

Question: Do I need a building permit?

Answer: A building permit is required if you plan to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure. A building permit is also required if you plan to install, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, provided the installation is regulated by City Ordinance. You will not need a permit for painting, erecting wallpaper, installing tile/carpeting, replacing kitchen/bathroom cabinets or fixtures or repairing a very small and minor roof leaks. If you are unsure if you need a permit, please contact us at 205-699-2585 – Inspections/Permits.

The required submittal information varies for each permit type. The following illustrates basic information for permit type (this list is not all inclusive):

Building Permits:

- **Site Plan**
- **Lot Grading Plan**
- **Floor Plans**
- **Roof Plan**
- **Truss Drawings and Floor Joist Plan**
(Where Engineered roof trusses or floor systems are proposed).
- **Elevations**
- **Sections**
- **Construction Details and Notes**
If the permit is associated with a commercial project, plans must be sealed and signed by a qualified design professional.
- **Septic/Sewer Impact Permit**
- **Storm Water Permit**
- **Septic/Sewer Impact**

- **Checklist (Commercial Projects)**
- **City Business license**
- **State Certification (as applicable)**
- **Plot Plan**

Example of a Plot Plan

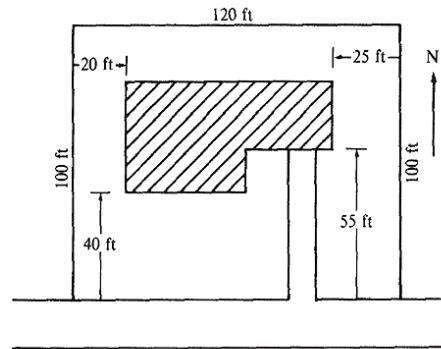


FIG. 146. PLOT PLAN

In the example a 25' side setback is required but the applicant is requesting a 20' setback on one side.

Mechanical, Electrical and Plumbing Permits

- **System Layout – Layout of mechanical system at each floor;**
- **System details – Type, location and size of equipment;**
- **Heat loss and heat gain calculations (Mechanical)**
- **Duct Design calculations (Mechanical)**
- **Energy Calculations (REScheck or COMCheck)**

Fees

City of Leeds permit fee for Building Permits is 1% of the valuation of the work being performed, commercial permits are subject to a State of Alabama Craft Fee of \$1 per \$1,000 of valuation. Permit fees for Trade Permits are 2% of the valuation of the work being performed

Inspections

Inspections depend on what is involved in the project. Simply stated, an inspection is required prior to covering up any part of the construction.

Inspections are performed from 8:30 a.m. to 2:15 p.m., Monday through Friday. Your plans and permit must be at the construction site and the address properly posted and visible from the street.

The job to be inspected must be accessible. An OSHA approved ladder must be available if needed.

Inspectors are located at the City of Leeds Inspection Department. Inspectors are available to speak to the public from 7:00 a.m. to 8 a.m. and 2:30 p.m. to 3:30 p.m.

To request an inspection, you need your permit number and site address. The hours to call for an inspection are from 7 a.m. to 3:30 p.m., Monday through Friday. Inspections requested prior to 4 p.m. are performed the next available business day.

To request an inspection, please call one of the following telephone numbers: 205-699-0903

Important Numbers

Jefferson County Health Department
(205) 930-1230

Saint Clair County Health Department
(205) 338-3357

Shelby County Health Department
(205) 620-1650

Jefferson County Environmental Services
(205) 325-5390

Leeds Water Works Board
(205) 699-5151

Birmingham Water Works
(205) 251-3261

Alabama Power
1-800-245-2244

Alagasco
1-800-292-4008

Charter Cable
1-877-304-2363



CITY OF LEEDS

**How to Obtain
a Building Permit**



Inspection Services

1404 9th St
Leeds, AL 35094
(205) 699-2585

www.leedsalabama.gov

Hours: 7AM – 3:30PM, Monday - Friday