

## COMMERCIAL ADDITIONS, REMODELS, REPAIRS, AND TENANT BUILDOUTS CHECKLIST

### BUILDING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of commercial additions, remodels, repairs, and tenant buildouts within the City of Gulf Shores.

- Site Plan approval must be granted by the Planning and Zoning Department
- Completed Building Permit Application
- Are you in an “A” or “V” flood zone? If yes:
  - You will be required to provide an elevation certificate or a temporary benchmark (TBM)
  - A V-Zone certificate from a design professional is required ONLY if you are located within a V- Flood Zone.
- If located within the Alabama Beach Mouse Habitat, you will be required to submit an approval letter from the US Fish and Wildlife Service. (Daphne Field Office: 251-441-5181)
- Construction drawings/details by a design professional (Architect/Engineer)

\* A licensed General Contractor with the State of Alabama shall be listed as the contractor when work being performed exceeds \$50,000.00.