemental

- Agree to one of the following as applicable
- Click Continue Application

** Find information about these options by clicking on the  icon.

Agreements

AGREEMENT

I am a licensed contractor performing the work: 

I am a contractor performing work less than \$10,000 (residential):

I am exempt from the Home Builders Licensure Law (Code of Alabama 1975 Section 34-14A-1) as I am the Property Owner acting as my own contractor and I will provide all supervision myself on property that is for my own occupancy or use, and is not offered for sale. I will not hire or compensate anyone to supervise the building or improvement of this residence. Proof of the sale, or offering for sale, of structure by an owner-builder within one year after completion of same is evidence that the construction was undertaken for the purpose of sale. Violation of the Alabama Home Builders Licensure Law is a Class A misdemeanor (§34-14A-14) punishable by up to 12 months in jail and fines up to \$6,000.00: 



Permit Application – Review

- You can review all information you have provided on your application.
- Click the "Edit" buttons to make changes to sections
- If you are satisfied with the information, you must agree to the certification on the page. Check the box to agree to the terms.
- Continue Application

Record Type

Residential New Construction Permit

Address

0901 RACEWAY PKWY
MOUNT OLIVE AL 35117

Parcel

Parcel Number: 1400282000002004
Block: 000
Section: 0
Quarter: 2

Owner

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 06/16/2021

Permit Application – Pay Preliminary Fees

- All applications are charged a one-time \$50.00 Administrative Fee and \$10.00 Technology Fee.
- These fees must be paid before you can proceed with your application.
- Payments are handled through a Third-Party Software.
- After successful payment you will be redirected back to your application so you can upload the required documents by clicking on the **Digital Plan Room** button

Listed below are preliminary fees for your application. Additional fees can be charged in the process of **approving** your application.

Application Fees

Fees	Qty.	Amount
Administrative Fee	1	\$50.00
Technology Fee	1	\$10.00

TOTAL FEES: \$60.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

Permit Application – Digital Plan Room – Step 1: Information

- Enter a brief description of your project in the “Description” box
- Click on [🔗 Requirements](#) link to see a list of the document you are asked to upload

> Requirements

- 🔗 Architectural Plan Set
This document is required.
- 🔗 Initial Foundation Survey
This document is required.

- Click “Continue”

Digital Plan Room
Record: RES-NEW-210020 [? Need help](#)

Record Details	Summary	Uploads	Issues
Notes	Approved		Conditions

1 Information | 2 File Processing | 3 Sheet Versioning | 4 Review

Step 1: Information [🔗 Requirements](#)

Review packages are a set of plans and documents submitted for a review cycle.

General

Plan Review Cycle #1

Description: [?](#)
RESIDENTIAL ON STORY WITH BASEMENT - HIGHLAND LAKES SUBDIVISION

[Continue](#)

Permit Application – Digital Plan Room – Step 2: Add & Process Files

- Click **Browse** to navigate to the location of files on your computer that you are going to upload
- Find and Select your first document, Select a “type” from the list
- Add a description (optional)
- Click **Upload and Validate**

**** Files must be in Pdf Format**

Step 2: Add & Process Files 🔒 Requirements

*Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.*

Note: Please do not combine plans and documents of various types into a single PDF document.



