

## SINGLE FAMILY OR DUPLEX CONSTRUCTION CHECKLIST

### BUILDING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a single family or duplex within the City of Gulf Shores.

- 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)
- Two (2) sets of Construction drawings/details by a design professional (Architect/Engineer)
- Current As-Built Survey/Plot plan showing proposed additions outside the original footprint of the structure.
- A copy of the water and sewer tap fees from Gulf Shores Utilities (251-968-6323).
- RESCHECK, an approved energy efficiency check