

RESIDENTIAL REPAIR / REMODEL CHECKLIST

Additions, Alterations or Repairs

This checklist is designed to aid both the Applicant and the City of Gulf Shores in the processing of a Building permit application

- All require a completed [Building Permit Application](#) and an [Agent Authorization Form](#)

ADDITIONS

- Elevation Certificate for any property located in a flood zone
- [V-Zone Certificate](#) for any property located within a V Flood Zone
- Current Plot Plan stamped and signed by a registered surveyor/engineer to include:
 - Location of proposed new construction
 - Driveway location and width dimension at front property line (18ft maximum width)
 - Location of all trees with caliper of 12" or greater and Live Oak or Sand Live Oak with caliper of 6" or greater; indicating which trees are to be preserved or removed
 - If no protected trees are on the property, Plot Plan shall include a note stating: *No protected trees located on the property.*
- Engineered Plans stamped by an Alabama Certified Engineer will be required for any structural additions outside the original envelope
- [Special Flood Hazard Area Application](#) for any property located in a flood zone
- [RESCHECK](#) for any additional habitable space.

ALTERATIONS OR REPAIRS

- Detailed description of work to include all trades
- PLEASE NOTE: Engineer stamped drawings may be required

PLEASE NOTE:

- [Haul Permit](#) is required for any fill materials delivered South of St Hwy 180
- If the property is located within the Alabama Beach Mouse Habitat, you will be required to submit an approved [Incidental Take Permit](#) from the US Fish and Wildlife Service. (251-441-5181)