Drag and drop files here
or

Browse



Drag and drop files here
or

Browse

Test 1 Page Plan.pdf Architectural PI

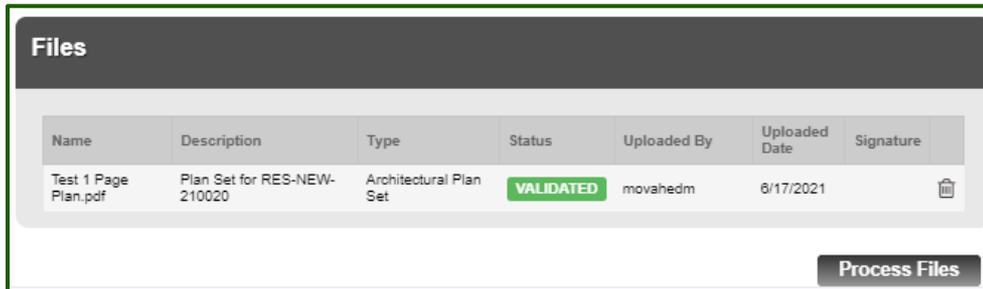
Upload and Validate

Created By	Uploaded Date	Signature
------------	---------------	-----------

Continue

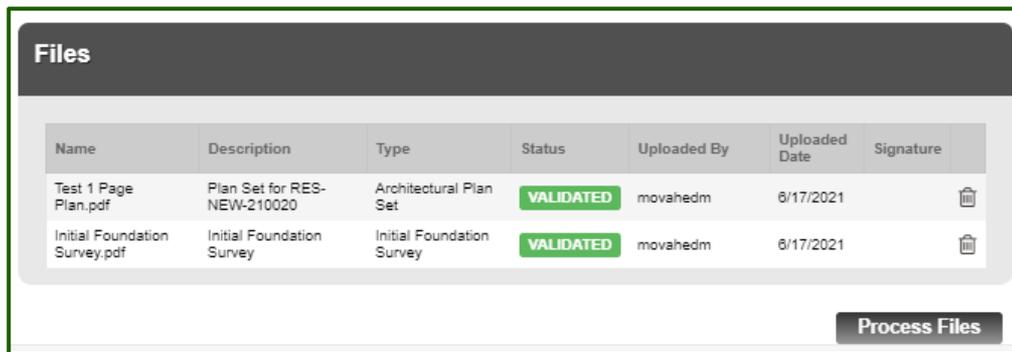
Permit Application – Digital Plan Room – Step 2: Add & Process Files

- Click **Browse** to navigate to the location of files on your computer that you are going to upload
- Find and Select your first document, Select a “type” from the list
- Give your document a name
Click **Upload and Validate** & repeat until all required documents re uploaded
- Click **Process Files**



The screenshot shows a 'Files' table with one row. The status is 'VALIDATED' in a green box. A 'Process Files' button is at the bottom right.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Test 1 Page Plan.pdf	Plan Set for RES-NEW-210020	Architectural Plan Set	VALIDATED	movahedm	6/17/2021	



The screenshot shows a 'Files' table with two rows. Both status cells are 'VALIDATED' in green boxes. A 'Process Files' button is at the bottom right.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Test 1 Page Plan.pdf	Plan Set for RES-NEW-210020	Architectural Plan Set	VALIDATED	movahedm	6/17/2021	
Initial Foundation Survey.pdf	Initial Foundation Survey	Initial Foundation Survey	VALIDATED	movahedm	6/17/2021	

****Files must be in Pdf Format**

Permit Application – Digital Plan Room – Step 2: Add & Process Files

- Wait until file processing is complete and you receive the following message: *Your files have been processed; you can proceed now to verify your sheets.*
- Click **Continue** to go to next step where you number your Plan sheets

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Test 1 Page Plan.pdf	Plan Set for RES-NEW-210020	Architectural Plan Set	PROCESSED	movahedm	6/17/2021	
Initial Foundation Survey.pdf	Initial Foundation Survey	Initial Foundation Survey	PROCESSED	movahedm	6/17/2021	

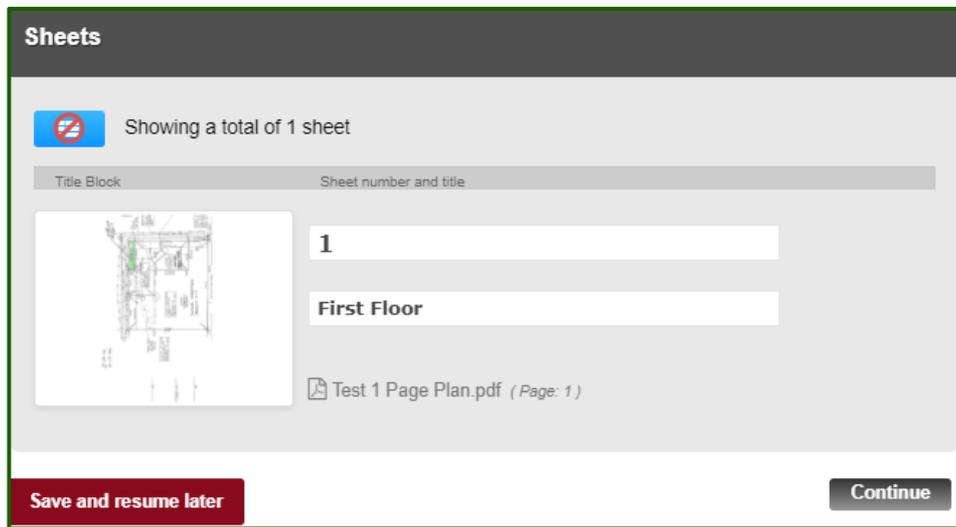
Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via *email* when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.

[Continue »](#)

Permit Application – Digital Plan Room – Step 3: Version Plan Sheets

- Sheets from your review package are extracted from your plan files
- Review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page.
- If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed or click **Continue** when you are done.



The screenshot shows a web interface titled "Sheets". At the top, it says "Showing a total of 1 sheet". Below this is a table with two columns: "Title Block" and "Sheet number and title". The table contains one row with a thumbnail of a floor plan in the "Title Block" column, the number "1" in the "Sheet number and title" column, and the text "First Floor" in the "Title Block" column. Below the table, there is a file name "Test 1 Page Plan.pdf (Page: 1)". At the bottom of the interface, there are two buttons: "Save and resume later" on the left and "Continue" on the right.

Title Block	Sheet number and title
	1

Test 1 Page Plan.pdf (Page: 1)

Save and resume later Continue

Permit Application – Digital Plan Room – Step 4: Review

- Review the information on this page and ensure you have uploaded all plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents.
- Once you click **Finish**, your review cycle will begin, and additional documents **cannot** be uploaded until after the review cycle has been completed.

The screenshot displays a web interface for reviewing a permit application. It is divided into three main sections: General, Requirements, and Files. Each section has an 'Edit' button in the top right corner.

General

Plan Review Cycle #1
RESIDENTIAL ON STORY WITH BASEMENT - HIGHLAND LAKES SUBDIVISION

Requirements

This is the requirements checklist for this package.

Status	Requirement	Message
✓	Architectural Plan Set	
✓	Initial Foundation Survey	

Files

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Test 1 Page Plan.pdf	Plan Set for RES-NEW-210020	Architectural Plan Set	PROCESSED	movahedm	6/17/2021	
Initial Foundation Survey.pdf	Initial Foundation Survey	Initial Foundation Survey	PROCESSED	movahedm	6/17/2021	

Finish

Permit Application – Digital Plan Room – Review Package Details

Congratulations!

- Your application and the review package is now submitted
- DDS staff will start the review process for completeness.
- Engage during review: check the status of your application until approved (additional payments may be needed)

Success.
Your review package has been received.

Digital Plan Room
Record: RES-NEW-210020

Record Details	Summary	Uploads	Issues
			Conditions
Notes	Approved		

Review Package Details

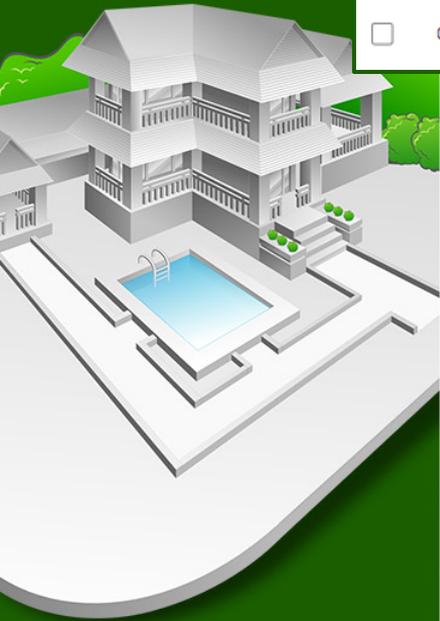
Name: Plan Review Cycle #1
Description: RESIDENTIAL ON STORY WITH BASEMENT - HIGHLAND LAKES SUBDIVISION
Status: Submitted
Date created: 6/17/2021, 9:34:32 AM
Date submitted: 6/17/2021, 10:38:43 AM

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Test 1 Page Plan.pdf	Plan Set for RES-NEW-210020	Architectural Plan Set	PROCESSED	movahedm	6/17/2021	
Initial Foundation Survey.pdf	Initial Foundation Survey	Initial Foundation Survey	PROCESSED	movahedm	6/17/2021	

What's Next?

- Upon acceptance of the application a **Plan Review Fee** is assessed, invoiced, and a **“Pay Fees Due”** link will become available on your online account (). Additionally, you can monitor all fees added on your account by checking the tab of your online account



<input type="checkbox"/>	06/10/2021	RES-NEW-210020	Residential New Construction Permit	Single Family Residence- 1 Floor, 4 bedroom with 3 bathrooms and a basement	06/17/2021	In Review	Pay Fees Due
--------------------------	------------	----------------	-------------------------------------	---	------------	-----------	------------------------------

- Pay the Plan Review fee so the Plan Review process can move forward.
- Plans are reviewed and approved by multiple departments

Record RES-NEW-210020:

Residential New Construction Permit

Record Status: In Review
Expiration Date: 06/17/2021

Record Info ▾ Plan Room ▾ **Payments ▾**

Fees

Work Location

3901 RACEWAY PKWY
MOUNT OLIVE AL 35117

Record Details

Applicant: _____ Licensed Professional: _____

Permit Application – Digital Plan Room – Revisions

Plan Revisions

- You will receive emails letting you know if DDS staff needs corrections to your plans
- Return to the ACA website to monitor your record.
- Use the *Plan Room* tab to check on feedback that reviewers have left.
- Respond to Issues or upload additional/replacement sheets

Record RES-ALT-210005:

Residential Alteration Permit

Record Status: Revisions Required
Expiration Date: 04/09/2021

Record Info ▾ Plan Room ▾ Payments ▾

Work Location

6519 IVY WALK
BESSEMER AL 35022

Record Details

Applicant:	Owner:
Kathy Burleson 716 Richard Arrington Jr Blvd N Birmingham, AL, 35203 Mobile Phone: 2050000001 burlesnk@jccal.org	MORGAN RUN DEVELOPMENT CO INC 3535 GRANDVIEW PKWY STE 550 BIRMINGHAM AL 352431996

▶ More Details

Permit Application – Digital Plan Room – Revisions

Plan Revisions

- *Summary, Issues, Conditions* and *Notes* allow you to view and respond to our reviewers
- *Uploads* allow you to submit new pages or documents.
- Click on the **Open** button of an Issue to enter the Plans Room to see markup on your plans and answer the reviewer's notes.

Digital Plan Room
Record: RES-ALT-210005

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
----------------	---------	---------	--------	------------	-------	----------

Summary

Description of Work:

Current Status: **NOT APPROVED**

Address: 6519 IVY WALK, BESSEMER AL 35022

Review Disciplines:

Discipline	Status	Issues	Conditions	Notes
ADDRESSING		1	0	0

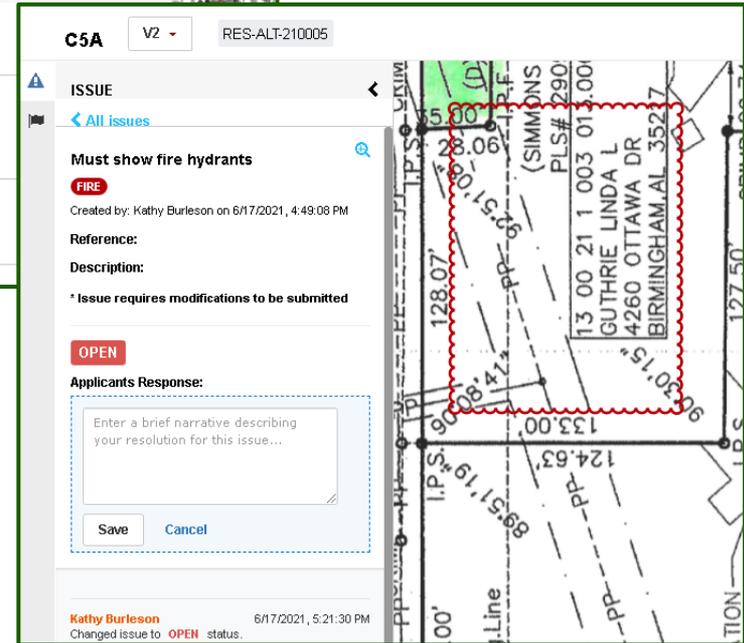
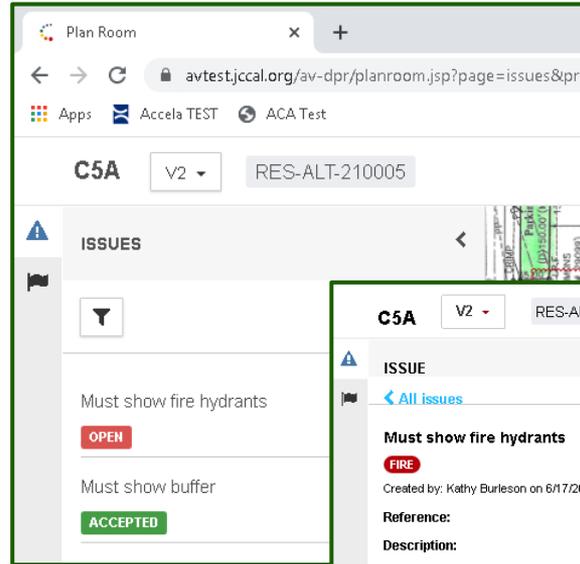
Issues Filter

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
ADDRESSING	Must show buffer	ACCEPTED	C5A	Kathy Burleson	6/17/2021, 4:48:40 PM	Kathy Burleson
BUILDING	Must show fire hydrants	OPEN	C5A	Kathy Burleson	6/17/2021, 4:48:17 PM	Kathy Burleson

Permit Application – Digital Plan Room – Revisions

Responding to Issues

- Click the Issues icon to see the full list of issues 
- Click on the **Open** button of an Issue to enter a brief text response in the *Applicant's Response* box and click *Save*.
- Notice markup on the page, made by the reviewer relating to the issue. Disciplines and markup are color coordinated



Permit Application – Digital Plan Room – Revisions

Uploading Replacement Sheets

- When all Issues have a response, you will return to the record's details to use the *Uploads* tab to submit new sheets
- Click on the **Resume** Action link of the new Plan Review Cycle to enter the same process as initial upload.

Notice:

All issues have been answered. Click the Uploads tab to submit responses and upload any corrected plans and documents.

Digital Plan Room [Need help](#)

Record: RES-ALT-210005

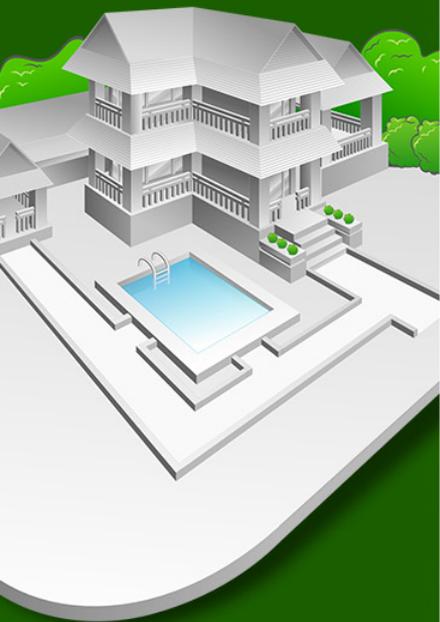
Record Details	Summary	Uploads	Issues	Conditions
			Notes	Approved

Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files to the packages.

Review Packages

Date	Name	Description	Status	Last Updated By	Comments	Action
6/17/2021	Plan Review Cycle #3		New	Kathy Burleson		Resume
6/17/2021	Plan Review Cycle #2		Accepted	Kathy Burleson		View
4/9/2021	Plan Review Cycle #1		Accepted	Kathy Burleson		View

What's Next?



- Upon approval of your plans a **Residential Permit Fee** is assessed, invoiced, and emailed to the Permit Holder.
- a **“Pay Fees Due”** link will become available on your online account (). Additionally, you can monitor all fees added on your account by checking the **“Payments”** tab of your online account
- Your permit is issued, and a copy is emailed to you when the **Residential Permit Fee** is paid. You can view and download the **Approved Plans**

Attachments

The maximum file size allowed is 250 MB.

Name	Record ID	Record Type	Entity Type	Type	
Test 1 Page Plan.pdf	RES-NEW-210020	Residential New Construction Permit	Record	Architectural P	
Initial Foundation Survey.pdf	RES-NEW-210020	Residential New Construction Permit	Record	Initial Foundatio Survey	
APPROVED-RES-NEW-210020.pdf	RES-NEW-210020	Residential New Construction Permit	Record	Approved Plans	117.86 KB

Record Status: Inspection Phase
Expiration Date: 06/17/2021

Record Info ▾ Plan Ro

Record Details

Processing Status

Related Records

Attachments

Inspections

is 250 MB.

ord ID

RES-NEW-210020

Permit Application – Scheduling Inspections

You can now schedule your inspections

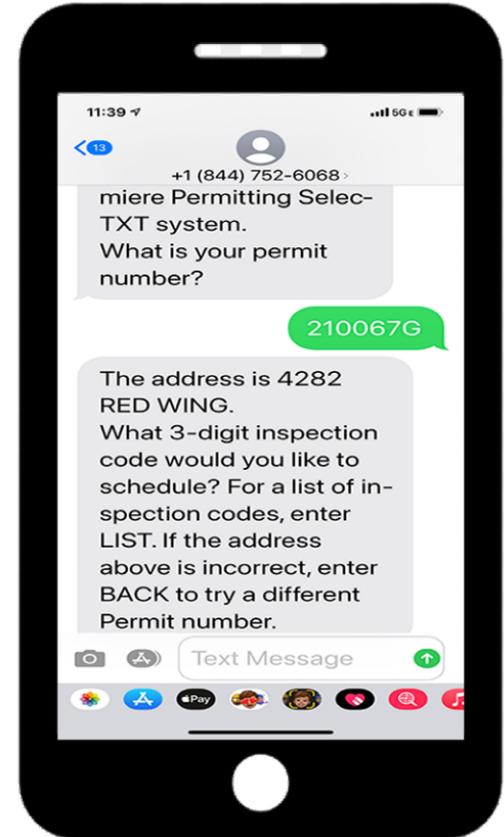
- There are several options for scheduling your inspections
 - Phone (Voice) - Refer to the “Selectron” Brochure in the hand outs
 - Text (SelectTXT) - Refer to the “Selectron” Brochure in the hand outs
 - Online (Web)

** Inspection Scheduling is not allowed until the Permit is issued



Permit Application – Scheduling Inspections: IVR & SelectTXT

- IVR & SelectTXT systems provides 24/7 access to schedule and manage inspections over the phone and by Text messaging
 - Schedule/cancel/reschedule inspections
 - Leave inspectors voice messages and comments
 - Get inspection results



Permit Application – Scheduling Inspections: Online

- Online (Web)
 - Click of the Record Number
 - Expand the “Record Info” tab
 - Click “Inspections”
 - Click “Schedule Inspection”

Building				
Showing 1-10 of 100+ Add to collection Add to cart				
<input type="checkbox"/>	Date	Record Number	Record Type	Description
<input type="checkbox"/>	06/18/2021	RES-NEW-210021	Residential New Construction Permit	
<input type="checkbox"/>	06/15/2021	21TMP-000441	Commercial New Construction Permit	
<input type="checkbox"/>	06/15/2021	21TMP-000440	Residential New Construction Permit	
<input type="checkbox"/>	06/11/2021	21TMP-000422	Electrical Permit	
<input type="checkbox"/>	06/10/2021	RES-NEW-210020	Residential New Construction Permit	Single Family Residence- 1 Floor, 4 bedroom with 3 bathrooms and a basement

Record RES-NEW-210021:
Residential New Construction Permit

Record Status: Possible Duplicate
Expiration Date: 06/18/2021

Record Info ▾ | Plan Room ▾ | Payments ▾

Record Details

Processing Status

Related Records

Attachments

Inspections

Record Details

Applicant:
Kathy Burleson
716 Richard Arrington Jr Blvd N
Birmingham, AL, 35203
Mobile Phone: 2050000001
burlesnk@jccal.org

Licensed Professional:
IMAN RANDY MOVAHEM@JCCAL.ORG
HVAC CO
COMPANY ADDRESS
CITY, AZ, 12345
Home Phone: 2055656565
Mobile Phone: 2055271234

Inspections

Upcoming

Schedule or Request an Inspection

You have not added any inspections.
Click the link above to schedule or request one.

Completed

There are no completed inspections on this record.

Permit Application – Scheduling Inspections: Online

- Select from the available inspections (navigate through the pages using )

- **Continue**
- Select a date
- **Continue**

Schedule/Request an Inspection

Morning Inspections are between 8am and 12pm, and Afternoon Inspections are between 1pm and 5pm.

FOR ELECTRICAL PERMITS: A master electrician must be present at the inspection or the inspection will be failed, a fee will be charged and you will be required to reschedule for a time when the master electrician is available.

Inspection type: Footings

Select your preferred inspection date:

Same Day

Next Business Day

Next Available Day

Inspections scheduled after 12:00 PM will be scheduled for the following day.

Continue Back Cancel

Schedule/Request an Inspection

Morning Inspections are between 8am and 12pm, and Afternoon Inspections are between 1pm and 5pm.

FOR ELECTRICAL PERMITS: A master electrician must be present at the inspection or the inspection will be failed, a fee will be charged and you will be required to reschedule for a time when the master electrician is available.

Available Inspection Types (26)

Show optional inspections

Building Final (optional)

Driveway (optional)

Electrical Ceiling Rough (optional)

Electrical Construction Temp Pole (optional)

Electrical Final (optional)

Electrical Rough (optional)

Electrical Underground/Under Slab (optional)

Electrical Wall Rough (optional)

Evening or Weekend (optional)

Footings (optional)



Continue Cancel

Permit Application – Scheduling Inspections: Online

- You can change Contact information or keep the existing contact name
- **Continue**
- Include additional Notes for the inspector
- **Finish** to submit the request

Confirm Your Selection
Please confirm the details below and click the Finish button to request the inspection.

Footings
06/22/2021
3901 RACEWAY PKWY
MOUNT OLIVE AL 35117
Kathy Burleson

Include Additional Notes
Optional Comments or Instructions for your Inspector:
Gate Code is #12345

(Please include an alternate phone number if different from the contact information in your application.)

Finish Back Cancel

Inspection type: Footings
Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

Location
3901 RACEWAY PKWY
MOUNT OLIVE AL 35117

Contact
Kathy Burleson

Change Contact ▾

Select an existing contact
Kathy Burleson ▾

Specify another person (for this inspection only)

* First Name Middle Name * Last Name

* Phone Number

Submit Cancel

What You need to know about Inspections

- Inspection Scheduling is not allowed until the Permit is issued
- Failed Inspections will incur a \$50.00 failed inspection fee
- Failed Inspection fees must be paid before scheduling any new inspections
- The followings only applies to Residential New & Residential Addition
 - **Framing Walls/Floor & Framing Roof** inspections cannot be scheduled until the **Foundation Survey** inspection is passed
 - **Foundation Survey** inspection cannot be scheduled until **Final Foundation Survey document** is uploaded (and approved)
- All Trade related inspections must be Finaled before requesting a **Building Final Inspection**